

**Job Description: School Operations Manager**

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| **Job Title:** | **School Operations Manager – Newhouse Academy** |
| **Contract Information:** | 37 hours per week  8am to 3:45pm  All year round or TTO plus weeks may be considered for an exceptional candidate.  Based on all year round - 26 days annual leave entitlement + bank holidays for employees with less than 5 years service **OR** 31 days annual leave entitlement + bank holidays for employees with more than 5 years continuous service. |
| **Responsible to:** | Headteacher |
| **Responsible for:** | Site and Catering Teams. |
| **Terms & Conditions:** | NJC, Support Staff Terms and Conditions |
| **Salary Range:** | Points 28 - 32 |
| **Other:** | 3 months notice period |

**Newhouse Academy Background & Vision:**

Our mission is to motivate and prepare our students for a rapidly changing world, by instilling in them the knowledge and skills needed to be successful in life, and to uphold our core values of Aspiration, Integrity and Respect.

Newhouse Academy is part of the Hollingworth Learning Trust family.

**Values:**

Our values are at the heart of what we do. These are:

* Aspiration – Being ambitious and doing your best.
* Integrity – Being honest and doing what is right.
* Respect – Being considerate and thinking of others

1. **PURPOSE OF THE JOB**

The School Manager is responsible for effective operational management within the academy. The role will support the Headteacher, with delegated responsibility to strategically lead and effectively manage and ensure the schools compliance with finance, HR, Catering, health & safety, administration and management of the school building and site.

The School Manager will be a member of the senior leadership team and will be the main point of contact for support staff within the academy.

1. **ORGANISATIONAL CHART**

Headteacher

**School Operations Manager**

Site Supervisor

Catering Manager

Premises & Facilities Assistant

Lunchtime Organiser Supervisor

Assistant Catering Manager

Lunchtime Organiser

Catering Assistants

Community and Lettings Assistant

1. **MAIN RESPONSIBILITIES**

**Line Management:**

To complete the line management duties for the following roles:

* Site Supervisor
* Catering Manager

**Senior Leadership Responsibilities**

* To be responsible for the operational services within the academy at Senior Leadership Team level and with external agencies.
* To be the Senior Leadership Team lead for all support staff.
* To be a strategic leader and effective manager in school.
* To promote and embed the Academy’s vision and values of Our People.

**Finance, HR & Administration:**

* To be the budget holder for Site, Catering and Health & Safety.
* To work closely with other academy professionals in finance, HR and Compliance.
* To work with the finance officer in the production of budgets for the Headteacher.
* To undertake safer recruitment training and be involved in the recruitment process for staff within the academy.
* Providing HR support for any issues and investigations as necessary for support staff and conduct relevant meetings with staff as necessary.

**Facilities and Property Management:**

* To manage the site supervisor, monitoring the maintenance, security and upkeep of the School site and buildings.
* To manage the catering manager, monitoring the provision of the catering service and production of high standard, varied and nutritious meals.
* To Liaise with Site team and Contractors to ensure the safest and best educational environment for our students and staff.
* At the academy level, to oversee the negotiation, evaluation and management of contracts for works and services to the site and have overall responsibility for the co-ordination and management of works, liaising with Central Service Team as required.
* To be the project manager for works carried out during school holiday/ closure periods.
* Act as a key holder and carry out security procedures for the building and grounds.

**Health & Safety:**

* To have knowledge and understanding of the main health and safety issues specific to schools and how they relate to our students, staff, visitors, and lettings to external organisation.
* To following and implement Health & Safety legislation and procedures.
* To be the academy’s designated person for Health and Safety point, including responsibility for Fire Safety and Co-ordination, to be the First Aid appointed person, and manage the reporting process for accidents and incidents as identified by the school’s Health and Safety procedures.
* To ensure the schools Health & Safety procedures and risk assessment are reviewed at least annually.
* To complete regular safety walks of the building, promoting a culture of good practice and proactiveness towards health and safety by all staff.
* To identify potential problems/issues and seek solutions.
* To manage the school minibus and ensure the required documentation, licences and training is in place.
* With the HR Link, complete H&S Inductions and risk assessments as required with staff and students.

**Other Areas of Responsibility**

* Have a high level of attention to detail and provide high quality service across the post holder’s areas of responsibility.
* To liaise with the Trust Central Service Team for Finance, HR, Facilities, ICT, and Compliance requirements of the academy.
* To use the academy and trust’s management information systems to provide reports as required and as an information source.
* Review of policies, documentation and processes within the post holder’s area of responsibility, ensuring they comply with the latest guidance and legislation and are fit for purpose.
* To contribute to the review of academy policies as appropriate
* To be the Every and Compliance Champion in school, including ensuring the completion of PPMs, H&S requirements, policies and training by staff, and other areas of the system/compliance as required.
* Attend governors meeting as required, to provide updates and reports from areas of responsibility.
* To support the Academy Development Plan.
* To attend and provide updates at Governors meetings as and when required.

**Expectations:**

* To be an excellent role model as a leader in the academies in our Trust.
* To be flexible in order to meet the changing demands of the role: This is an evolving post which we expect to develop in line with expanding opportunities.

**General Responsibilities:**

* The postholder must perform their duties in accordance with the Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
* To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To contribute to the Trust ethos, values, aims and development/improvement plan.
* To attend meetings within the Trust, at its academies and external events as required.
* To participate in training and other learning activities and performance development as required.
* To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
* Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
* To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children’s welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
* To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the postholder’s attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Hollingworth Learning Trust expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

**This job description will be reviewed to reflect the plans, growth and development of the Trust.**

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| Signed | *Postholder* | Date |
| Signed | *Line Manager* | Date |

**Information for all applicants / postholders:**

***Hollingworth Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.***

***The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.***

***We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.***

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| Signed | *Post holder* | Date |
| Signed | *Line Manager* | Date |