

<u>POST TITLE:</u>	Operations Manager
<u>GRADE:</u>	Grade I SCP 19 – 22 37 hours per week, Whole Time
<u>REPORTING RELATIONSHIP:</u>	Head Teacher
<u>JOB PURPOSE:</u>	<p>To oversee the management of day to day operations of the school in relation to Premises, Health & Safety and Catering.</p> <p>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.</p>

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 out 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

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	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)	AF,C	D1	IOSH Health and Safety qualification	AF,C
	E2	An understanding of databases (or willingness to learn) and Microsoft packages	AF,I	D2	GCSE English and Maths A-C or equivalent	AF,C
				D3	Good ICT skills including the use of Word and Excel software	AF
				D4	First Aid qualification	AF,C
				D5	Mini Bus driving qualification	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

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			

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	Suitable to work in a school with children/young people	AF,I			
	E21	Driving licence and use of own car	AF, I, C			
	E22	An ability to fulfil all spoken aspects of the role with confidence through the medium of English				

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