**JOB DESCRIPTION**

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| **POST TITLE:** | Operations Manager |
| **GRADE:** | Grade I SCP 19 – 22 37 hours per week, Whole Time |
| **REPORTING RELATIONSHIP:** | Head Teacher |
| **JOB PURPOSE:** | To oversee the management of day to day operations of the school in relation to Premises, Health & Safety and Catering.  To line manage the site and cleaning team and to provide support to the catering manager, ensuring coverage of site during both term time and school holidays. Ensuring effective and efficient deployment of staff. |

**MAIN DUTIES/RESPONSIBILITIES**

**Main Duties:**

* Act as the main Health and Safety Officer for the site, ensuring a safe working and learning environment in accordance with relevant legislation. To ensure quality of teaching and learning is supported by the quality of the school site.
* Responsible for the performance management of staff and ensuring that staff receive appropriate and adequate training.
* In conjunction with the Senior caretaker, responsible for ensuring the security of the site and buildings both in term time and school holidays.
* Management of scheduled and emergency works programme.
* Working alongside other Trust Operations Managers to providing Management cover on a rota basis across all Schools during school holidays.

**Operational Planning:**

Ensuring the maintenance of the site, including:

1. Organising and directing teams for minor structural repairs and decoration that can be done in-house
2. Keeping fixtures, fittings and furniture in a good state of repair
3. Maintaining a rolling programme of decoration and refurbishment
4. Controlling litter, and disposal of rubbish and redundant equipment
5. Overseeing the annual hedge and tree maintenance and grounds contract maintenance
6. Procuring and managing contracts to ensure that safety tests are carried out at the requisite intervals including PAT, fire safety, gas safety, lift safety, water safety and specialist teaching equipment.
7. Procuring and managing maintenance contracts and ensuring that regular servicing of equipment such as heating, lighting, air-conditioning and alarm systems is carried-out.
8. Employing contractors for works that cannot be done in-house, ensuring that the school procedures for procurement are followed.
9. Overseeing new building and refurbishment programmes in conjunction with the Trust Estates Director and acting as a point of liaison between contractors and the school.
10. Preparing the site for, and on occasion attending, major events to ensure their smooth running (for example open evenings, events etc).
11. Be the initial point of contact between the external letting agency and the premises team to ensure that the school is prepared and site security is maintained for out of hours and external lettings.
12. Acting as budget holder for those areas of delegated responsibility, (such as repairs and maintenance and health & safety) ensuring that all expenditure is within budget limits ensuring that and that procedures are followed before any commitments are made. Maintaining all paperwork directly connected with these areas.

# Health and Safety

* Acting as Health and Safety Officer and Responsible Person (Fire Officer) for the site
* Maintain and develop appropriate health and safety strategies including the Health and Safety Policy and Statement, to ensure school complies with current legislation and HSE guidance.
* Ensure general and specific risk assessments are carried out and recorded in line with all health and safety requirements and a culture of positive risk management is developed and embedded across all areas.
* Undertake health and safety checks across all areas of the school including external audits.
* Ensure accident/near miss incidents are effectively investigated and reported.
* Ensure safe storage of materials and liquids in line with COSHH requirements.
* Ensure contractors and others carry our work on school premises in accordance with any appropriate health and safety standards.

# Fire and Security

# As the designated Fire and Security Officer, ensure that all fire safety systems are regularly maintained and tested, appropriate records kept and all related policies and procedures reviewed and updated.

* Develop and maintain the school fire safety strategies and fire risk assessments.
* Develop, control and co-ordinate emergency evacuation procedures including:
  + Fire drills (with Senior Leadership Team)
  + Training and deployment of fire wardens
  + Review and update of Disaster Plan (with School Bursar)
  + Personal emergency evacuation plan (PEEP) strategies for people with   
    disabilities (with PEEP Assessor)
* Ensure school and non-school personnel are fully aware of all fire safety and   
  evacuation.
* Ensure premises/buildings are locked/unlocked at appropriate times.
* Be a key holder attending out of normal working hours when required.
* Ensure safe access to premises appropriate to conditions.
* Maintain traffic and parking policy to ensure site traffic is managed and appropriate

**Catering:**

To support the catering provision by:

* Supporting the Catering manager in ensuring that all health and safety procedures are robust
* Support the catering manager in ensuring all staff undertake relevant training

**General Accountabilities**

* Attend staff meetings as required, receive supervision, training and professional development, staff reviews, negotiate and work towards targets and deadlines agreed with Job Title.
* Being involved in recruitment processes, staff development and performance appraisals.
* To participate in annual performance review and undertake INSET relevant to the post as required.

**These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.**

**The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment**.

**Signed:**

**Date:**

**PERSON SPECIFICATION – OPERATIONS MANAGER**

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| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria **No.** | ATTRIBUTE | **Stage Identified** |
| **Qualifications& Education** | E1  E2 | Basic training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems, decorating (or sound experience of same)  An understanding of databases (or willingness to learn) and Microsoft packages | AF,C  AF,I | D1  D2  D3  D4  D5 | IOSH Health and Safety qualification  GCSE English and Maths A-C or equivalent  Good ICT skills including the use of Word and Excel software  First Aid qualification  Mini Bus driving qualification | AF,C  AF,C  AF  AF,C  AF,C |
| **Experience & Knowledge** | E3 | Considerable DIY experience at the level of minor maintenance | AF,I, R | D6 | Experience of working in a school or academy, LA or independent school in a site management role | AF, I, R |
|  | E4 | Experience of overseeing other works i.e. contractors, cleaners etc and of undertaking responsibility for the care and maintenance of premises | AF,I, R | D7 | Experience of dealing with variety of stakeholders in person, by email and on the telephone | AF,I |
|  | E5 | Experience of managing own time and prioritising workload | AF,I, R | D8 | Experience of following purchasing and other financial procedures | AF, I |
|  | E6 | Working knowledge of Health and Safety relating to the post | AF,I, R | D9 | Experience of working in an office environment or similar | AF, I |
|  | E7 | Knowledge of basic management skills | AF,I, R | D10 | Knowledge of the operation of heating, ventilations systems and commons causes of malfunctions and energy efficiency measures | AF, I |
|  | E8 | Knowledge of minibus maintenance and training | AF,I, R | D11 | Knowledge of Schools and issues relating to Education | AF, I |
|  |  |  |  | D12 | Knowledge of maintenance and security systems and procedures | AF, I |

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| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria **No.** | ATTRIBUTE | **Stage Identified** |
| Skills | E9 | Ability to work under pressure and remain calm in difficult situations | AF,I,R |  |  |  |
|  | E10 | Ability to lead and work successfully as part of a team, taking responsibility and prioritising work and meeting challenging deadlines | AF,I,R |  |  |  |
|  | E11 | Ability to communicate well, both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports | AF,I,R |  |  |  |
|  | E12 | Ability to plan own workload and be aware of other colleagues’ priorities | AF,I,R |  |  |  |
|  | E13 | Highly motivated and able to analyse and problem solve | AF,I,R |  |  |  |
|  | E14 | Ability to train and motivate team members | AF,I,R |  |  |  |
|  | E15 | Excellent organisational skills | AF,I |  |  |  |
| **Personal**  **Attributes** | E18 | Keen to develop professionally and learn new skills and inspire others to do the same | AF,I |  |  |  |
|  | E19 | Ability to use discretion and have an understanding of the importance of confidentiality | AF,I,R |  |  |  |

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| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria **No.** | ATTRIBUTE | **Stage Identified** |
| **Special Requirements** | E19 | Ability for some heavy lifting, physical fitness appropriate to the tasks required | I |  |  |  |
|  | E20  E21  E22 | Suitable to work in a school with children/young people  Driving licence and use of own car  An ability to fulfil all spoken aspects of the role with confidence through the medium of English | AF,I  AF, I, C |  |  |  |

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| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |
| D | Disclosure |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references