



Job Description: Business Operations Lead

Post Job Title:	Business Operations Lead
School:	Arbour Vale School
Salary and grade:	AVS Level 8
Line manager/s:	The Principal
Supervisory responsibility:	Extended Schools Manager

Purpose of the post

To lead the day-to-day business Operations/functional areas of the school, ensuring that support services are effectively and efficiently deployed. Ensuring compliance with OHC&AT policies and procedures regarding Business Operations, Health & Safety, Project management, School Transport.

Key responsibility areas:

- To play a lead role in the health and safety of staff, children and visitors to Arbour Vale School ensuring statutory compliance.
- Ensure that premises and facilities are accessible and made readily available to support the curriculum and teaching and learning.
- To oversee the Private Finance Initiative partnership with Slough Borough Council and QED.
- Oversee and liaise with Pinnacle FM regarding the catering arrangement on site to ensure children's dietary and nutritional needs are understood and provided for.
- Take the lead responsibility for educational visits, ensuring compliance and adhering to OHC&AT policies and procedures.
- To explore appropriate potential additional funding streams to enhance increased opportunities / resources for the pupils at Arbour Vale School.
- To manage the school's fleet of transport vehicles ensuring compliance by all users and that vehicles are fully maintained in line with policy and process.
- Following a successful tender application to oversee the management of the extended school's provision at Arbour Vale School, ensuring all contractual requirements for the operation.
- To keep a detailed inventory of all assets acquired by the school undertaking a review /audit annually.
- To advise and provide staff training guidance on best GDPR practice across the school.

1. Health & Safety

- Be responsible for the operational management of Health and Safety including Risk Assessments
- Responsible for managing Incident Reports including RIDDOR reporting continuously monitoring health and safety and accessing risk, making recommendations to the Principal on associated risks and possible solutions to mitigate risk
- Undertake bi-weekly Health & Safety monitoring of site in conjunction with Pinnacle FM and Governor representation as appropriate. Compiling termly reports on Health & Safety to the LGB
- Ensure compliance on COSHH. Fire prevention and strategy for the fire safety management by maintaining a current emergency plan, monitoring peeps and undertaking termly fire evacuation practices.
- Deliver or signpost induction training, and refresher programmes on all related Health & Safety matters ensuring that accreditation of training is in date.
- To undertake and maintain IOSH Health and Safety accreditation

2. Premises

- Reporting of Maintenance, Cleaning, Porterage, and reactive jobs onto PFM systems, with 'end to end tracking' of logged events.
- Manage the log/inventory of all Security Passes and keyholder lists
- Ensure an accurate inventory of all school purchased equipment, fixture/fittings and resources, identifying on the asset register purchases, and removal/disposals. Compliance regarding the OHCAT procurement and financial regs policies and procedures

3. PFI

- Deputise for the Principal during PFI/Project Management meetings when unavailable
- Monitor PFI contract/monthly monitoring reports and advise the Principal on service default matters.
- Attend appropriate meetings – Biweekly or monthly as necessary whilst liaising with the PFI contractor
- Ensure sign off authorisation and financial commitment to Change Orders (COR), and minor works
- Liaise with Pinnacle FM regarding school requests for additional hours usage
- Engage in Life Cycle discussion with Pinnacle FM in terms of scheduling works on site seeking detail of contract specification/order of works
- Monitor the maintenance/repair log to assess accidental damage/vandalism (ADV), confirming any liability with the Finance Office and detailing payment

4. Catering

- Liaise via Pinnacle FM with the appointed sub-contractor responsible for catering/ School Meals Service to ensure quality standards monitoring contract KPIs
- Monitoring of menus to ensure that pupils dietary/nutritional needs are met and that servings are compliant with medical needs of the child.
- Attend meetings with Pinnacle FM re catering contract seeking prompt resolution of any potential issues.

5. Minibuses

- To manage the school's transport vehicles to ensure compliance with Safety Inspections, regular Services, MOT, Tax, Insurance documents, maintaining an accurate register of approved drivers.
- Advise on the most effective, efficient and safe mode of transport that secures best value for staff and students, reviewing fleet ownership against commercial hire options

6. EVC'S

- To ensure that visits comply with all guidelines and regulations regarding health and safety and Keeping Children Safe in Education legislation.
- To oversee and maintain quality standards/integrity in sign off, of EVOLVE approvals in a timely fashion.
- Review EVOLVE risks and look to mitigate these as appropriate and in line with students EHCP's, seeking confirmation from the DSL in terms of medical needs.

7. Funding

- Explore private & public sector funding streams such as grant support and voluntary contributions to develop provision/resources for SEND pupils that include wraparound support and extended curricular opportunities within the local community. To support and contribute to bid writing.
- Oversee the management of centralised resources, ensuring that staff and pupils have consumables and other learning resources readily available from stock.
- Use of Parago to asset manage inventory to capture movement of all assets and undertake an annual audit reporting to the Finance Office and OHCAT Management Accountant

8. Extended Schools

- To oversee the strategic management of Extended Schools and contract compliance in line with budget.
- Termly monitoring and recording of parent/carer feedback
- Provide monthly reporting returns to Slough Children's Trust and as requested by the Arbour Vale LGB

9. GDPR

- Ensure GDPR compliance monitoring staff management and use of data sharing.
- Liaising with the CPD co-ordinator appropriate to provide GDPR training and resourcing for all staff.

10. Strategic direction and development

The Business Operations Lead will

- Ensure appropriate monitoring and reporting systems are implemented to support strategic planning and the efficient and effective deployment of resources
- Ensure compliance with legislation and school and trust policies relating to the role, particularly with regard to Safeguarding 'Keeping Children Safe in Education'
- Promote equality, diversity and inclusion

Accountability

The Business Operations Lead will:

- Work closely with and report to the Principal
- Work collaboratively with the Local Governing Body and those sub-committees as appropriate

The Business Operations Lead will **undertake such other reasonable professional duties commensurate with the Post as directed by the Principal.**

Signature of post holder: **Date:** / /

Signature of Principal: **Date:** / /