



## **Job Description & Person Specification**

### **Post: Operations Manager**

**Responsible to:** The post holder will report to the Director of Finance and Headmistress on a daily / weekly basis.

**Overview of the role:** The post holder will be responsible for the overall operation of the school in terms of the management of the facilities, premises and site and their maintenance and efficient use.

**Hours of work:** The position of Operations Manager is a full time role, working both in term time and during school holidays. Normal working hours are 8.00am to 5pm (with a half-hour break for lunch) although it may be necessary to work some early mornings, evenings and weekends dependent on the fluctuating needs of the school.

**Holidays:** The annual leave year runs from September to August and a full year's entitlement is 28 days, including Bank Holidays. In addition, the post benefits from extra annual leave during the Christmas shut down period, the timing and length of which varies from year to year but which at least includes the period from Christmas Eve though to 2<sup>nd</sup> January inclusive.

**Pension:** All support employees are eligible to join the School's pension scheme.

**DBS check:** Gateways School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share our commitment. Employment is subject to satisfactory references, an enhanced DBS check and enhanced check for Regulated Activity.

Particulars of the role will include:

#### **1. Maintenance of school buildings and grounds**

- To provide a prompt and efficient response to maintenance problems.
- To be responsible for ensuring that measures are taken so that school is appropriately secured at all times out of school hours, including special events during weekends, and school holidays.
- To lead, oversee the performance of and act as Line Manager to the Maintenance Team and joint Line Manager (with the Deputy Head) to the Network Manager.
- To plan work / maintenance schedules and action all necessary work to ensure school runs efficiently and is always well presented.

- To update the computerised inventory of maintenance carried out. Together with the Director of Finance, to prepare rolling programme of maintenance and refurbishment in the school.
- Together with the Director of Finance, to prepare schedules of work, obtain quotations and keep appropriate records.
- To undertake a range of handyperson maintenance and repair duties where necessary and able to do so.
- To operate and respond to alarm systems / call outs where appropriate.
- To deal with all external agencies delivering services to the school as necessary.
- With the maintenance team, to oversee and monitor electrical testing of portable appliances and maintain appropriate records.
- To monitor the work of on-site contractors and cleaning staff.
- In liaison with the Director of Finance, to prepare and submit planning applications.
- Co-ordination of security within the school, for both pupils and property.
- To lock up and open the school, in liaison with the other members of the maintenance team.
- To develop strategies for energy and environmental conservation and for waste management.
- To undertake such training and study as required in order to stay abreast of legislation and developments relevant to the post.

## **2. Development and management of the letting of school facilities**

- In consultation with the Director of Finance, to be responsible for, to support and to develop further, the letting of the school facilities for activities such as corporate events, summer clubs, music performances etc. Particular attention to be paid to ensuring the sports and culture facilities are maintained and let to maximise use by the school to the community in order to generate maximum income for the school.
- Maintain an onlinesystem for booking facilities. This will involve close liaison with the Deputy Head of the High School and the Head of the Preparatory School.

## **3. Health and Safety Officer**

- To be responsible for the day to day management of health and safety issues at Gateways School.
- To ensure that the School complies with all relevant statutory and regulatory requirements.
- To promote a culture of awareness of health and safety in the workplace throughout the school community.
- To maintain and develop the systems of the school, in co-operation with the Leadership Group and Governors, ensuring that legal and safety requirements with regard to people and property and function of the school are effective.

- To complete and update the health and safety policy to ensure that it incorporates all new legislation and complies with current legislation.
- To oversee all Risk Assessment procedures within school.
- To ensure appropriate health and safety training is provided for all members of staff and to keep staff up to date with all health and safety issues.
- To carry out both Health and Safety and Fire Risk Assessments and ensure that the problems identified are resolved.
- To carry out the role of Fire Officer. Responsibilities to include the following - ensure all buildings and procedures conform to the latest fire precaution legislation, conduct and monitor school fire drills once a term, ensure all staff are aware of the fire evacuation procedure, organise maintenance of the fire fighting equipment once a year, ensure all escape routes are checked on a regular basis, test the fire alarm monthly and keep records and update the fire packs at the beginning of each term.
- To keep all health and safety records up to date.
- To ensure the workplace is suitable for all employees with regard to heating, ventilation, restroom facilities etc.
- To organise and chair a health and safety meeting once every term.
- To liaise with the Director of Finance and Headmistress on Health and Safety issues.
- To prepare a termly report to the Governors to be presented at the termly Governors' meeting.
- To undertake such training and study as required in order to stay abreast of legislation and developments relevant to the post.
- To undertake any other reasonable duties as directed by the Headmistress in line with the role and responsibilities of the post.

#### **4. Co-ordination of the schools resources to ensure efficient, cost effective operation**

- Liaison with external service providers and agencies, including cleaning and the grounds maintenance team.
- To be willing to drive the school minibus, if necessary, and to carry out minibus checks including tyre pressures, fluid levels etc.
- Ensuring the timely provision of resources for the daily operation of the school and any event which is conducted under the auspices of the school, to include use of facilities by third parties.
- Establishing requirements and obtain quotations for equipment and services as directed by the Director of Finance / Headmistress.

#### **Person Specification**

##### **Essential**

- A minimum of three years' experience in a general office environment.
- Exceptional organisation, planning and administration skills.
- Highly computer literate: confident and proficient with Word, Excel, PowerPoint, Outlook, internet and data entry.

- Self-motivated, punctual, reliable, able to maintain confidentiality.
- Excellent written and spoken (face to face and phone) communication skills.
- Excellent numeracy skills.
- Ability to show initiative in developing the role and to work with minimal supervision.
- Ability to work flexibly in a small team, building strong day-to-day relationships with colleagues.
- Able to manage a varied workload, balancing scheduled tasks with requests for assistance from the team, which may have short deadlines.
- Commitment to equal opportunities policies and practices, and the promotion of equalities.

Desirable:

- Experience in managing events and conferences.
- Experience of planning and managing budgets.
- Experience of updating websites and/or managing e-newsletters.
- Understanding of legal obligations of charities and small employers.
- Knowledge of the charity/voluntary sector.
- Experience of managing volunteers.

This job description is not intended to be exhaustive and it remains subject to change at any time to meet the changing needs of the school.