

Elm Court Livity Federation



Federation Head of Operations & Strategy

35 hours per week/ All Year Round

Salary : PO7 (£58,197- £61,347 p.a)

We are seeking to appoint the following post based across two schools in the Elm Court Livity Federation. This post has arisen due a staffing review of the administration teams across both schools and subsequent restructuring.

Elm Court and The Livity Schools are special schools located within the borough of Lambeth. At Elm Court there are places for 150 secondary aged pupils who have learning difficulties with associated social and communication needs. At The Livity School there are 135 primary aged pupils with with severe learning difficulties and complex medical needs. Both schools have increased numbers on roll considerably in recent years and there is a high demand for places at both schools.

Purpose of Role

The Federation Head of Operations and Strategy will line manage and oversee the work of the administration, finance and premises staff at both school sites. They will also be a member of the Senior Leadership Team and line managed by the Executive Headteacher.

We are looking for a well-qualified and experienced candidate to join our staff team from the beginning of the **Summer Term 2025**, or earlier if possible.

Further information:

Visits to both sites are welcome. To obtain a recruitment pack, please contact [Michelle Downer](#) via the email address below.

Closing Date for the receipt of completed application forms: Friday 28th February 2025 at 9:00am. Interviews from w/c Monday 3rd March 2025

How to Apply:

Please send your completed application form to [Michelle Downer, HR Manager](#), Elm Court School, Elm Park, London, SW2 2EF or hr@elmcourt.lambeth.sch.uk

Executive Headteacher: [Joanna Tarrant](#)

Lambeth Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment.

Successful candidates will be asked to apply for an Enhanced Disclosure from the Criminal Records Bureau. Further information about the disclosure can be found at www.gov.uk/government/organisations/disclosure-and-barring-service and in the recruitment pack.

www.lambeth.gov.uk

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