



Job Summary

Job Title:	Operations Assistant
Location:	Highfields School
Salary & Hours of Work:	Scale 6 37 Hours per week, 52 weeks of the year Daily shift pattern agreed with Operations Manager to secure full site coverage between 7am and 6.30pm with half an hour lunch
Job Summary:	Support Operations Manager to secure a safe, healthy, secure and comfortable site for learners and staff
Application Process:	Application/ interview

Job Description

Reports to:	Operations Manager
Responsible for:	Supporting Operations Manager in all aspects of operations management

Key duties

- To support the Operations Manager to ensure the school uses safe and robust policies and practices around health and safety and is compliant.
- Develop constructive relationships with EMET Trusts staff and other agencies while maintaining a positive and professional image of the school.
- Support the Operations Manager with ensuring that all statutory policies are up to date and published on EVERY as required.
- To administratively support the Operations Manager with ensuring the school's risk register, business continuity plan and emergency plans are kept up to date.
- To support the Operations Manager by working with caretaking teams in ensuring letting facilities are available and ready for use by hirers as per the letting booking system.
- To support the Operations Manager by administrating the building compliance servicing schedule through the Every system, booking contractor service visits as required.
- Ensure all risk assessments remain up to date and on the EVERY document system and support staff in ensuring staff have access to them as required. Update Leadership Team on unread documents by employees.
- Manage on-site accident reporting and investigation process including submitting completed reports to EMET, reporting under RIDDOR where necessary, and analysing reports to identify potential trends.
- Act as the first point of contact for the Trust Estates Team and provide support to year managers in the creation of first aid personal risk assessment.
- Attend regular meetings with the Operations Manager.
- Support the Operations Manager in building rotas and room allocations to ensure continuous levels of cover within the site teams.

- Under the direction of the Operations Manager, control the heating plant and liaise with the caretaking team in regards its operation. Ensuring that seasonal programming is implemented and additional extensions are in place for out of hours events.
- Support the site team with the correct programming of gate times, security systems, lighting, bell systems etc for day to day and out of hours events, actioning change requests or seasonal time changes as required.
- Ensuring the cleaning teams have adequate tools and equipment provision and that the building is well stocked with consumable items for the caretaking and cleaning teams as required.
- Support with the administration of our first aid system and support in preparing risk assessments for staff
- Support the Operations Manager in delivering a reactive support service to building users in regards building maintenance issues; assigning repair task to caretakers through the Every system or escalating issues as required.
- Identify where absence within the cleaning team risks building cleanliness and seek out methods of providing cover and reallocation of duties within the cleaning team as required.
- Quality assure the service delivery of third-party supplies around cleaning and health and safety.
- Develop constructive relationships with EMET Trusts staff and other agencies while maintaining a positive and professional image of the school.
- Oversee those third parties who maintain and develop premises which are let to paying users.

Finance

- Undertake purchasing, to ensure adequate provision of resources and consumables for the effective upkeep of the building.
- Consider cost savings for the school and advise the Operations Manager as appropriate.

Health & Safety

- To provide support to the Operations Manager, following advice and guidance by the trust, on the strategic development and management of the site as regards Health and Safety.
- To support cleaners in ensuring that the EMET H&S Policy/safeguarding are understood and that staff maintain an overview of H&S/safeguarding for areas of responsibility.
- Support in reviewing accessibility plans with SENCO/SEN Manager and liaise with Operations Manager re recommendations where they involve site modification.
- Ensure cleaning staff are aware of practices and procedures in regards safeguarding.
- Support Ops Manager with risk assessments including curriculum in conjunction with Heads of Dept.
- Seek advice on illnesses etc and liaise with PHE and other responsible bodies and authorities.
- Support in seeking out health and safety staff training opportunities where required and support staff in accessing risk assessments or other health and safety information as necessary.
- Provide/collate information for personal injury claims, acting as main contact if required.
- Support the first aid process to ensure training and equipment is in place.
- Use EVERY compliance software to support compliance around H&S in line with areas of responsibility.
- Through effective liaison with leaders and staff, support the Operations Manager in ensuring that the EMET Health and Safety Policy is maintained to highest level.
- Assist the Operations Manager in carrying out formal inspections of grounds and premises to schedule.
- Complete DSE assessments for staff where required.

Human Resources

- Line management of the cleaning team.
- Ensure that the school's practice within their area of responsibility is in line with EMET policies and procedures relating to Human Resources; seeking advice from the school's HR officer as appropriate.
- Follow absence policy procedures with cleaners when triggers are hit.
- Coordinate and lead the recruitment and induction of all school cleaning staff in line with safer recruitment and equality legislation, working with HR staff.
- Lead and report on matters within the cleaning teams that may impact on the effective upkeep of the building.
- Appraise cleaning staff and coordinate training needs accordingly.

Other specific responsibilities

- Support the Operations Manager with the external service contracts related to areas of responsibility.
- Review and oversee the organisation of relevant training for members of staff, including first aid training to ensure that there is appropriate provision across the school and for school trips.
- Oversee the purchasing of equipment, goods and services in respect of the designated areas of responsibility, maximising funding and ensuring best value is attained.
- Ensure appropriate records are maintained, including inventories, insurance documents, warranties etc
- Ensure effective support to the Leadership Team and attending meetings, etc. as required. This may include working outside normal working hours on occasions.

Support to School

(This list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/works/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the school day.

This job description is not intended to be a complete list of all duties and responsibilities of this role. The post holder may be required to carry out other duties and related tasks, the responsibility level of any other duties should not exceed those outlined above.

Person Specification

Please note that only applicants who can demonstrate that they can meet the criteria in the person specification are likely to be shortlisted for interview.

Applicants should be able to demonstrate how they meet the core criteria relevant to the post:

E= Essential D= Desirable A= Application I= Interview	Criteria Type		Identified By	
	E	D	A	I
Experience				
1.1. Experience working in a significant health and safety role in a school setting		✓	✓	
1.2. Providing first aid systems and training in a large school		✓	✓	
1.3. Experience of budget management		✓	✓	
1.4. Experience of using school-related Management Information System		✓	✓	
1.5. Demonstratable practical skill set with examples from either work or home-based projects		✓	✓	
1.6. Work experience in a school environment		✓	✓	
1.7. Experience in a management role in site and premises		✓	✓	
Qualifications, Training & CPD				
1.8. Business management qualification, preferably in school business management		✓	✓	
1.9. Completed recognised Health and Safety Training	✓		✓	
1.10. Proven record of CPD in areas relevant to the post.		✓	✓	
1.11. Recognised IOSH/NEBOSH certification		✓		
1.12. Demonstratable training in a technical or trade discipline		✓	✓	
1.13. English and Maths GCSE (or equivalent) at grade C or above.	✓		✓	
Knowledge & Skills				
1.14. Good ICT literacy.	✓		✓	
1.15. Strong insight into compliance and its management in a school setting	✓			
1.16. Sound literacy and numeracy skills	✓		✓	
1.17. Intermediate Microsoft Excel skills.		✓	✓	
1.18. Good ability to analyse, interpret and make effective use of data.		✓	✓	
1.19. Ability to make effective use of ICT and resources.	✓		✓	
1.20. Be able to take personal responsibility for organising, prioritising and managing own workload and that of others.	✓		✓	
Personal Qualities & Attributes				
1.21. Positive and solutions focused approach which inspires confidence in others.	✓		✓	✓
1.22. Good, written and verbal communication skills; able to relate well to school staff, candidates of all abilities, parents and carers.	✓		✓	
1.23. Ability to develop positive working relationships with a range of stakeholders.	✓		✓	
1.24. Ability to lead and motivate a team	✓		✓	
1.25. Personable and friendly manner, willing and helpful.	✓			✓
1.26. Able to work accurately and to deadlines, work effectively under pressure and maintain confidentiality.	✓		✓	
1.27. Strong commitment to personal development through CPD	✓		✓	

In addition to the above, you will have the right to work in the UK and also be expected to demonstrate how you meet the following general criteria:

Committed to safeguarding and promoting the welfare of children

Ability to relate well to children and young people

Ability to work effectively in a team and relate to all people

Ability to stay focused whilst being able to problem solve and use own initiative as appropriate

Ability to organise, prioritise and complete tasks efficiently and effectively

Ability to communicate effectively and to impart clearly knowledge for the benefit of others

Flexible, adaptable and professional approach to work

Openness to new ideas

Punctual, reliable and an ability to keep to deadlines

Ability to maintain confidentiality

We reserve the right to ask candidates who are shortlisted for interview to verify any statements made on their application form.