

## JOB DESCRIPTION

### EDUCATION TO UNDERSTAND THE WORLD AND CHANGE IT FOR THE BETTER

Post	Operations Manager
Grade	APTEC Scale PO1 (£38,364 - £40,833)
Responsible to	Chief Operating Officer
Working hours	35 hours per week, all year round

Everyone at Thomas Tallis works to fulfil our **School Plan**.

#### We expect staff to:

1. Make sure young people of all abilities, ages and backgrounds fulfil their potential.
2. Engage all young people in participation in interesting learning.
3. To stimulate a love of knowledge in our young people.
4. Unlock and develop their creativity and independence.
5. Demonstrate that learning continues well beyond lessons.
6. Develop the Thomas Tallis Habits of Mind in all lessons so that young people are inquisitive, collaborative, persistent, disciplined and imaginative.

#### Core purpose

- To act as the school's Health and Safety officer and Fire Officer, and to coordinate, support and advise on all Health and Safety issues across the school and its operations.
- To act as the schools Educational Visits Coordinator to ensure all school trips and visits are conducted in a safe manner, and to ensure adherence to all policies and procedures to safeguard participating pupils and staff.
- To be responsible for monitoring and coordination of the Facilities Management contract with G4S, to liaise with all PFI stakeholders, and to coordinate the school's use of the school site and buildings during normal school hours, and also ensure out of hours coordination with other users.
- To act as the school's Lettings manager being responsible for organising all Lettings and out of hours school events.
- To act as school transport manager being responsible for all the administration of, upkeep and use of the school minibuses

#### Key relationships

The post holder will be responsible to the School Business Director and will have contact with managers and staff internally along with external organisations, stakeholders, legislative bodies and others.

## **Specific Responsibilities**

### **Health & Safety**

1. Ensure that all Health and Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.
2. Ensure the school meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting.
3. Ensure that safety inspections are carried out, fire evacuation procedures are up to date and properly disseminated, fire drills and fire alarms are correctly reported. To ensure safety inspections, risk assessments and lone working procedures are managed and employees are aware of their responsibilities.
4. Coordinate the development of health and safety policies, systems of work and procedures.
5. Establish a structured programme of health and safety training throughout the school.
6. Ensure full and accurate health and safety and training records are maintained.
7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate, the Health and Safety Executive.
8. Liaise with the local authority on health and safety inspections, audits and checks.
9. Keep up to date with all aspects of relevant health, safety and welfare at work legislation and communicate relevant changes to the business.
10. Ensure the maximum level of security consistent with the ethos of the school.
11. To lead the team of first aiders and ensure requalification takes place as required.
12. Ensure systems are in place to enable the identification of hazards and risk assessments
13. To be responsible for accident reporting systems ensuring the reporting of health and safety
14. To be responsible for the schools use and monitoring of CCTV images to support security and student safeguarding, and to liaise with staff and FM contractor as necessary to ensure proper use of CCTV within the school, and compliance with data protection regulations.

### **Facilities Management**

15. To monitor delivery of the Facilities Management contract with G4S to ensure a high standard of compliance so that the school buildings, grounds, fixtures, furniture and equipment are properly maintained and the school environment is kept clean and in an excellent state of repair.
16. To ensure that all FM failures and issues are promptly reported to the Facilities Management helpdesk, and to monitor resolution within the contractual requirements. To ensure that all staff are clear about how to report issues effectively and efficiently.
17. To proactively and regularly inspect the buildings and grounds and liaise with G4S over any issues and planned works.
18. To work with the facilities management contractor to ensure proper security across the school site.
19. To liaise with all PFI stakeholders and the local authority representative to ensure smooth running of the PFI contract.
20. To record all school bookings and planned out of hours use in the School Calendar. To liaise with G4S and all school booking users of the site, and with GLL as the community use contract holder as necessary to ensure site activity is properly recorded and communicated.

## **Educational Visits**

21. To act as the Educational Visits Co-ordinator and undergo necessary training.
22. To be aware of and comply with policies and procedures relating to educational visits.
23. To ensure the educational visits policy is up to date and clearly communicated to all staff.
24. To manage and monitor an efficient approvals system for all school trips which ensures that trips are properly planned and scheduled in to the school calendar, budgets are approved and all relevant permissions have been sought.
25. To ensure that staff leading or accompanying trips have a good awareness of their responsibilities in relation to managing health and safety, risk and child safeguarding on their trip, and that all required risk assessments are properly completed in a timely manner.
26. To approve all visits/trips via the school's internal electronic system.

## **Lettings**

27. To implement an in-house letting facility and be responsible for managing lettings ensuring a balance is made between school needs and lettings
28. Maintain a comprehensive record of hirers and ensure they meet Health & Safety and DBS requirements.
29. To be responsible for ensuring that all Lettings are appropriate and comply with the Tallis ethos
30. To develop and manage a booking system ensuring staff and G4S are aware of bookings.
31. To plan and oversee all logistical arrangements in conjunction with key staff and the FM manager
32. To liaise with hirers ensuring customer satisfaction and elicit feedback.
33. To deal with any problems arising from lettings.
34. To conduct all viewings.
35. To attend out of hours lettings as necessary to ensure smooth running of the lettings programme
36. Maintain a timetabling system to manage demand and communicate plans to other staff and G4S
37. Negotiate prices and close business in accordance with the Lettings Policy
38. Promote the school and its spaces in accordance with the Lettings Policy
39. Conduct market research to establish pricing for the facilities in line with the market and community user needs
40. To create, update and maintain a Lettings page on the school website
41. To build relationships with Partners and community groups
42. To arrange annual meetings with major users to discuss their contracts and experiences
43. Provide income projections for all facilities
44. Liaise with the Finance Team to ensure regular billing for lettings income
45. Resolve credit control issues in conjunction with the Finance Team

## **School transport**

46. Draft and update school minibus policy
47. Keep up to date on relevant changes in standard and legislation
48. Action any relevant changes in accordance with S19 permits

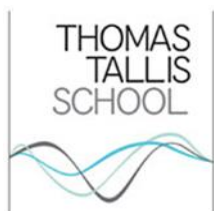
- 49. Arrange insurance and MOT for minibuses
- 50. Keep driver admin up to date regarding licence checks, training, and insurance
- 51. Ensure drivers complete checks and arrange remedial work
- 52. Arrange Safety 10 inspections
- 53. Manage booking system

#### **Additional Duties**

- 54. To provide termly reports to school Governor Committees on Health and Safety, Premises, Educational Visits and other aspects of the role as required.
- 55. To be aware of and comply with policies and procedures relating to equal opportunities, health and safety, security, confidentiality and data protection.
- 56. To attend Parents Evenings and Open Days as required.
- 57. To comply with the school's Safeguarding Policy and ensure the welfare of students you have responsibility for and for those with whom you come into contact.
- 58. To carry out additional duties, as the Head may reasonably request from time to time.

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March 2024



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## Person Specification - Operations Manager

	Essential	Desirable
<b>Qualifications</b>		
1	A good standard of education to GCSE (A*-C grade) Maths & English or equivalent as a minimum. Experience of working in the education sector in operations and/or facilities management roles.	A degree in a relevant subject.
2	Trained as an EVC or willing to undertake appropriate training	
<b>Personal</b>		
3	Excellent communication, influencing and negotiating skills.	
4	Credibility, integrity and diplomacy.	Willing to work flexible hours as required.
<b>Knowledge, skills and attributes</b>		
5	An understanding of Health & Safety in relation to schools.	An understanding of good practice for educational visits undertaken by schools.
6	The ability to work on own initiative and to drive improvement and change as necessary.	
7	Resourceful under pressure and ability to prioritise a demanding workload.	
8	Excellent organisational and time management skills.	
9	Excellent interpersonal skills and ability to build effective and resilient relationships at all levels and with key stakeholders.	
10	PC literate with Excel and Word skills and the ability to draft correspondence independently.	
11	Ability to work with autonomy and flexibility and to safeguard confidential information.	
<b>Specific to this post</b>		
12	Proven experience of establishing stakeholder relationships and achieving sustained operational success.	
13	Experience of managing contracts and performance delivered by direct reports and/or third parties.	
14	A commitment to safeguarding for all young people. DBS Clearance.	