



Bottisham Village College

Achievement through Inspiring, Caring, Enriching

Principal: Mrs Jenny Rankine M.Ed LLCM

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JR/kl

June 2021

Dear Applicant,

Head of Operations (Bottisham Village College, Netherhall School and Oakes Sixth Form College)

Thank you for your interest in our vacancy for a Head of Operations. Whilst working across two sites, the role will be based predominantly at Bottisham Village College.

In this pack, you will find information about the vacancy, including a full job description alongside information about our school. To find out more about us as a college, why it is great to work here, and to explore your development opportunities, please visit our website <http://www.bottishamvc.org/college-information/teaching-at-bottisham/>

The closing date for this role is midnight on Sunday 27 June 2021. Please send your completed application form, together with a letter of application to Stacey Turner (HR Assistant) hr@bottishamvc.org. Only completed application forms will be considered – CVs will not be accepted.

I hope that this pack gives you all the information that you need at this stage and we look forward to receiving your application.

Yours sincerely

Jenny Rankine
Principal

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.





Information for applicants

Welcome from the Chief Executive Officer



I am delighted to be able to introduce you to Anglian Learning. We are an ambitious, outward looking multi-academy trust. We are passionate in our belief that all young people deserve to have access to an outstanding education; we are determined that this will be the case for all those in our school communities. Our motivation in establishing Anglian Learning was based on a strong underlying belief that we can simply achieve more together. We've tried to encapsulate that within our over-arching goal:

'To create self-sustaining, community based clusters of schools that celebrate individuality, creativity and innovation and actively pursue a collective responsibility for achieving excellent outcomes for all learners across the trust.'

We are convinced that the chances of achieving this goal will be strongly enhanced by working together across the whole age range, enabling us to collectively enhance the experiences, achievements and ultimate life chances for all of the children and young people in our care. We are therefore delighted with the establishment of our first Primary Hub, which will complement and enhance the work of existing secondary schools.

We understand that staff are our most important resource. Quite simply, we want to recruit, develop and retain colleagues who share our vision. We are committed to offering high quality, personalised professional learning and developmental opportunities to support career development and personal growth.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to new ideas, professional challenge and alternative perspectives. We are firmly committed to maintaining the individual ethos and identity of each school, matched to the needs of each local community, whilst all sharing the same core trust values and goals.

I hope that you find the information in this booklet helpful and if you have any queries then please do not hesitate to make contact with either the school or hr@anglianlearning.org.

We very much hope that you will consider working with us and that we can be instrumental in developing your career.

Kind regards
Jonathan Culpin
CEO Anglian Learning

Anglian Learning, a unique multi academy trust

All members of our Trust share the firm belief that successful learning communities are underpinned by ambitious vision, trust and strong inspirational leadership at all levels of the organisation. Through membership of Anglian Learning, these values are reinforced by working with like-minded schools, leaders and teachers, to make a difference to the lives of our young people. We believe that we have a shared responsibility, through support and challenge, to ensure that all our academies can offer an outstanding education to all students. We are committed to the best financial planning and clearest governance structure with a rigorous system of checks and balances to ensure our future development and growth.

Anglian Learning was initially created by three highly successful Cambridgeshire secondary school academy trusts, with similar visions of enhancing the capacity of mutual support and challenge, formally joining together as a Trust. A further secondary school joined Anglian Learning in March 2016 with an Ofsted rating of Requires Improvement, which had been held for several years. In October 2018, due to the work undertaken by the staff, the Principal and the Trust, the school successfully achieved a rating of Good in all areas.

In March 2018 Anglian Learning established a Primary hub with three primary schools choosing to join the Trust, forming a collaborative and supportive primary network. Anglian Learning has also won the contract for a new primary school The Marleigh School which is currently due to open in 2021. Further information about each of our schools can be found by visiting their websites:

- <http://www.bassingbournvc.net/>
- <http://www.bottishamvc.org/>
- <http://www.netherhall.org/>
- <http://www.sawstonvc.org/>
- <http://www.bottisham.cambs.sch.uk/website/home/>
- <http://www.fenditton.cambs.sch.uk/>
- <http://www.staplefordprimaryschool.org/>
- <http://www.jfan.org.uk/>
- <http://www.lvc.org/>
- <https://www.icknieldprimary.co.uk/>
- <https://www.lintonheightsschool.co.uk/>
- <https://www.themeadowbalsham.co.uk/>
- <https://www.thepinesprimary.co.uk/>

We are committed to ensuring that all Anglian Learning schools aspire to achieve consistently improving progress measures that are significantly above national expectations and place them in the top 10% of schools nationally.

We aim to achieve this by raising the educational attainment of all our young people and using the collective energy and cross school educational fertilization within the Trust to improve life chances by:

- *Developing a dynamic and inspirational culture for teaching and learning excellence.*
- *Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.*
- *Building a curriculum and assessment structure that will enable teachers, students and parents to celebrate success and respond swiftly to challenge.*
- *Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally and internationally.*
- *Promoting, enabling and supporting leadership at all levels to flourish in individual schools and across the Trust.*
- *Providing CPD opportunities for staff at all levels in the Trust*

The Trust Leadership Team comprises of a CEO, supported by a Deputy CEO who is a trained Ofsted Inspector, a Primary Executive Headteacher who oversees and supports the Primary Hub and highly qualified and experienced Directors advising on Finance, ICT, Operations and Human Resources.

The operational structure of the central team is constantly being reviewed to ensure that it delivers the maximum and desired support to the schools within Anglian Learning.

Our Core Values

- Anglian Learning is ambitious and aspirational for all those in our community, pupils, staff and parents, to be the best they can be.
- Anglian Learning is inclusive, working always in the best interests of all of our children and young people, whatever their background or ability, underpinned by mutual respect and care for others.
- Anglian Learning acts with integrity, probity and honesty in the relationships within the Trust and with the wider educational and non-educational landscape.

Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The Trust welcomes applications from all irrespective of gender, marital status, disability, race, age or sexual orientation.



About Bottisham Village College

Bottisham is 5 miles East of Cambridge, just off the A14 trunk road. The Village College is a eight form-entry mixed 11-16 comprehensive school and serves twenty one villages in the area bordering Cambridge and east to Newmarket. The school is heavily oversubscribed with 1160 students on roll, rising to 1500 in next 5 years.



We are committed to providing an outstanding education to all of our students, enabling them to develop into mature, independent young people, ready to take their place in society. We have extremely high expectations and work with commitment and dedication to enable all students to have the opportunity to achieve their full potential, both academically and socially. The school community values all our staff, students, parents and carers and their contribution to our successes and achievements. <http://www.bottishamvc.org/college-information/cultural-values>

The College was opened in 1937 as the second of the Cambridgeshire Village Colleges. These were the forerunners of community education in this country and are still committed to lifelong learning in its widest sense. The vision of their founder, Henry Morris, was that schools should be at the heart of their communities, open to all and that they should offer an attractive and stimulating environment for learning. Bottisham Village College continues to aspire to this vision.

<http://www.bottishamvc.org/college-information/teaching-at-bottisham/>



This is an exceptionally exciting time for the college for a candidate to join us. Following a very busy 18 month period, the College's £17 million Capital build has been completed giving the College additional resources including a large performance hall, new dining facilities, larger music department, dance studio, new library and English and maths classrooms. The build has also provided a new and convivial reception area, new offices, the large Henry Morris hall and conference space as well as a Trust central office suite.

Ofsted

Our most recent Ofsted inspection took place in June 2012, when we were judged to be outstanding in all areas: Overall Effectiveness, Achievement, Quality of Teaching, Behaviour & safety and Leadership and Management.

We are very proud of this achievement which was the culmination of the talents, dedication and enthusiasm of all our staff. We were particularly pleased that Ofsted commented on the positive relationships that underpin our ethos:



This is an outstanding college, where a very strong ethos of community, high quality learning and aspirational academic achievement exists throughout. One student commented: 'Bottisham is inspirational. The college helps individuals to shape well, giving us the confidence, determination and skills to succeed.' Ofsted 2012

Post 16, students have a very wide choice of educational opportunities in and around Cambridge. The overwhelming majority of our students, approximately 97% continue in full-time education.

Our Staff

We recognise and value the skills, knowledge and expertise of all our staff.

We are committed to supporting the professional development of all members of staff. To this end, we have a vibrant and varied Continual Professional Development programme, which is personalised each year to support both our main college priorities and the individual needs of staff. This programme includes opportunities to share excellent practice between colleagues as well as drawing on external expertise.

Bottisham is a member of a SUPER (School University Partnership in Educational Research) network of schools working with the University of Cambridge, Faculty of Education which provides opportunities for staff to undertake classroom-based action research.

Our staff-room is a vibrant, sociable and supportive atmosphere. We enjoy College events such as concerts or staff socials; there is very little 'standing on ceremony'.

Staff give freely of their time to the broad extra-curricular programme which includes sports, music, drama and a host of trips, exchanges, clubs and other activities. There is a blend of youth and experience among the staff and newcomers have always commented on the warm welcome they have received.



Our Students

Our catchment area is one of rich contrasts: areas of social deprivation on the fringes of Cambridge, rural communities, some very isolated, areas connected with the stables at Newmarket and pockets of expensive housing in some villages. We have a truly comprehensive intake in every sense, and the inclusive ethos of the College means that we are able to form very positive relationships with them all. We are absolutely committed to supporting each individual student; we want them to feel safe, in an environment where they can grow and thrive and leave us confident in their ability to play a meaningful role in society, as global citizens.

We are very keen to offer students every opportunity to take responsibility; the mentor scheme and the School Council, for example, are strengths of the College. Visitors, including OFSTED Inspectors, are always impressed by the courtesy and confidence of our students and their friendly, open nature. The Student Leadership Team plays a significant role in the life of the College.

Working in Partnership with Parents and Carers

Parents and carers are very supportive and keen to attend information evenings, school plays and so on. They support the aims of the College and the vast majority send their children to school in correct uniform and with the proper equipment, ready to learn.

The 'Friends of the College' is our excellent PTA, but it is more than that, because it also has an extensive community role.

Anglian Gateway Teaching School Alliance



Following our successful Ofsted inspection in June 2012, we successfully applied to be a National Teaching School and National Support School. In partnership with two outstanding local primary schools and formed the Anglian Gateway Teaching School Alliance. This alliance consists of a large group of cross-phase schools in Cambridgeshire & Suffolk, together with a range of other highly regarded organisations such as the University of Cambridge, Faculty of Education.

As a Teaching School we have the freedom and autonomy to work collaboratively with our partners to deliver high quality support for teachers and leaders at all stages in their career.

We are involved in the following areas:

- *providing a strong supply of high quality new teachers through the development of school-based initial teacher training programmes*
- *providing high quality continuing professional development programmes that significantly improve the quality of serving teachers and support staff*
- *developing great leaders and the next generation of headteachers*

- *working with schools in need of additional support*

We are very excited about the professional and leadership development opportunities that this designation offers to our staff. For example, a growing number of colleagues have the opportunity to be directly involved in the training of new teachers, others are working as Specialist Leaders of Education, sharing their expertise by supporting staff in other schools.

The Locality Team

We are very fortunate to have a Locality Team based on our college site. This Local Authority service offers a broad range of support services for both students and their parents/carers, including, Educational Welfare Officer, In-School Student Support workers, Youth Workers and Parent Support Advisors. College staff have developed very close working relationships with our colleagues in the Locality Team to ensure that the varied needs of all young people in our care are met.

The Community Dimension

Bottisham has no village hall, and no village green. The Village College fulfils both of those functions and our Sports Centre, adult learning provision in the evenings and community library are at the heart of our community life.

It is very difficult to sum up Bottisham Village College in a few pages. Check out our [website](#), [twitter](#), [Instagram](#) and [facebook](#) pages to help bring the school to life or even better [contact us](#) to organise a visit!



Equal Opportunities

Bottisham Village College is an Equal Opportunities employer.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.





JOB DESCRIPTION

POST TITLE:	Head of Operations (Bottisham Village College, and Netherhall School & Oakes Sixth Form College)
GRADE:	Scale PO1
HOURS OF WORK:	37 hours per week 52 weeks (30 hours for BVC and 7 hours for NHL and Oakes)
REPORTS TO:	Principals for each school

PURPOSE OF THE JOB:

- To line manage the Site Staff to ensure the effective day-to-day operation of the services.
- To ensure the College complies with statutory inspection and Health & Safety legislation
- To have overall responsibility for the management of the facilities, ensuring that they are developed and maintained to the highest standard in order to provide an outstanding learning and working environment for students and staff, and a first class resource for the community,
- To contribute to the success of Anglian Learning by providing outstanding leadership and management so Bottisham Village College and Netherhall School & Oakes Sixth Form College runs efficiently and effectively and can deliver their aims and priorities to their stakeholders
- To work across the Trust in collaboration with other cross-Trust roles, supporting the Director of Operations in delivery of consistent practices and services

MAIN RESPONSIBILITIES:

1. Liaise with the Sports Centre Manager ensuring compliance with Health & Safety and other relevant legislation
2. Line manage the Site Officer and oversee the department to ensure that the work of the site teams maximises the security of the sites, with cost-effective maintenance and effective energy management, contributing to site maintenance as necessary
3. Lead in the preparation and monitoring of premises related budget with advice from the school's Finance Manager.
4. Under the direction of the Principal, be responsible for ensuring the Health and Safety policy is site specific and upheld including and not exhaustive of the following items:



- a. Ensuring that risk assessments are undertaken, control measures are implemented and regularly assessed.
 - b. Formulation of the college's emergency procedures
 - c. Termly fire drills and fire alarm testing
 - d. Repair, replacement or removal of furniture or equipment as required
 - e. Coordinate statutory inspections and testing as required
 - f. Ensure correct procedures are followed for reporting, recording, investigation and follow up of accidents
5. Oversee and monitor the Site Officer to ensure that effective ordering procedures for repairs and maintenance jobs are maintained within agreed regulations, and take responsibility to ensure invoicing is correct. Monitor quality of purchases and seek out new suppliers, where appropriate. Where purchases and services do not reflect the college's expected standard, take action to improve and ensure quality where necessary.
 6. Ensure tendering processes are completed in accordance with appropriate financial procedures to ensure that the school receives value for money in conjunction.
 7. Lead the production of Premises Plans, Continuity plans and Critical Incident plans, liaising with other Trust schools where appropriate.
 8. Lead the management of any building works/capital refurbishment projects required.
 9. Lead on all aspects of risk management and control for the school, including maintaining adequate and effective insurance and risk assurance (Where appropriate liaising and directed by the Trust team as insurance is procured centrally.) Any claims made locally should be managed by the post holder.
 10. Oversee and work with the Finance Manager in maintaining an appropriate asset register for the School and ensuring compliance with procedures for the disposal of redundant equipment/assets
 11. Lead on and work with other senior member of staff across the School and the Trust, and develop cost-effective strategies for premises management, to ensure quality is maintained and improved.
 12. In liaison with the Site Team, ensure that the College meets all health & safety requirements and that regular review and monitoring is in place.
 13. Oversee any planning, grant application and implementation of new capital programmes where appropriate working with the Finance Manager as appropriate.
 14. Ensure that adequate procedures are in place to deal with the following (and up-to-date records are kept and uploaded to the Every system). Post holder must ensure that the relevant staff abide by these procedures and that Health and Safety across the whole site is promoted at all times.
 - a. Evacuations/Fire & Risk Manual
 - b. Updating and maintaining the Every System day to day
 - c. Insurance/Insurance Claims
 - d. Licences other than ICT licenses such as Premises Licenses etc.
 - e. Inspections/Testing
 - f. Key Register in conjunction with Site Officer
 - g. Lockers
 - h. Critical Incident Plans



- i. Inventories
 - j. Site Processes
 - k. Statuary Inspection ensure up to date and recorded on Every
 - l. Lettings
 - m. School diary sheets
15. Create and oversee with the Site Officer effective administration and filing systems and upkeep of premises related records, e.g.: -
- a. Fire & Risk Manual/Evacuations
 - b. Health & Safety/COSHH
 - c. Insurance
 - d. Licenses
 - e. Inspections/Testing
 - f. Cleaning
 - g. Catering
 - h. Recharges (Community education)
 - i. Grounds Maintenance
 - j. Key Register
 - k. Inventories
16. Be responsible for the arrangements and day to day running for the following as well as any other procurement contracts at school level as directed by the Director of Operations
- a. School Meals
 - b. Grounds Maintenance
 - c. Cleaning
 - d. Mini Bus bookings
17. Oversee the arrangements for the use of premises for lettings accordance with the Trust's Lettings Policy in conjunction with the Finance Manager/Assistant Principal
18. Attend and Chair Health and Safety Committee meetings.
19. Manage the college's relationships with external contractors as necessary.
20. Prepare premises reports to submit to the trustees meetings where appropriate, and attend meetings when required.
21. Supervise and provide day to day support with the Adult Learning Manager
22. To work with the Principal to develop a detailed business plan and a five year capital programme, with regular reviews and updates to ensure the financial viability of the programme
23. Liaising with Local Authority personnel and other stakeholders, as appropriate
24. Strive to create an environment for learning that is welcoming, attractive and stimulating, as well as functional across the Trust, in conjunction with other schools.
25. To undertake any other duties consistent with the post as directed by the Principal or the Director of Operations.
26. Ensure that all work is carried out in order to comply with GDPR guidelines



27. Uphold the College's safeguarding policies at all times and promote a safeguarding culture.
28. To collaborate and work closely with other Head of Operations across the Trust, ensuring that there is consistency in the management of the premises and sites

Bottisham Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment