

# KEPIER

## JOB DESCRIPTION



**Name:**

**Job Title:** Operations Manager

**Salary Scale:** NJC Point Range: 47 - 49

**Additional Payments:** N/A

**Permanent Contract** Starting on:

**Contractual hours:** 37 **Weeks per year:** 52

**Hours to be worked:** Flexible based on need (between the hours of 8am - 6pm)

**Lunch break:** 12.30pm – 1.00pm

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### Job Role:

Contribute to the strategic direction of the Trust and the development and implementation of the Trust's/Academies' Development Plans with regard to Site, IT, H&S, Catering, Community and Marketing. Provide advice and clear information to the Principal/Trust Board on all operational aspects.

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**Responsible to:** The Principal

### Principal Trust Duties

1. Develop a three year operations plan, taking into account DfE and relevant government guidelines, and other sources of information about legislation, best value and effectiveness. Review this plan annually.
2. Line manage Site, Catering, IT, Office Co-ordinator, Community and Marketing managers of the school.
3. Effectively manage any construction projects including any new build to ensure that they comply with current legislation (for example Construction, Design Management Regulations 2015).
4. Carry out an annual Premises Review (Conditions Survey) and develop from this a 3-year Premises Maintenance and Improvement Plan (PMIP), including coping with any significant changes in local pupil demographics.
5. Review IT infrastructure performance termly and oversee a 3-Year IT Plan (ITP), encompassing IT for: Learning, Teaching, Administration and Infrastructure.
6. Develop capital funding bids, to enable the PMIP and ITP to be delivered, interpreting criteria and advising colleagues within the Trust/ Academy Leadership Teams to identify future requirements.
7. Promote and market the Trust to a variety of audiences to raise the profile with the local community and seek sponsorship and partnerships which help the Trust meet planned and future objectives.
8. Monitor all Site, H&S, Catering, Community and Marketing budgets, forecasts and other reports of the Academies, explaining all significant variances and trends to all relevant

- stakeholders, in accordance with agreed timetables.
9. Develop and review all policies connected with Site Management including H&S and oversee the development of Community, Catering, IT and Marketing
  10. Lead the H&S monitoring of the school. Design and maintain a clear Risk Register and Disaster Recovery Plan for all elements of the Trust, liaising with SLT, Finance and HR.
  11. Benchmark and review all Trust services at least annually.
  12. Manage all commercial contracts for the Trust; oversee school contracts, making recommendations to the Academy Leadership Teams on contracts to be awarded and manage the implementation of all contracts within the Academies.
  13. Develop and monitor the Trust's Fire and Health and Safety Policy and Procedures, ensuring that all health and safety requirements are observed, working with the local FM contractor (where this applies), checking working practices and site/accommodation for health and safety compliance, prioritising and fixing any issues, and maintaining all appropriate documentation.
  14. Manage the assets of the Trust, ensuring that it has an appropriate Asset Replacement Plan that is being adhered to, including buildings and IT.
  15. Develop and maintain whole Trust systems, particularly administrative and IT software, applications and IT infrastructure.
  16. Ensure appraisal structures and training and development is in place for all Catering, Site, Community and Marketing support staff.
  17. Deliver appropriate Health and Safety Training to all staff as and when appropriate - this can include whole staff training
  18. Authorise orders and the award of contracts and authorise payments within the approval limits shown in the Trust's financial policies.
  19. Carry out due diligence from an operations perspective on any school attempting to join the Trust.
  20. Develop and maintain the Asset Management and Site Master Plans, ensuring that accurate data is maintained and that projects and priorities support the educational plans and requirements of the Trust
  21. Develop and implement strategies for premises management to ensure that the quality of the Trust estate and the learning environment for learners is sustainable, maintained and improved.
  22. Ensure the delivery of long term maintenance plans and effective reactive maintenance services.
  23. Ensure regular testing and maintain all records as required for buildings, materials, hazardous substances, water, appliances, services, etc.
  24. Ensure the security of all school sites and all physical assets.
  25. Maintain high quality services for cleaning, catering and grounds
  26. Any other reasonable duties as requested by the, Principal or member of the Senior Leadership Team that is not specified in this job description.

Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.

The job description is current at the date of issue but, following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.

## **Safeguarding**

Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.

In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow Sunderland Safeguarding Children Procedures (SSCB), Child Protection Procedures and inform Children's Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

**Signed (Employee)**..... **Date**.....