



Job Description

Trust Operations Officer

Responsible to: Trust Operations Manager	Grade: 8
Hours: 28 hours per week, Term Time Plus 4 weeks	Duration: Permanent
Main Location: Faringdon Community College or a Trust Primary School. ¹	

Context: Under the direction of the Trust Operations Manager, this role is responsible for the day-to-day management and administration of operations and facilities and in particular the reporting and monitoring of premises, compliance, health and safety and GDPR across the Trust, to support the provision of an excellent environment for outstanding teaching and learning.

Organisation

- Be the first point of contact with key stakeholders including Head teachers, office staff, caretakers and governors as required, providing support, advice and guidance on all aspects of facilities management, compliance and health and safety.
- Contribute to the planning, development, organisation and monitoring of facilities management support service systems, procedures and policies.
- Provide Facilities Management, Health and Safety and Compliance data and support to the Trust Operations Manager including but not limited to policies and procedures, risk assessments, incidents and accidents, lettings and statutory health and safety and fire inspections in a suitable format to report to the Board Committees.
- To meet with the Headteacher and LGB representative a minimum of twice a year, with a focus on premises, health and safety and compliance, to advise and support the school and LGB with their responsibilities in these areas and to audit and monitor performance.
- Assist with liaising with property professionals and contractors for Trust projects, including seeking advice, attending meetings, arranging quotes and associated paperwork, ensuring health and safety standards are followed and maintained and works are completed to the required standard.
- Assist the Headteacher and Trust Caretaker in the planning and supervision of repairs and maintenance work, supporting them to ensure that a full and complete premises induction is undertaken, including reviewing the site asbestos folder, as well ensuring that all documents are received, and distributed as appropriate, including H&S policy, Method Statements, Risk Assessments, Public Liability Insurance documentation, etc.
- Manage and support the team of Trust Tradesman, ensuring all staff receive annual appraisals and training and development where appropriate. Assist with recruitment, training and development of premises staff, as agreed.

¹ Faringdon Learning Trust (FLT) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.

A full list of schools within FLT can be found at www.faringdonlearningtrust.org

- Under the direction of the Trust Operations Manager, act as a focal point for GDPR and FOI requests for the Trust, including assisting with development, implementation and compliance with policies and procedures and liaising with external Data Protection Officer (DPO) where appropriate.
- Ensure the Board of Trustees is compliant with GDPR and provide an annual report on the status of GDPR. Provide advice to the Board of Trustees and LGBs on GDPR in line with DPO and Trust guidance and procedures.
- Under the direction of the Trust Operations Manager, administer the Trust admissions policy including updating documentation and running consultations as required.
- Prepared to work to a flexible timetable in the school holidays to allow for project work.

Estates and Buildings

- Arrange and supervise small-scale improvement works across the Trust.
- Assist with the implementation of a rolling programme of repairs and maintenance.
- Assist with administration of Condition Improvement Fund (CIF) projects, including attending and feeding back on meetings as agreed.
- Liaise with external contractors on reactive and planned works as required, including attending and feeding back on project meetings as agreed.

Procurement and Contracts

- To implement a robust procurement and tendering process in line with the Trusts financial procedures.
- Reviewing and/or drafting procurement documents, e.g. policies and procedures, designing and embedding consistent, sustainable working practices and processes across the Trust, eradicating inefficiency through continuous improvement.
- To work alongside the Trust Operations Manager and Finance Manager in finding new and innovative ways in reducing expenditure across all areas of the Trust.
- Use the management web based system Every to record all contracts.
- Document and implement policy and guidance on the administration of lettings and hire agreements across the Trust, in particular liaising with the schools and caretakers to ensure security arrangements are robust.
- Assist with management of central Trust contracts including attending regular review meetings and performance management.

Health, Safety and Security

- Day to day management of Health and Safety and compliance processes and procedures across the Trust, including but not limited to accident and incident reporting, COSHH, first aid, fire safety and risk assessment, liaising with the Trust external health and safety consultant, Heads and premises staff where required.
- To administer all associated paperwork, using the Trust premises management web based system Every and The Digital Accident Book. To assist with development of the Trust premises management system including attending development focus groups.
- To support Heads and their premises teams in their compliance responsibilities to ensure that all compliance checks, statutory and non-statutory testing and inspections are undertaken and recorded competently and to the correct frequency and standard as dictated by legislation, the Trust external

health and safety consultant and Trust Resources Committee. To undertake key compliance checks, statutory and non-statutory testing and inspections as required and as agreed in emergencies.

- To support Heads in their operational responsibilities under health and safety including but not limited to: managing and following up on accident, incident and near miss reporting and analysing trends; documenting risk assessments and maintaining an up to date critical incident and business continuity plan.
- Develop and, where required, deliver adequate and appropriate training for premises, caterings, cleaning and ground staff in Health & Safety and good working practices. Undertake annual asbestos audits in liaison with Headteacher and/or Trust central team.
- Assist with ensuring a safe environment for the stakeholders of the school including school building security.
- Manage any Trust insurance claims.
- Developing an audit framework to ensure compliance across the Trust, to include undertaking audits.

Finance

- Liaise with Finance regarding placing orders and processing invoices following due process.
- Assist with procurement including sourcing, reviewing and advising on quotes and administration of contracts, leases and licenses where required.

Responsibilities

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Develop constructive relationships and communicate with other agencies /professionals.
- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

The duties and responsibilities in this job description are not exclusive or exhaustive and the post holder will be required to complete such duties as may be reasonably expected within the scope and grade of the post.

Qualifications and Experience

Qualities	Essential/Desirable
Experience	
Experience in facilities management	D
Experience within a school or similar environment	D
Experience of managing staff	D
Qualifications & Training	
Excellent numeracy/literacy skills	E
Excellent ICT skills	E
English GCSE or equivalent qualification	E
Knowledge & Skills	

Effective use of specialist ICT packages	D
Willingness to extend knowledge of use of ICT and other specialist equipment/resources	E
Knowledge of web-based business management systems for recording compliance checks and regular maintenance issues	D
Full working knowledge of Health & safety policies/codes of practise/legislation GDPR and FOI, or a willingness to learn	E
Ability to organise, supervise and motivate other staff	E
Ability to implement systems, processes and procedures	E
Ability to self-motivate, organise and prioritise	E
Solutions focussed, initiative driven, problem solving approach to tasks	E
Ability to relate well to children and adults	E
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E
Ability to self-evaluate learning needs and actively seek learning opportunities	E
Access to own vehicle and clean UK driving licence	E