

Job Description

Post Title:	Operations Manager (Lutterworth Grammar – part of Lutterworth College)
Purpose of Post:	To manage all the operational and resource functions of Lutterworth Grammar (the community provision element of Lutterworth College – referred to here as the ‘provision’) effectively and cohesively.
Reporting To:	School Business Leader & Executive Headteacher
Salary / Grade:	Grade 10 (Pt 23-26)
Hours:	<p>Full time permanent position working 37 hours per week all year round.</p> <p>Working hours to be determined but will likely be within the timeframe 1pm to 9.30pm initially with a one hour unpaid lunch break.</p> <p>There will be a requirement to attend events such as training and meetings that may take place outside normal working hours to accommodate the demands of the post.</p>
Main (Core) Duties	
<p>Duties</p> <ul style="list-style-type: none"> The Operations Manager (Lutterworth Grammar) is the leading professional who works as part of the Senior Team to assist the Headteacher in their duty to ensure that the provision meets its strategic aims. The Operations Manager (Lutterworth Grammar) is responsible for providing professional leadership and management of all aspects of the community provision in partnership with teaching staff, to enhance their effectiveness to achieve improved standards of learning and achievement in the provision. The Operations Manager (Lutterworth Grammar) promotes the highest standards of business ethos within the administrative function of the community provision and strategically ensures the most effective use of resources. <p>Leadership & Strategy</p> <ul style="list-style-type: none"> As appropriate to attend meetings as directed by the Headteacher. To play a full part as an integral member of the school’s Leadership Team including duties ancillary to the demands of the post. Using appropriate and effective channels to promote the provision element of Lutterworth Grammar in order to maximise students and courses. 	

Data Services

- To ensure that all general administration and office duties relating to the provision are carried out in a professional and effective manner that support student learning and experience.
- To ensure that all reprographics and reception duties are carried out in a professional and effective manner that support student learning and experience.
- To work with the relevant members of the Senior Leadership Team to ensure that the functions of enrolments into Lutterworth Grammar are professionally and effectively carried out.
- To work with the relevant members of the Senior Leadership Team to ensure that the all activities related to the organisation of both trial & public examinations are professionally and effectively carried out that enables the very best opportunities for learners to succeed in their examinations.

Financial Resource Management

- Use the agreed budget to actively monitor and control performance to achieve value for money.
- Identify additional funding opportunities to support the provision's proposed activities.
- Seek and make use of specialist financial expertise in conjunction with the School Business Leader.
- Seek opportunities to maximise revenue streams through marketing and other activities.
- Monitor the effectiveness and implementation of agreements.
- Monitor income receipts from learners ensuring that payments are received in a timely and effective manner.

Management Information Systems & the Network/ICT

- Consult with relevant people and other parties to assess how technology will be most appropriately used within the provision.
- Establish systems to monitor and report on the performance of technology at the provision.
- Ensure resources, support and training are provided to enable work colleagues at the provision make the best use of available ICT including teaching, learning and assessment systems.
- Ensure contingency plans are in place in the case of technology failure.

Human Resource Management

- Manage recruitment, performance management, appraisal, and development for the provision's staff.
- Monitor the relevant legal, regulatory, ethical, and social requirements for the provision.
- Ensure provision staff have a clear understanding of the policies and procedures and the importance of putting them into practice.
- Monitor the way policies and procedures are actioned and provide support where necessary.
- In conjunction with the school's Business Leader seek and make use of specialist expertise in relation to HR issues.
- Identify the types of skills, knowledge, understanding, and experience required to undertake existing and future planned activities.

Estate Management

- Work with the Estates Manager to ensure Health & Safety plans, policies and procedures are in place for the provision.
- Ensure a safe environment for the stakeholders of the provision to provide a secure environment in which learning processes can be provided.
- Ensure provision ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.

Health & Safety

- Ensure the provision's written health & safety policy statement is clearly communicated and available to all provision stakeholders.
- Ensure the health & safety policy is always implemented, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Enable regular consultation with appropriate staff on health and safety issues.
- Ensure systems are in place to enable the identification of hazards and risk assessments.
- Ensure systems are in place for effective monitoring, measuring, and reporting of health and safety issues.
- Required to be an appointed person for first aid.
- Ensure the maximum level of security consistent with the ethos of the provision
- Oversee statutory obligations are being met for learners with special educational needs.

Additional duties to include:

- As a member of staff working in an educational setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students.
- To ensure awareness of and compliance with personal responsibilities and requirements communicated to me in School policies and procedures including Health & Safety.
- As a member of staff in an organisation that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.
- As a member of staff in an educational setting you will have the opportunity to participate in programmes for mentoring students and to participate in extracurricular activities..
- To carry out such other duties which may be required from time to time within the grading of the post.
- To work across Lutterworth College where appropriate – this may mean working in more than one school.