

The Kite Academy Trust



Director of Operations
Recruitment Pack

Welcome from the CEO

Dear candidate,

Thank you for your interest in joining The Kite Academy Trust. We are an ambitious Trust who work as one team, with our shared vision at the heart of everything we do. Our colleagues are our greatest strength — remarkable people who form the foundation of our success and enable us to achieve our vision. Together, we strive towards our collectively defined four strategic aims:

- Remarkable People
- Exemplary Education
- Exceptional Trust Services
- Stronger Communities

As part of our Remarkable People aim, we place a significant emphasis on colleague wellness by providing a range of evidence-informed wellbeing strategies, all of which are being woven through our professional development programme and complement our comprehensive colleague benefits package. This is a truly unique pledge to our people and reflects our commitment to ensuring that every member of our team feels supported, valued and able to thrive. We have colleagues as part of our team who travel hundreds of miles every day to be part of what we are continuing to build at what is a truly remarkable time for our Trust.

We are now seeking a Director of Operations (DoO) who shares our vision for the future and would like to join a Trust that is increasingly recognised for its unique colleague offering. You will be fully empowered to lead our operations teams (Estates, IT and HR), contributing to the delivery of our Exceptional Trust Service strategic aim which will see us achieve excellence in our business services. You will play a pivotal part in strategic decision-making across the Trust, to facilitate our continued growth and success.

As an experienced leader in business operations, you will also be an exceptional strategic thinker with a strong track record of delivering high-quality, effective and efficient services and successfully managing a team. Above all, you will role model our values and ethos in every interaction, both internally and externally.

If you believe you have the vision, dynamism and expertise to succeed in this role, we would be delighted to hear from you. For a completely confidential conversation in the first instance, please contact Nicola Macbeth on 01252 984930 or nicola.macbeth@kite.academy.

I look forward to speaking with you soon.

Jeremy Meek

Chief Executive Officer

The Kite Academy Trust

About The Kite Academy Trust

The Kite Academy Trust is a family of nine primary schools across Surrey and Hampshire. At the heart of our Trust is our commitment to working as one team, sharing our expertise to ensure every pupil receives an excellent education and an equal opportunity to thrive and succeed in life. Our Kite values of positivity, integrity, resilience, respect and aspiration underpin everything that we do.

The Trust formed in October 2015 with five schools coming together and has recently been on a rapid journey of improvement. In little over two years, the Trust has been transformed. We have an academy that was recently graded as good for the first time in its 25-year history, data outcomes that have improved from significantly below national averages to above (and notably so in areas) and we offer a range of education services externally. It is our aim to provide similar external services via our business teams and the incoming Director of Operations will contribute their leadership experience to this key priority within our Exceptional Trust Services strategic aim.

Our talented colleague team is fully aligned to our Trust vision – *for every pupil to be happy and healthy, to contribute positively to their communities and to achieve academic excellence* – and every decision we make is guided by this vision. All schools are equal partners and committed to the principles of collaboration, sharing expertise and resources to deliver the best possible education for all children in our care.

We celebrate our schools unique and individual characteristics, recognising the communities they serve. We value the contribution our staff bring to our schools and the Trust as a whole, and look to foster leadership and succession planning as well as offering greater opportunities within the Trust.

Our academies:



About the Role

The Director of Operations (DoO) is expected to successfully lead and develop our Estates, HR and IT business services functions, ensuring that these functions competently deliver exceptional, effective and efficient provisions.

Working in close collaboration with the Executive Team, the DoO will support the CEO and Board of Trustees with reporting and decision-making to ensure the Trust works effectively and efficiently towards the delivery of its mission, vision and strategic aims. They will ensure that The Kite Academy Trust is compliant in its Estates, HR and IT operations.

The DoO is responsible, together with the CEO, for ensuring that the Trust's Estates, HR and IT operations are sustainable over time and they will be expected to bring an entrepreneurial mindset to challenges within their remit. The DoO will provide high-level strategic leadership and management across the Trust's business services functions, representing the Trust with a wide range of stakeholders and partners both internally and externally. As a result, they need to be an exemplary communicator. An experienced and motivated leader of teams with impressive technical ability, the new DoO will be an astute strategic thinker.

The DoO will need to provide regular, clear and balanced expert advice on Estates, HR and IT operations, reporting regularly to the CEO and Board of Trustees. They will be experienced in developing and nurturing collaborative and high-performing teams and have a strong track record of delivering a high-quality, efficient service. They will be comfortable with developing and implementing systems and processes for successful growth, whilst ensuring the best services and practices are being offered across the Trust. Leading high-performing teams, delivering effective systems and processes for growth, whilst enhancing current operational practices, will be key skills of the DoO.



Job Description

Post:	Director of Operations
Responsible to:	Chief Executive Officer (CEO)
Salary:	£80,730 - £95,580
Location:	Kite Business Hub, Holly Lodge Primary Academy, GU12 5PX
Hours:	Full time, 36 hours per week, exclusive of breaks (the breakdown of these hours by mutual arrangement as necessary to fulfil the requirements of the role).

Role Purpose:

To lead and manage The Kite Academy Trust's Estates, HR and IT operations in accordance with the Trust's mission, vision and values.

Role Responsibilities:

The Director of Operations (DoO) will provide strategic leadership and operational oversight across business functions of The Kite Academy Trust, including:

1. Key Outcomes

- **Human Resources:** Develop and implement people strategies and policies that strengthen the Trust's position as an employer of choice.
- **Information Technology:** Oversee the leadership and development of the technology strategy and architecture to meet the needs of the Trust, now and in the future.
- **Estates Management:** Lead a team of specialists to ensure full compliance with regulations, health and safety, facilities management, and statutory obligations.
- **Strategic Alignment:** Champion and embody the mission, vision, and values of The Kite Academy Trust in all leadership activities.
- **Governance Support:** Provide strategic and operational support to the CEO and Board of Trustees, enabling informed decision-making and progress toward the Trust's strategic aims.
- **Compliance:** Ensure full compliance across operations and business services.

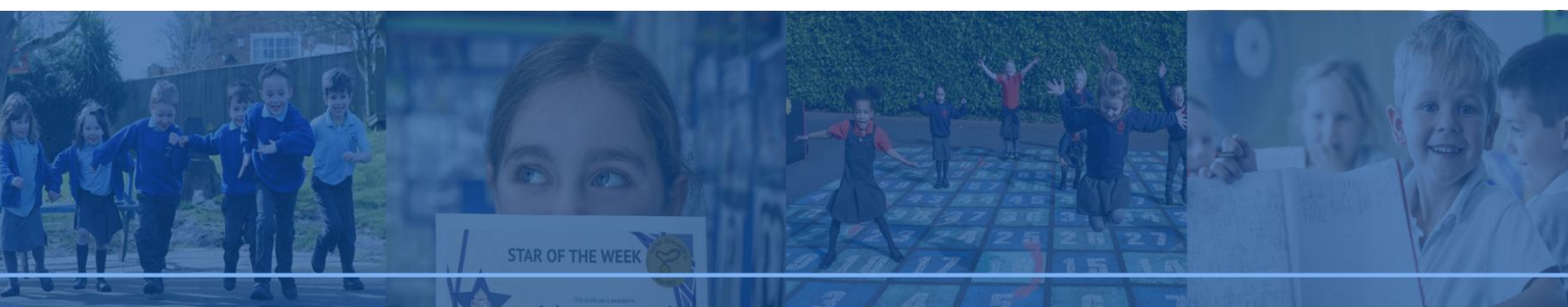
2. General Duties

- Safeguard the operational effectiveness of the Trust.
- Maintain compliance with the Academy Trust Handbook and stay informed of annual updates.
- Monitor and challenge operational performance across all academies and the Estates, HR and IT business services teams.
- Act as the primary contact for external partners regarding commercial and operational matters.
- Prepare and submit all required forms and returns to the DfE and Trust Board within specified formats and deadlines.
- Participate in the budgeting process in collaboration with stakeholders and oversee operational planning.
- Develop and maintain a strategic and compliant business plan in order to meet the Trust's objectives.

- Lead on the preparation of bids and tenders in line with the Trust's procurement policy.
- Identify and pursue additional funding and business opportunities to benefit the Trust and its academies.
- Drive operational efficiencies and lead initiatives to reduce expenditure across all functions.

3. Leadership Responsibilities

- Attend meetings of the Board of Trustees and relevant committees.
- Influence strategic decisions to uphold best value principles.
- Advise the CEO and Trust Board on operational strategy and implications of leadership decisions.
- Lead, manage and develop the Estates, HR and IT business services teams.
- Lead the development and delivery of training programmes for new stakeholders, ensuring effective onboarding and alignment across all areas of responsibility.
- Offer high-level leadership and advisory support across all HR functions, ensuring compliance with employment legislation and best practice.
- Collaborate with HR to develop and promote recruitment, retention, and people strategy and policies.
- Review and maintain operational policies to ensure regulatory compliance.
- Support the CEO in operations aspects of Trust growth initiatives to include full due diligence processes.
- Maintain robust internal audit systems and implement a structured, cyclical programme of audits to ensure ongoing compliance and operational integrity.
- Contribute to risk management processes across the Trust ensuring the risk appetite of the Trust is both understood and owned by key personnel.
- Fulfil the role of Data Protection Officer as required by the Data Protection Act/UK GDPR.
- Ensure adherence to best value principles in all operations.
- Actively contribute to the Trust community, promoting its mission, vision and values.
- Comply with safeguarding and health and safety procedures, including relevant training and risk assessments.
- Undertake additional duties as directed by the CEO, as a key member of the executive leadership team



Person Specification

The post-holder will be able to demonstrate evidence of the following qualifications, knowledge, experience, qualities and skills.

*Essential (E) or
Desirable (D)*

Qualifications

- Honours degree or equivalent in relevant subject **E**
- Qualification in Academy Business Management **D**

Knowledge & Experience

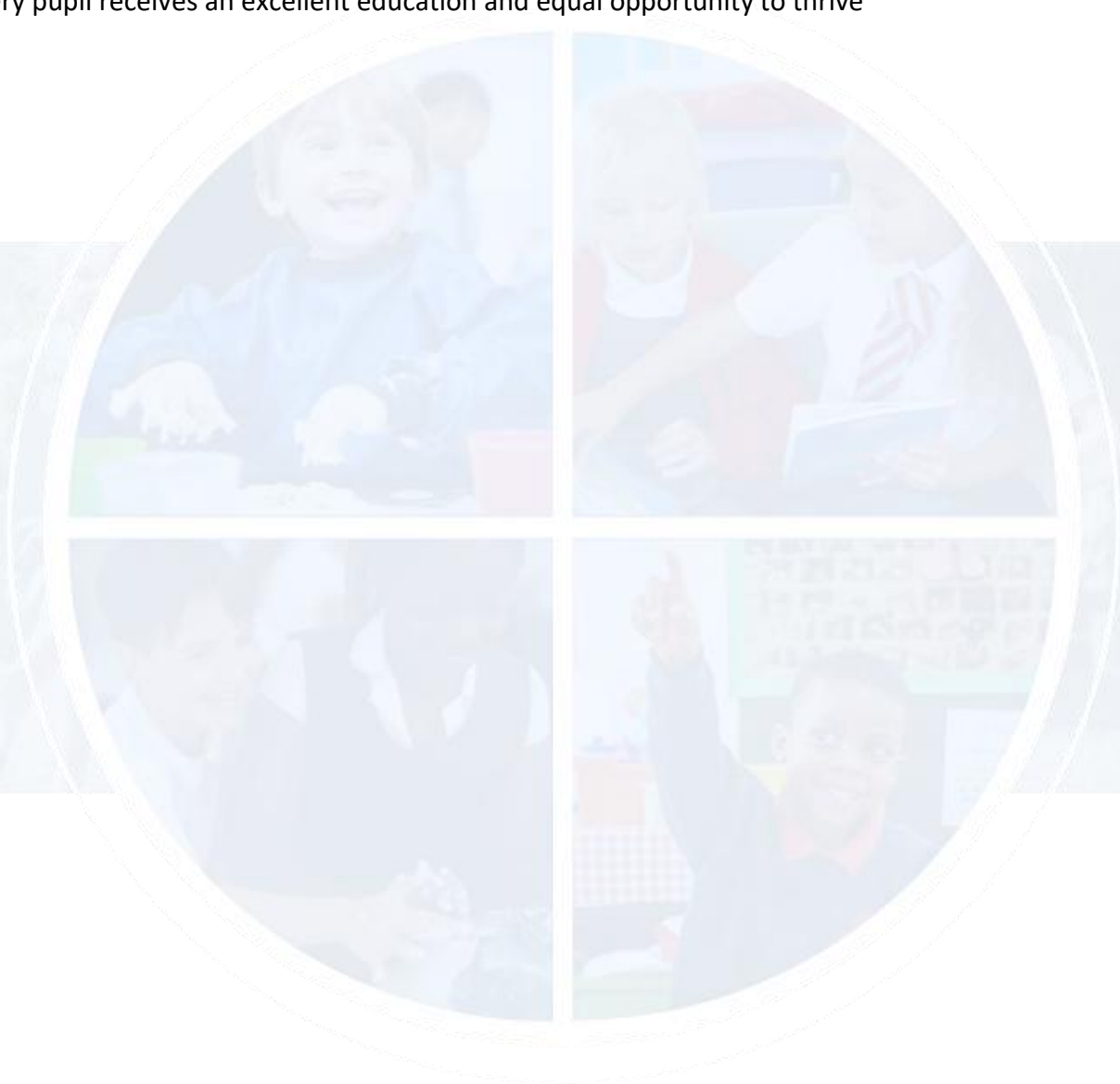
- Demonstrated success in leading and building high-performing teams within a multi-academy trust (MAT) or similarly complex organisation **E**
- Experience within the education sector, preferably in a MAT environment **D**
- Expertise in data analytics, management information systems (MIS), and digital transformation. **E**
- Extensive experience in operational budget management **E**
- Comprehensive knowledge of statutory requirements and funding mechanisms **E**
- Proven experience in managing procurement processes and contractual agreements **E**
- Sound understanding of confidentiality and its application in professional settings **E**
- Experience in developing and maintaining relationships with external professional and regulatory bodies **E**
- Proven ability to identify and leverage commercial opportunities to enhance efficiency and income generation **E**
- Operational leadership experience, in one or more business functions (Estates, HR or IT) **E**
- Experience in securing additional funding streams **D**
- Working knowledge of key business service policies, practices and relevant legislation **E**
- Demonstratable commercial awareness and strategic thinking **E**
- Experience working with external bodies and regulatory agencies **E**

Personal Qualities & Skills

- Exceptional analytical abilities and sound commercial judgement **E**
- Proficiency in using management information systems (MIS) **E**
- Entrepreneurial mindset with high levels of motivation and initiative **E**
- Experienced and confident leader of multi-disciplinary teams **E**
- Ability to interpret complex data and translate into actionable policy and practice **E**
- Strong commitment to achieving best value and driving continuous improvement **E**
- Reflective and self-aware, with a commitment to personal and professional growth **E**
- Capable of operating effectively at both strategic and operational levels **E**
- Excellent verbal and written communication skills, including presentation skills **E**

Personal Qualities & Skills *(continued)*

- A keen, positive and enthusiastic team player with an approachable and friendly manner E
- Demonstrates flexibility in working arrangements and a proactive approach to the evolving nature of the role E
- Skilled in influencing and negotiating at executive level, both internally and externally E
- Ability to present complex information clearly to diverse audiences E
- Passionate about the Trust's vision to work collaboratively, share expertise and ensure every pupil receives an excellent education and equal opportunity to thrive E



How to Apply

For a confidential conversation to discuss this role in more depth with our CEO, please contact Nicola Macbeth on 01252 984930 or nicola.macbeth@kite.academy.

To apply, please complete the application form provided alongside this recruitment pack. The application form includes a supporting statement where you will be required to outline your experience in relation to the job description and person specification.

Completed application forms should be submitted to nicola.macbeth@kite.academy.

Application process:

Closing date for applications: Monday 10th November 2025 at 12pm
Interviews: Thursday 20th and Friday 21st November 2025
Start: From March 2026
(pending availability of the successful candidate)

We look forward to hearing from you.

The Kite Academy Trust is an equal opportunities employer, committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced Disclosure & Barring Service check and satisfactory employment references.

In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal responsibility to meet safeguarding duties.

