
JOB DESCRIPTION

JOB TITLE: Operations Manager

Purpose:	Working with the Business Manager to assist in the operational elements of the school, including first aid, lettings, cleaning and catering contracts, Health and Safety and various operational projects. Assisting with GDPR administration.
Reporting to:	Business Manager
Responsible for:	Ensuring the smooth and efficient running of school operations. First aid and lettings, Income generation and compliance with policies and procedures
Liaising with:	Business Manager, SLT, Admin team, site team, IT, external contractors.
Working Time:	37 hours a week Term time only Plus additional 10 days holiday working
Salary/Grade:	Grade 7 points 20-25
Disclosure level	All positions are subject to an enhanced DBS check as standard practice.
Date	March 2023

MAIN (CORE) DUTIES	
<p>The specific duties and responsibilities pertaining to the Operations Manager are to be read in conjunction with the School's Personnel handbook and related policies and protocols which should be complied with at all times.</p>	
Administration	<ul style="list-style-type: none"> • Line manage the lettings/sports hall assistants, and first aid officer • To manage the provision of first aid in the school in conjunction with the first aid officer, ensuring policies are up to date, training for staff and rota's in place. • Assist with the generation of additional income from First Aid courses • Arrange new staff inductions and training for administrative staff including health and safety and GDPR, liaising with the HR Officer • Manage the archive room and retention of data both digital and paper copies in line with the school retention policy. • Arrange GDPR training and audits and regular updates and information to staff • Follow up audit actions from GDPR and other audits as requested. • To assist the Business Manager and SLT with the updating of policies and protocols as required such as the first aid policy, Data protection and privacy notices. • To ensure compliance with policies and procedures by audit and review. • Assist the Site Manager with health and safety compliance, organise committee meetings and follow up actions • To ensure the fire evacuation procedures are updated and followed by all staff • Liaise with the bus companies regarding issues, timetables and amendments. • Manage the cleaning, catering and repro contracts through regular meetings/monitoring, reporting/solving of issues and ensuring contract deliverables are met • Administer the school lettings process. Ensure processes are being followed and update the policy as required. • Responsible for the school's disaster recovery plan with the schools business manager and ensuring regular reviews and practice takes place • Identify opportunities for income generation and assist the Business Manager with applications for funding, including the potential 3G pitch. • Assist the Business Manager with various operational projects, such as tenders. • Manage minibus training and procedures and contracts
Support for Students	
Other related duties	<ul style="list-style-type: none"> • To support the planning, roll out and smooth running of school events such as Open Evening and Open Mornings, celebration of success; • To support set up of communications linked to the School Emergency Closure procedures;
Essential Skills & Qualification	<ul style="list-style-type: none"> • Have excellent computer skills (Word, database, Excel) • To undertake to be trained in and to keep abreast of, all developments and skills necessary to execute all the above duties and responsibilities. • To exhibit strong diplomatic skills at all levels.

	<ul style="list-style-type: none"> • To ensure high levels of service provision and outstanding quality assurance. • The ability to work smoothly and harmoniously with all members of staff and as required with students and parents. • The ability to work under pressure and remain cheerful and composed at all times. • The ability to understand and apply all aspects of school policy. • Willingness to undertake anything else that may reasonably be asked by the Senior Leadership Team
Essential personal attributes	<ul style="list-style-type: none"> • Ability to work as part of a team and on own initiative and with resilience. • Self motivating with the ability to multi-task • Good interpersonal skills, and the ability to enthuse and motivate others. • Flexible and adaptable. • Discretion and high sensitivity to protocols around confidentiality.
Practical Skills	<ul style="list-style-type: none"> • Ability to communicate with young people and the ability to work with people at all levels in the school. • Able to build constructive relationships with parents and carers • Able to develop and maintain close links and work effectively with staff and agencies beyond the school • Able to gather information and produce reports • Excellent planning and organisational skills and a flexible approach to the management of work. • Excellent communication skills both written and oral. • Ability to prioritise own workload
Staff Development	<ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To engage actively in the Performance Management Review process.
EMPLOYEE RESPONSIBILITIES:	
<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To promote actively the school's corporate policies. • To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate. • To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post. • To comply with the School's Data Protection Policy and Code of Practice within the service area of the post. • To support the school in meetings its legal requirements for worship. • To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements. • Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers. 	

