

JOB DESCRIPTION

OPERATIONS DIRECTOR

Reports to: The Principal

Line manages: Facilities and ICT Manager, Finance Manager, Office Manager, HR Administrator.

Start date: Immediate

Salary: Competitive

Hours: 40 hours per week; term time plus 2 weeks

The Role

To provide the overall strategic leadership and management for all resource and operations aspects of running the academy. This includes HR, facilities and security, ICT, catering, finance, office administration and general operations support to facilitate the smooth running of the academy.

To ensure that the resources of the academy are applied effectively and efficiently to achieve the educational aims and achievements of the academy and Ark.

Key responsibilities

Overall

- To be a member of the senior management team responsible for all aspects of HR, facilities, security, ICT, catering, finance, office administration and general operations support, drawing on the support of the Ark central team as appropriate
- To contribute to the achievement of the educational vision for the academy
- To work with Ark and other academies in the Ark network to develop high quality systems and services throughout the network.

HR

- To ensure that the academy is compliant with all Ark HR policies and procedures
- To understand and accurately apply the Ark pay and conditions document
- To oversee all matters relating to remuneration and pay roll, including; Her Majesty's Revenue and Customs queries, National Insurance, pensions, other benefits (travel loans etc)
- To monitor the recruitment procedure to ensure safer recruitment guidance within the Ark 'Appointments Policy' is adhered to
- To ensure that all hard copy personnel files are kept accurate and up-to-date, and that the HR database (Snowdrop) is also accurate and up-to-date
- To provide support to the principals and SLT with regard to HR issues/case work such as disciplinary and capability processes
- To be an active participant in the academy's performance management processes, which will include an annual review and regular review of roles and responsibilities in the interest of the academy's needs
- To liaise and work closely with the Ark HR team with regard to day-to-day issues and long term strategic plans
- To provide necessary information as and when required to the Ark HR team.

Facilities Management and Security

- To be responsible for the maintenance and cleaning of the buildings, sports facilities and grounds to a high standard
- To be responsible for the development of new facilities within the academy and its grounds

- To ensure appropriate reporting, monitoring and control systems relating to the academy's internal building fabric and furniture, including the production and maintenance of an asset register
- To manage the hire of facilities for the academy within approved procedures and guidelines and work with external partners re letting etc.
- To be responsible for the management of security during and after the school day and for community use of the academy facilities
- To work with Ark and any contractors (as appropriate) to ensure that all snagging issues and defects in the new buildings are resolved.

Catering

- To oversee the provision of meals for pupils and staff in the academy in accordance with the service delivery, quality and cost criteria established by the Principal, Ark and Governors.

ICT

- To proactively manage the IT Managed Service contract with Ark to ensure that appropriate systems are in place to support the ICT needs of the academy and that any issues are resolved in a timely manner.
- To liaise with relevant Ark central departments to ensure that those aspect of the academy's IT systems which are managed centrally also deliver the requirements of the academy.

Financial

- To have a working knowledge of management accounts as required by Ark and the Governing Body, jointly with the Principal and school heads where appropriate
- To support the Finance Manager to ensure the effective implementation and operation of financial controls within the academy
- To achieve value for money for the academy in all procurement of goods and services in compliance with Ark guidelines
- To liaise with, and assist, the Finance Manager
- To be the budget holder for all operational areas

Office Management

- To provide and manage an effective administration service for staff and students throughout the central administrative offices and reception
- To establish administrative systems and procedures for all departments within the academy, and to train and support staff to ensure that these systems and procedures are properly implemented and effectively controlled
- To be responsible for managing and coordinating the academy's health and safety policy, including regular reporting to the Governing Body and chairing the academy's safety committee
- To deal with all insurance correspondence and communications for the academy, overseeing visits and ensuring that necessary paperwork is completed to enable insurance cover to be effective
- To have full responsibility for managing and coordinating the academy's transport arrangements, including the maintenance and use of academy-owned vehicles.

Other

- To ensure, in relation to all the above responsibilities, that systems for monitoring and reporting are in operation
- To work in collaboration with relevant colleagues at Ark and counterparts at other Ark schools
- To carry out other reasonable tasks from time to time as directed by the Principal.

PERSON SPECIFICATION

Qualification Criteria

- Educated to degree level or equivalent
- Accounting qualification would be ideal but is not essential
- CIPD qualification or some suitable level of HR qualification would be ideal but is not essential
- Evidence of well-developed ICT skills.

Knowledge and Experience

- Experience as a member of a management team, directly managing several key operational areas
- Extensive experience of managing and motivating staff
- Knowledge and experience of managing procurement, including contracts for services
- Experience of leading and managing budgeting and reporting processes in an organisation
- Experience of working with a range of internal and external partners
- Experience and/or knowledge of schools or education finance, HR and other aspects of education administration would be desirable, but is not essential
- Working knowledge of employment law and best practice.

Skills and abilities

- Strong people management skills, with highly developed interpersonal and motivational skills
- Strong organisational, project management and planning skills
- Ability to influence and participate in the academy management processes
- Excellent written and oral communication skills
- Ability to prioritise and manage conflicting demands
- Ability to interpret complex legislation regulations and related documents
- Proactive and innovative demonstrable approach to work.

Other

- The successful candidate will be subject to a DBS Disclosure prior to taking up their appointment
- Committed to the safeguarding and welfare of children.