



OPERATIONS MANAGER JOB DESCRIPTION

**SALARY GRADE PO8 36 HRS PER WEEK, FULL TIME
SALARY RANGE £33,661 - £36,313**

OVERVIEW

The Operations Manager will be responsible to the Assistant Vice Principal – Academy, Finance and Business Development, Board of Trustees and Principal of the Academy for matters relating to, Human resources, Premises, and Health and Safety.

It will be essential that the candidate combines the high degree of professional ability expected, with the personal qualities which will allow them to join, manage and encourage existing highly motivated teams.

The Duties are more specifically listed below, although this should not be seen as a definitive list, but rather as a guide to the dimensions of the role:

ADMINISTRATION AND HUMAN RESOURCES

- Assisting in ensuring all safeguarding procedures are in place and adhered to, including safe recruitment practice.
- Advising Senior Leadership, Academy Board and Principal on current employment law and issues, and ensuring all Academy policies reflect these.
- Ensuring all HR processes and systems are legal and compliant with internal policies and are best-practice driven.
- Ensure all HR processes comply with equal opportunities policies
- Ensuring effective deployment of support staff to meet current and future needs of the Academy, and producing Annual Staffing Plans for approval.
- Ensuring efficient operation of the Academy's Pay and Personnel policies.
- Assist in the management of staff within the Academy, relating to recruitment, effectiveness and efficiency, and performance management.
- Ensuring proper maintenance of staff records, including training, attendance and CRB checks.
- To work with the Vice Principals for Academy, Finance and Business Development, and Teaching and Learning –Training , Development and Performance Management, in the management of the discipline, competence and grievance procedures for all support staff within the Academy
- Advising on and arranging CPD strategy for all support staff within the Academy
- Supporting senior staff dealing with contract and personnel issues.
- Line managing those responsible for HR, Premises, and H&S throughout the Academy.
- Motivating and encouraging teamwork and good practice in order to achieve excellent standards of service delivery across the Academy
- Ensure proper systems are in place to safeguard confidentiality and data protection.

HEALTH and SAFETY

- Formulating, monitoring, implementing and reviewing the Academy's Health & Safety policy and procedures including risk assessments.
- Communicating regularly at all levels within the Academy on Health & Safety issues.
- Devising, arranging and monitoring the half-termly evacuation drills and overseeing regular testing of the fire alarm systems and equipment.
- Ensuring all evacuation procedures are well understood and fit for purpose.
- Regularly auditing the Academy's adherence to Health & Safety procedures
- Ensuring all required H&S requirements for site visitors or contactors is complied with, as per current legislation and PFI contract.

- Actively committing to making the Academy a safe and stimulating environment for staff, pupils and visitors.
- To co-ordinate all documentation regarding school trips including ensuring that risk assessments are appropriately carried out, documentation has been properly completed and presented before governors, liaison with the LA School Visits Adviser and appropriate transport has been procured, and all cover arrangements are agreed and confirmed.

PREMISES

- To assist in the management of the relationship between the school and the (PFI) Facilities Management Company in all matters relating to the upkeep and maintenance of the school premises, repairs, lettings, variations, building works, etc.
- To be responsible for the PFI FFE budget, monitoring variations and investigating inconsistencies. Notifying the Assistant Vice Principal – Academy, Finance and Business Development of any concerns or disputes.
- To liaise with (PFI) Facilities Management company over problems with the cleaning and maintenance of buildings and monitor standards. To liaise with local authority department relating to PFI and ensure that service standards are met by the provider.
- Review accommodation needs by liaising with Curriculum Area Leaders and to deliver creative solutions to problems.
- To assist in the strategic planning for future development of the school buildings, its resources and service to the community served.
- To deal with all outside contractors, plan works schedules and supervise their work where appropriate.
- To be responsible for the prioritisation of furniture replacement in accordance with budgetary provision.
- To be responsible for all health and safety issues relating to the site, staff and students, and representing the Principal, Vice Principal, or Assistant Vice Principal – Academy, Finance and Business Development at relevant external meetings and conferences. This includes liaison with the Caretakers regarding the fire alarm system within the school and ensuring that staff and students are aware of evacuation procedures and that safe practice is adhered to. To select and ensure appropriate training of fire marshals.
- Ensuring the continuing availability of utilities, site services and equipment as per the PFI agreement.
- Assist in ensuring the maximum levels of security of the Academy's premises are consistent with safeguarding legislation and the ethos of the Academy.
- Assist in ensuring the continuing fitness for purpose of the Academy's premises through effective use of maintenance expenditure, and by actively participating in developing the premises and sites for long term use.
- Maximising income from lettings and extended school services.
- Managing and updating the Academy's asset management records
- Implementing an effective damage and loss prevention strategy to minimise insurance and budget losses.