

Job Description

Operations Manager

Reporting to:	Principal;
Liaising with:	CEO, Head Teachers, other colleagues, Trustees, Governors, NRCDES, Trade Unions and suppliers;
Responsible for:	Health and Safety, Finance and Administration, Estates, Catering and Support Staff both within the school and providing guidance to a hub of primary schools
Grade/Salary:	S2 (Scale point 35-39)
Hours of work:	37 hours per week (additional hours may be required to meet the requirements of the role)

Main Purpose:

- To support the Principal and central finance team to ensure compliant operational services, which consistently deliver best value and support the provision of outstanding educational services.
- To support the development and effective delivery of lean operational systems, processes and services to ensure robust operational standards and the cost effective delivery of a range of key services to the Academy.
- To assist with the performance management of support staff, such as catering, cleaning and Academy based administrative staff.

Duties & Responsibilities:

Specific Responsibilities

Operational Support

- To co-ordinate the ordering of goods and services to ensure best value including supporting the central team to ensure effective procurement and contract monitoring.
- To ensure orders are placed via the Trust's online portal and are affordable within the parameters set out in the annual allocated budgets.
- To assist with the management of expenditure by monitoring the value of assets and purchasing levels by departments and other areas including catering and premises, to ensure the expenditure stays within budget and focus spend on areas that have a specific need.
- To undertake quality spot checking regarding the safekeeping and banking of any cash and cheques received, ensuring that accurate and detailed audit records are maintained.
- To ensure accurate and detailed records are kept for school trips, lunch money and any other fundraising activities that take place at academy level.
- To support the enablement and implementation of cashless processes and systems.

Income Generation

- To maximise income generation opportunities through collaboration, developing partnerships, use of facilities/community lettings and other activities subject to the agreed policies.
- To assist in raising income, securing funding, bid writing, maximising donations, fund raising and identifying opportunities for enterprise.
- To maintain a database of lettings and services to enable the central finance team to invoice partners, community groups, parents and other customers on a timely basis.

Administration and Management Support

- To manage the performance management and motivation of the administrative, cleaning, reprographic, premises, ICT and other support staff teams in line with the Trust's policies, grading and reward strategies.
- To design, implement and maintain lean capability administrative systems and processes for administration, business support, IT, premises and other services that deliver best value outcomes.
- To support the co-ordination and preparation of information for publication and statutory returns for the Department for Education (DfE), Education and Skills Funding Agency (ESFA), local authority, Ofsted and any other appropriate agencies and stakeholders.
- To prepare and maintain the risk register, processing activities, parental consent notices by ensuring that accurate data records comply with the General Data Protection Regulations (GDPR) accountability principles by confirming effective policies, procedures and privacy notices are in place to meet the law and academies requirements.
- To work with the Trust Data Protection Officer to ensure compliance.
- To obtain necessary licences and permissions for services.
- To ensure resources, support and training are provided to enable teaching and support staff to make the best use of operational services, such as IT, premises, administrative support and equipment.
- To ensure business continuity plans and risk management systems are in place, such as technology/boiler failure, fire, flood, insurance and press interest.

Estates, Facilities and Property Management

- To assist with the co-ordination of capital strategy policy and processes, to ensure the effective development and delivery of capital improvement projects.
- To assist with the supervision of relevant planning and construction processes undertaken in line with contractual obligations and any Trust and Bishop's Memorandum's.
- To ensure and implement vigorous management processes including asset registers, that support the tracking of buildings, vehicles, IT equipment and other items with a high capital value.
- To ensure property maintenance programmes and manage asset disposal are in line with legislation such as Waste Electrical and Electronic Equipment (WEEE) and extend the life of assets to maximise the return on investment.
- To assist with the safe maintenance and security operation of the premises.
- To assist with the innovative maintenance of the area of the sites including the purchase and repair of all furniture, decoration and fittings in line with the allocated budget.
- To monitor, assess and review contractual obligations for outsourced contracted services, addressing any issues as necessary.
- To ensure ancillary services e.g. catering, cleaning etc, are performance managed, monitored and managed effectively.

Health and Safety

- To act as the Health & Safety responsible officer to protect the health and safety welfare of staff, pupils arising from school activities and other people, such as visitors and contractors.
- To plan, instigate and ensure Fire Marshall's are appropriately trained/available, whilst providing regular maintenance of records of fire practices and alarm tests.
- To ensure the Health & Safety policies and risk assessments are updated and clearly communicated to all staff, Governors and the Trust as necessary.
- To ensure that Health and Safety policy and risks to staff and pupils are managed so far as is reasonably practicable through effective systems, processes and assessment.
- To enable regular consultation and engagement with relevant parties on Health and Safety issues, ensuring staff have the relevant information and training to manage risks on a day to day basis, including access to advice when needed.
- To ensure systems and processes are in place for effective monitoring, measuring and reporting of Health and Safety issues to the Principal, Business Services Team, CEO and, where appropriate, the Health & Safety Executive.

HR

- Recruitment administration for posts e.g. producing adverts, compiling all interview packs including questions and tasks.
- Meeting candidates and ensuring ID documents and qualifications are copied for recruitment and safeguarding purposes.
- Absence management monitoring – maintaining absence records and forwarding self-certification/return to work discussion records when employees return to work.
- To prepare instructions for payroll on behalf of the principal regarding changes or variations to contracts including staff hours, TLRs, R&R payments, overtime hour, liaising with the central team.
- Monitoring and authorising claims for payment made by staff working casual hours such as lunchtime supervisors, music staff and examination invigilators.
- To undertake first stage absence management monitoring and back to work interviews for staff, liaising with central team.
- To monitor, maintain and evidence the Academy's Single Central Record (SCR) data for all staff, volunteers, directors, governors, agency staff and visitors with regular contact with young people, including Disclosure Barring Service (DBS), prohibition / qualifications / right to work checks and restrictions place on overseas employees.

General

- Be a positive influence on the climate and culture of the Academy and show a positive example at all times;
- Support the Catholic ethos of the Academy;
- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and copyright, reporting all concerns to the Head Teacher;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall aims of the Academy;
- Appreciate and support the role of other professionals;

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This

post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.



Person Specification

Operations Manager

A. Training & Qualifications	Essential	Desirable
Educated to a minimum of GCSE (or equivalent) grade C in Maths and English	A	
Level 5 qualification in a relevant discipline (School Business Management, Business Administration) or relevant experience at this level		A
Evidence of commitment to continuing professional and personal development of self and others	A	
Willingness to undertake up to Level 5 qualification and up to date training on Health and Safety, GDPR, income generation, bid writing, lean capability processes and systems.	A	

B. Experience	Essential	Desirable
Experience of working in a management/operational role	A & I	
Experience of facilities management, including planning and implementing maintenance/capital build projects/Health and Safety compliance		A & I
Experience of using effective systems and processes to ensure efficiency	A & I	
Experience of managing and contracting the provision of domestic services including catering and cleaning		A & I
Experience of managing and delivering projects	A & I	
Familiarity with operating Catholic Education Services (CES) procedures and policies		A & I
Experience of bid writing and securing funds	A & I	
Ability to successfully to line manage and motivate staff		A & I

C. Professional Knowledge and Skills	Essential	Desirable
Evidence of continual professional development	A & I	
Financially aware and budget conscious	A & I	
Detailed knowledge of current Health and Safety law and legislation	A & I	
Knowledge of performance management systems	A & I	
Developed knowledge of GDPR and demonstrable ability to implement processes to minimise risk.	A & I	

C. Professional Knowledge and Skills (continued)	Essential	Desirable
Ability to manage a varied and complex workload including meeting challenging deadlines and within budget	A & I	
Knowledge of Ofsted, DfE, Education Funding Agency (EFA) legislation and Statutory obligations/compliance obligations		A & I
Strong IT skills	A & I	
Excellent verbal and written communication skills	A & I	
Excellent planning, organisation and negotiation skills	A & I	

D. Personal Attributes	Essential	Desirable
Committed to the ethos of the Catholic Church	I	
Ability to command credibility and respect	I	
Emotional resilience	I	
Ability to self-evaluate and reflect	I	
Able to adapt to changing circumstances and new ideas	I	
Attention to detail	I	
Can-do attitude and solution focused approach	I	
Ability to be respectful and promote equality of opportunity and diversity	I	

E. Safeguarding & Equality	Essential	Desirable
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	I	
Aware of equal opportunities in relation to this role	I	
Enhanced DBS & Online Check (Satisfactory)	I	

Application (A) | Interviews (I) | References (R)

