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| **Job Description:** | Operations Manager |
| **Location:** | John Clifford School |
| **Salary Range:** | £27,741 - £32,234 |
| **Actual Salary:** | £13,618 - £16,184 |
| **Contracted hours:** | 20 hours per week, Monday to Friday<br>Term Time only plus 2 weeks<br>Flexible working hours |

**General Information:**

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

**Purpose:**

As a member of the School Leadership Team, you will work collaboratively with colleagues in school, across the Trust and external partners, to ensure the effective and efficient provision of support services across the school. You will deliver on key strategic and operational responsibilities, including working with Trust colleagues on the organisation and delivery of financial and budgetary management, HR, school administration, health and safety and estate management; ensuring that the site, premises, and associated services are developed to meet the educational aims, objectives, and changing needs of the school.

**Reporting to**:

- Headteacher

**Responsible for:**

- Directly for Office Manager, Premises Manager, Cleaner in Charge
- Indirectly for all non-educational support staff

**To co-operate with:**

- All colleagues in all teams
- Parents, carers, and the local community

**Disclosure:**

- Clear and current Enhanced DBS check

**Core duties and key responsibilities**

**Leadership:**

- To contribute to the strategic development of the school by working with colleagues in delivering policies, processes, and procedures, and to promote and manage change in order to meet the School's Priorities identified in the School Improvement Plan.
- To contribute towards tracking the pupil premium funding provided to school to support specific groups of children who are vulnerable to underachievement, ensuring that they receive educational opportunities to improve attainment and overcome barriers to learning.
- To ensure the school makes best use of its resources adopting best value principles in line with Trust financial process and in line with agreed budgets.
- To undertake project management as required, ensuring that projects are delivered within budget, on schedule, and meet the needs of the learners and the school community.
- To attend and contribute to Governors' meetings, where required.
- Through active involvement on the School Leadership Team, ensure that all forthcoming events are facilitated in terms of support services and availability of accommodation and resources.

**Finance:**

- To undertake the role of School Finance Lead, liaising with the Trust's Finance Team to implement the systems and policies of the Trust, ensuring the application of procedures, and securing financial control, monitoring, and auditing procedures that meet the requirements of the Trust and Auditors.
- To work with the Trust's Finance Team on long term budget planning and preparation.
- To work with the Trust's Finance Team to provide financial management information and advice to the School Governors, Headteacher, Senior Leadership Team, and outside agencies as required.
- To seek advice from the Trust's Finance Team to advise in school on spending commitments, budgetary matters and other expenditure and income issues to ensure appropriate financial and audit controls are in place.
- To ensure service contracts and leasing arrangements in place are effectively monitored and managed in accordance with Trust guidelines and requirements.
- To work with colleagues in the Trust's Finance and HR Teams, to be able to advise and inform the Headteacher, Governors and Leadership Team of financial implications of proposed or actual initiatives, including proposals for effective use of the school's resources, building and staffing structure.

**Human Resources:**

- To work and liaise with the Trust's HR Team regarding personnel matters, undertaking and overseeing school level HR administration and the implementation of Trust policies and processes in relation to safer recruitment.
- To record and monitor sickness absence, overtime, and other additional payroll claims.
- To liaise with the Trust's HR Team to ensure that the School's Single Central Record is accurate and up to date.
- To be responsible for the indirect and direct supervision of designated colleagues, undertaking performance management as required, and supporting performance management of the Office Team.
- To seek advice from the Trust's HR Team regarding terms and conditions of employment as required, and refer employee relations casework, including the management of ill health, matters of conduct, capability, grievance or safeguarding allegations to the team
- In conjunction with the Headteacher, ensure that suitable training is identified for support staff, taking into consideration changing requirements in roles and ensuring that monitoring and evaluation of training is undertaken.

**Premises:**

- Through liaison with the School's Premises and Cleaning Team, to establish and maintain a clean, secure, attractive, and purposeful working environment, with responsibility for maintenance, development and security of the school site and buildings.
- To be responsible for overseeing the preparation of maintenance schedules and efficient operation of all facilities on the property, ensuring that statutory inspections are managed within the correct time frames and compliant with the appropriate legislation.
- To project manage or work in conjunction with a project manager (for larger projects) for schemes that include refurbishment or developmental work of the premises.
- To oversee the school Lettings Policy and procedure to external organisations and the development of extended school activities.
- To work with the Trust's Premises Team on the development and implementation of appropriate management plans including the Premises Development Plan and the Asset Management Plan and implement risk management and loss prevention strategies in the school.
- To monitor and oversee all contracts for services to the school including service level agreements, negotiating, determining, and monitoring contract specifications to ensure best value.
- To be responsible for the indirect and direct supervision of designated colleagues, undertaking performance management as required, and supporting performance management of the School's Premises and Cleaning Team.

**Health and Safety**

- To act as co-lead on health and safety and its co-ordination across the school, ensuring that statutory requirements are met, including responsibility for health and safety development and implementation and review of school policies and procedures in partnership with Trust colleagues.
- Through liaison with the School's Premises Manager, be responsible for the installation and maintenance of equipment for protection against and escape from fire. To make sure all records of and to ensure regular fire practices and alarm tests have taken place to ensure emergency procedures are current and timely.
- To lead on all accident and assault reporting and investigations, liaising with the Headteacher and the Trust as necessary.
- To work with colleagues to ensure that the school is compliant with health and safety legislation.

**Whole School Administration:**

- To establish and maintain appropriate internal communication, team meetings and briefing sessions, administrative support procedures, and record systems throughout the school, including the administration and operation of related IT systems.
- Work with colleagues to secure the school's compliance with Data Protection Regulations and to respond to Freedom of Information (FOI) requests; referring FOI requests which relate to staffing to the Trust's HR Team.

**Develop personally and professionally through:**

- Maintaining personal professional development to ensure that the knowledge and skills required to fulfil the role of School Operations Manager are up to date.
- Be a professional role model and understand and promote the aims and values of the school and the Trust.

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.