**Operations Assistant**

**JOB DESCRIPTION**

Full Time 37hrs per week, Term Time + 3 weeks (Flexible)

Grade: G7 Point 22 (Pro Rata and subject to Evaluation)

Salary: FTE £20,661, Pro rata (assuming 41 weeks) c£18,813

Reports to: Operations Director

Based: Cutteslowe Primary School, with the expectation of regular travel across all school sites.

**PURPOSE**

* This is a very varied role where the successful candidate will need to assist the Operations Director in a range of tasks including (but not limited to) health & Safety, premises management, contract management, and procurement.
* Actively committing to making the Academy a safe and stimulating environment for staff, pupils and visitors
* Support the Operations Director in the development, recording and monitoring of operational processes and procedures.
* To provide support to other teams in schools as appropriate and as directed by the Operations Director or other member of the Trust Central Team

**Main Responsibilities**

**Premises**

* Support schools in identifying, maintaining and updating planned and preventative maintenance (PPM) schedules and procedures; contributing to the development of policies and procedures
* To support the management of all aspects of any building projects and maintenance work undertaken at any of the Trusts premises, including acting as a point of contact for building contractors.
* Supporting and updating the Academy’s asset management records

**Health & Safety**

* Support schools to ensure that robust H&S compliance is maintained, and support schools with continual development across all aspects of H&S compliance and monitoring eg fire, fire alarm, water checks, asbestos and Risk Assessments etc.
* Regularly liaising with School Managers and visiting schools to audit the adherence to policies and procedures in all of the Trusts schools; actively making the Trust and its schools a safe and stimulating environment for staff, pupils and visitors.
* To advise and recommend solutions to correct compliance shortcomings, or help to promote good practice.
* Communicating regularly at all levels within the Academy on all aspects of policy and practice.
* Ensure all schools and staff complete H&S Training as necessary in relation to their specific job roles in school.

**Procurement**

* Provide support in gathering data and preparing for procurement tenders and determining a panel of preferred suppliers across the Trust.

**Other**

* Support the preparation and circulation of agendas, briefing papers and minutes, and highlighting any areas for action by the Operations Director in preparation for meetings

February 2018 v1.0

**Operations Assistant**

**PERSON SPECIFICATION**

* It is essential that candidate demonstrates a positive attitude in their work. This is an exciting new post and duties will be evolve as the role develops.
* Must be keen to work in an educational setting and understand the link between a well maintained environment and education.
* Candidates must be conscientious, have excellent attendance and punctuality and be ready to embrace any task they are asked to complete with commitment and enthusiasm, and utmost professionalism. A sense of humour is also important.

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| **QUALIFICATIONS** | Essential | Desirable |
| Good standard of education (A levels or equivalent) | **🗸** |  |
| Previous practical buildings experience of working in a school/ Multi Academy Trust environment |  | **🗸** |
| Knowledge and experience of Facilities Management environment | **🗸** |  |
| Good and demonstrable understanding of Health & Safety legislation in relation to schools, and associated controls and checks. |  | **🗸** |
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| **EXPERIENCE & SKILLS** |  |  |
| Good time management skills | **🗸** |  |
| A willingness to be flexible able to work occasion early evenings or during holidays as required | **🗸** |  |
| An ability to communicate effectively with colleagues at all levels with the Trust and in schools | **🗸** |  |
| Familiarity with SafeSmart/SmartLog Log software |  | **🗸** |
| Working knowledge of regulations and legislation relating to health and safety, premises and contracts. |  | **🗸** |
| Experience of working with and managing contractors and suppliers |  | **🗸** |
| Good working knowledge of Google and Microsoft products and Office 365 |  | **🗸** |
| Experience of maintenance and security of buildings to a required standard. |  | **🗸** |
| Experience of delivering H&S Training or Coaching. |  | **🗸** |
| Knowledge of Mechanical and Electrical Systems |  | **🗸** |
| Clean driving licence and access to transport / a car for school visits. | **🗸** |  |
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| **ATTITUDE** |  |  |
| Ability to be an effective team player as well as be able to work effectively on your own. | **🗸** |  |
| Able to take initiative when appropriate |  | **🗸** |
| Excellent attendance and punctuality | **🗸** |  |
| Interest in own personal development and a willingness to undertake further training | **🗸** |  |
| Be able to demonstrate the highest level of honesty and integrity | **🗸** |  |
| Sense of Humour | **🗸** |  |
| Ability to motivate others | **🗸** |  |
| Ability to self evaluate. | **🗸** |  |