

Job Title: Operations Manager

Salary: Grade 4

Team/s: Corporate Services Team

Responsible to: The post-holder will report to the Chief Finance and Operating Officer (CFOO).

Responsible for: Facilities staff

Purpose of Job Role:

To lead the Think Differently Education Trust estate and facilities management services across all Trust sites, ensuring the estate is well maintained, compliance with all Health and Safety requirements, as well as oversight of cleaning, caretaking, and catering.

The Estates Manager should demonstrate a commitment to operational excellence and excellent customer service and be able to provide professional information and advice to the Leadership Team to enable informed decision making.

Duties and Responsibilities:

Estates and Facilities Management

- Line management of all estates and facilities staff, including recruitment, development and performance management
- Effective management of the estates budget and capital projects
- Ensure the Trust estate is maintained to an excellent condition.
- Ensure that reactive repairs and maintenance are undertaken in an efficient manner and demonstrate value for money.
- Support the CFOO review SLAs to ensure they meet Trust requirements and represent value for money.
- Consider the impact of the use of all facilities on the environment.
- Support the CFOO to develop and maintain a rolling 5-year Estates Plan that incorporates proactive maintenance and environmental improvements and sustainability
- Support the CFOO to ensure compliance with the Good Estates Management in Schools (GEMS) guidance
- Manage the opening, closing and security of the estate
- Manage any lettings of premises, grounds or facilities

Health and Safety/Compliance

- Lead in all estates related matters of Health and Safety for the Trust and offer advice and support where required
- Ensure that Health and Safety policies are kept current, meet legislative requirements and can be implemented

- Ensure all statutory inspections. Testing and risk assessments are completed, evidenced and actioned
- Maintain oversight of the integrity of the Trust's compliance monitoring software, ensuring consistency across all sites
- Co-ordinate Trust and school Health and Safety audits
- Ensure changes in Health and Safety legislation and best practice methods are shared and incorporated into policy and practice
- Ensure that all matters to Fire Evacuation and lockdown of buildings is managed across all sites.
- Ensure that contractors have safe schemes of work in place.
- Ensure that Health and Safety records are effectively maintained
- Support the CFOO provide periodic assurance reports that support informed decision making.

Other

- Support the CFOO with the Trust's emergency planning, critical incident response and business continuity arrangements
- Support the CFOO to develop and implement key performance indicators and metrics for the performance of the and facilities management service
- Support the CFOO to develop and implement a Trust Sustainability Strategy
- Maximise income by applying for available grant funding
- Ensure that the provision of school meals is excellent across all sites.
- Minimise risk by ensuring that insurance arrangements are in place, with adequate cover.
- Ensure all vehicles are maintained to a high standard, kept clean and that systems of use are in place and documented.
- Other duties commensurate with the grade.

Additional Responsibilities

- To ensure a professional image of the Executive office is portrayed to external and internal stakeholders at all times and the THINK values are reflected in all documentation produced
- Take personal responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- Take a pro-active approach and work on own initiative
- Commit to ongoing personal development
- Maintain a professional network for the benefit of the Trust
- Follow all organisational policies, systems and procedures, including health and safety.
- Support and promote diversity and equality of opportunity for all.
- Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual pupils, staff and/or associated organisations.
- Promote the agreed vision and aims of the Trust.
- Set an example of personal integrity and professionalism in line with the staff Code of Conduct.
- May be required to work at any other sites within TDET as the needs of the Trust dictate.
- To perform other such duties as the line manager, Assistant Principal, Vice Principal or CEO may from time to time determine.
- Undertake and participate in relevant CPD and appraisal arrangements.

This post is subject to an enhanced Disclosure and Barring Service check

Working week/pattern (time off in lieu)

- 36.5 hours
- Time off in lieu for additional hours to be agreed with the CFOO and to be taken in line with Trust policy

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

Job description issued after consultation**Signature of the Principal.....****Date****Copy received by****Signature of the Post holder.....****Date**