



**Operations Manager
Grade I (SCP 19 - 22) £25,481 – £27,041
Full Time, Whole Time
Permanent Contract**

The Vision Academy Learning Trust is a group of three secondary and five primary schools with a common aim to inspire the imaginations of our students and to support them to develop in ways which stand them in good stead for their future lives and responsibilities as individuals, employees and citizens.

The Trust is looking for an enthusiastic, able and experienced Operations Manager to oversee the management of day to day operations of the school in relation to Premises, Health & Safety and Catering.

The post holder will be based at Egglecliffe School in Stockton on Tees but will be required to work alongside the other Operations Managers within the Trust including travel to and work from other schools within the Trust. This role will work closely with the Trust Director of Estates and be line managed by the Head Teacher.

The main requirements of the post are outlined below:

- 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 Operations Managers within the Trust to providing Management cover on a rota basis across all Schools during school holidays.

The successful candidate will have:

- Relevant further qualifications as well as considerable experience in site related skills eg carpentry, building, plumbing etc
- Full driving licence with access to a vehicle to access Trust sites (mileage reimbursed)
- Experience of working in a supervisory or advisory role
- Possess a working knowledge of Health and Safety, relevant to the role
- Good ICT skills to be able to work with Trust online portals and systems
- Excellent communication skills, verbal and written Experience of working within a sites or estates management role, running a team
- Previous experience of working with, negotiating, advising and monitoring contractor work

Please note that experience of working in a school is not a pre-requisite for this post.

Vision Academy Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure & Barring Service check.

For further information about the role and to download an application form, please visit either www.egglescliffe.org.uk and send your completed application to: Mrs T Probert, PA to the Head Teacher and SLT, via email to: vacancies@egglescliffe.org.uk

Closing date: Friday 28th January 2022 at 8.30am Interview date: w/c 31st January 2022