**School Operations Manager**

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| **Job Description** |
| **POST** **TITLE:**  | School Operations Manager |
| **GRADE:**  | Grade H |
| **CAR USER:**  | N/A  |
| **LOCATION:**  | Our Lady & St John RC High School |
| **RESPONSIBLE TO:**  | Headteacher |
| **STAFF RESPONSIBLE FOR:**  | Office Admin, Catering, Site Supervisors, Premises & IT |
| **JOB PURPOSE: The main objectives to be achieved by the Postholder** |
| The post holder will be a key strategic member of the Senior Leadership Team. They will be responsible for the management, planning, development, and implementation of all support services within a secondary school, including in-house catering and cleaning services. The post holder will be expected to lead change within all areas of support services and will be outward facing in their approach. |
| **MAIN ACTIVITIES: What prescribed duties the postholder will have** |
| **Main Responsibilities** * To support Governors and the Headteacher in strategic planning and project management of

all new initiatives.* To manage and lead support services within the school, including administration, premises (including letting), catering, ICT and premises, ensuring that the site complies with health and safety.
* Develop, manage and motivate teams to aspire to high standards or work and professionalism
* by providing on-going coaching and training.
* To manage support staff in the relevant operational areas, including actioning appraisals and recruitment and selection.
* To develop and implement appropriate policies relevant to school support functions.
* To be the health and safety manager for the school.
* To be responsible for the schools’ fire and other emergency plans.
* To act as the organisations Data Controller, leading and ensuring compliance with GDPR.
* To be responsible for parental communications

**Operational Management*** Responsible for the line management of the school’s administration functions including:
	+ Inductions, training and annual performance reviews
	+ Overseeing the development of systems and practices
	+ Management and development of an efficient and effective reception/office function ensuring the admin team are deployed effectively.
* Responsible for the line management of the school’s catering functions including:
	+ Line management of the Catering Manager
	+ Inductions, training and annual performance reviews
	+ Managing and development of the catering provision ensuring compliance with statutory regulations and good practice
	+ Ensuring catering audits are completed and remedial actions are followed up
	+ Overseeing the budget management of the service provision under the guidance of the Finance Manager
	+ To oversee the catering provision ensuring that the menu offers variety, quality, value for money and the service runs efficiently
* Responsible for the line management of the school’s site and premises functions with the support of the Trust Health & Safety Manager including:
	+ Line management of the Site Supervisors
	+ Overseeing all site and planned maintenance and development takes place, is evidenced and any remedial work required is completed, ensuring the school complies with Health & Safety
	+ Overseeing compliance with Statutory Testing guidelines in relation to all plant and equipment
	+ Monitoring the condition of the site buildings in conjunction with the Site Supervisor and advise Governors accordingly
	+ Planning and reviewing maintenance schedules for buildings and fixed plant and machinery
	+ reviewing the security of the school buildings and develop plans for improvement

**HR Management*** Provide leadership and guidance to the Headteachers PA.
* To support on all HR related policies and ensure that such policies are adhered to
* To provide managerial support and direction with regard to all personnel functions relating to the school
* To support the monitoring of staff sickness absence escalating poor attendance in line with appropriate policies
* To support in the identification of support staff development needs and staff appraisals
* To support advising the Governors Resources Committee on all HR related matters

**Premises Management****With the support of the Trusts Estate service you will:*** Have responsibility for premises related staff
* Have responsibility for the site and planned maintenance and development
* Ensure that the school complies with Statutory Testing guidelines in relation to all plant and equipment
* Ensure the School's Asset Management Plan is updated and reflects the needs of the school
* Monitor the condition of buildings on site and advise Governors accordingly
* Liaise with the Trust, DfE, architects and contractors in relation to new building and refurbishment projects
* Oversee planning and review of maintenance schedules for buildings and fixed plant and machinery
* Overview the security of the school buildings and develop plans for improvement
* Have overall responsibility for development and management of school lettings and the booking system used for such lettings
* Review and negotiate service level agreements and contracts in relation to premises management with Trust input
* Liaise with the Senior Leadership Team to ensure that the schools facilities meet the school curriculum needs and plans
* Provide accurate reports and information and to the Governors Resources Committee

**Health & Safety Management****With the support of the Trust Health & Safety Manager you will:*** Act as the school's Health & Safety Officer
* Liaise with the Site Supervisor and appropriate curriculum leaders regarding the upkeep of records
* Ensure the school's Health & Safety policy is implemented and reviewed accurately
* Liaise with Site Supervisor to ensure systems are in place to enable the identification of hazards
* Implement Risk Assessments across the school to ensure hazards are appropriately removed or managed
* Ensure that all site related planned, preventative maintenance is undertaken and that suitable records are maintained, ensuring a proactive service is operated
* Ensure that suitable First Aid provision is in place within the school
* Act as the schools Education Visits Co-ordinator offering advice and guidance to Trip Leaders and members of the Senior Leadership Team
* Liaise with the Headteacher in relation to fire procedures taking responsibility for planned and emergency evacuations in the role of Chief Fire Officer
* As the school's Chief Fire Officer ensure all legislation requirements are in place, fire notices are displayed and records are kept up to date, with regular fire practice drills
* Report Health & Safety matters to the Governors Resources Committee

**ICT Management** **Led by the Trusts ICT Strategy you will:*** Oversee the provision of the schools’ ICT Infrastructure
* Work with the Network Manager or IT Provider to ensure that the school network is secure

and that suitable filtering and monitoring systems are in place to support the schools safeguarding arrangements* Work with the Network Manager or IT Provider to ensure that Business Continuity Plans for ICT are in place
* Ensure IT faults are monitored and responded to in a prompt manner
* Ensure the IT provision supports developments within Teaching & Learning

**Partnerships*** To create new partnerships which will further enhance the links between school and the local and wider community
* To maintain those partnerships already developed with a range of stakeholders, including National Governing bodies

**Marketing*** To be actively involved in the marketing of the school
* To promote and support school events and publications
* To liaise with the press on marketing initiatives
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| **Additional:** * To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school
* This job description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed
* Some of the above responsibilities may be achieved through effective delegation and supervision of the day-to-day tasks involved
* Whilst every effort has been made to explain the main duties and responsibilities of the post, the list is not comprehensive
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| **Note:**  | **In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**  |
| **Prepared by:** | **Romero CAT HR Department**  | **Date: March 2025** |

# Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

# Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

# Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# Attendance

# Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.