

JOB DESCRIPTION
Operations Manager
PO3

Post: Operations Manager

Grade: PO3

Date: November 2025

Line Manager: Headteacher

Job Purpose

- Provide senior leadership for the Academy
- Provide senior leadership for accountabilities outlined below

Safeguarding

- Be familiar with, and follow, all Academy policies, in particular those related to safeguarding
- To promote the welfare of children

Accountable to: Headteacher

Accountable for:

- Senior Leadership
- Strategic leadership and development of support services including:
 - Catering Services
 - Estates Management
 - Non-centralised HR systems and processes
 - Oversight of Academy trips and visits protocols including Parent Pay and Evolve
 - Data Protection Officer for the Academy
 - HR - Casework
- Line management of:
 - Compliance, Health & Safety and Deputy Site Manager
 - Site Manager
 - Senior Catering Manager
 - Sports College Manager
 - IT Network Manager
 - Admin Officer – Finance

Key Accountabilities:

1. Core Strategic leadership

- Work with the Headteacher and Senior Leadership Team to carry out the collective vision for the Academy
- Provide leadership to the Catering, Sports College, IT and Site teams

2. Core responsibilities

- Strategic management and planning of resources, including an advisory role in the planning and monitoring of the Academy budget.
- Work with the Headteacher and lead the Designated Managers to ensure that:
 - The Academy is fully compliant with all Health and Safety regulations, policy and procedures for site, catering, IT and lettings.
 - Oversee the production of the Academy's business continuity plan.
 - Ensure all staff receive and complete the relevant H&S and cyber training appropriate to their job role.
- Work with the Headteacher and Governors to ensure that:
 - The Headteacher and Governors are advised on financial policy
 - Budgetary income and expenditure are monitored and evaluated, to maximise any potential areas of profit and to mitigate against any potential loss.
 - Non-centralised financial and statistical returns are accurate and timely within statutory or service deadlines.
 - Audits are accurate and timely for the Sports Partnership.
 - Contracts for service support are instigated and prepared
 - Income generation within the ethos of the Academy are maximised
 - Insurance is in place for all aspects of the Academy
 - Insurance claims on behalf of the Academy are dealt with, including the obtaining of necessary reports and subsequent workings with Insurance Services
 - Maintain the academy's Risk Register and present to Local Governing Body.
 - Work with the EMET central HR team to ensure that The Academy is fully compliant with employment legislation
 - Joint leadership of the school appointments and contribute to the induction processes.
 - Take a lead role as investigating officer when required for HR casework.
 - Work with EMET HR Officer to ensure that Conditions of service are applied correctly to all staff
 - General personnel matters are dealt with efficiently and accurately, including:
 - HR Casework
 - Confidential staff records are maintained
 - Teacher duty rotas
 - Manage the day to day deployment of 'Red Shirts'
- Lead the Site team to ensure that:
 - Site improvements are realised according to the agreed Estates improvement plan
 - Ensure all compliance records are maintained and kept up to date.
 - Academy grounds are maintained to a high standard
- Lead the Catering Manager to ensure that:
 - Quality of provision is good and meets the necessary legislative requirements e.g. Natasha's Law
 - Financial controls are maintained
 - 5* Awards for hygiene are maintained
- Lead the Sports College Manager
 - To develop a comprehensive Business Plan

- Ensure all Health & Safety procedures are implemented and reviewed annually including risk assessments.
- Resources are used effectively
- Use of the facilities are maximised
- Support the IT Network Director
 - To ensure that IT provision is effective, efficient and secure and all Cyber security training requirements by the RPA are met.
 - Ensure that the school website remains compliant with all statutory requirements
- Undertake the role of EVC
 - Ensure that the Critical Incident Plan and School Trips and Visits Policies are maintained and adhered to
 - Oversight of the processes and systems in place for school trips and visits with regards to ParentPay
 - Organise the SLT rota for Emergency contacts for trips and visits
- Work with the Senior Leadership Team to monitor, evaluate and review support services provision
- Attend and contribute to Local Governing Body and Senior Leadership Team meetings as appropriate
- Attend and contribute to external meetings as appropriate

3. Corporate responsibilities

- To line manage identified staff as directed
- To performance manage identified staff as directed
- Quality assurance
- Lead, participate and contribute to appropriate meetings and staff development
- To promote and deliver high quality extra-curricular learning
- To actively participate in activities in support of the aims of the Academy
- Other duties as specified by the Headteacher

Community

- Work closely with parents and other members of the community where appropriate
- Promote the Academy within the community
- Demonstrate a keen interest in the life of the Academy

As a member of staff at The Joseph Whitaker School you are expected to:

- Work in accordance with, and in support of, the Academy's vision and values
- Contribute to the Academy's ethos by setting a good example to colleagues and young people
- Participate and contribute to staff development and school routines and duties
- Take part in performance management activities and reviews as required by the Academy policy and use the process to develop your personal and professional effectiveness

PERSON SPECIFICATION
Operations Manager

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Proven managerial experience in education, Local Authority or business, including responsibility for one or more of the following: <ul style="list-style-type: none"> • Finance • Human Resources • Project management and/or site management • Detailed awareness of current developments within education 	<ul style="list-style-type: none"> • Well-qualified Graduate • Certificate of School Business Management or equivalent qualification • Higher financial qualification
SAFEGUARDING	<ul style="list-style-type: none"> • Full understanding of safeguarding requirements and how staff promote the welfare of children • Enhanced DBS and validated references • Eligibility to work in the UK • Safer Recruiting Training 	
KNOWLEDGE	<ul style="list-style-type: none"> • Administration procedures • Health and Safety procedures • Income generation strategies • Site, facilities, project and contract management procedures 	<ul style="list-style-type: none"> • Terms and conditions of employment • Employment legislation • Personnel procedures • Strong commitment to extra – curricular activities • Budget management and accountancy procedures
PERSONAL QUALITIES AND EXPERIENCE	<ul style="list-style-type: none"> • Ability to effectively lead and manage a team of people • Ability to work effectively as part of a team • Efficiency • Strong line management experience • Strong performance management experience • Excellent communicator, both orally and in writing • Outstanding interpersonal skills 	<ul style="list-style-type: none"> • Experience of working effectively with Governors • Experience of leading staff development