**CENTRAL FOUNDATION GIRLS' SCHOOL**

**(Voluntary Aided)**

**25-33 Bow Road, London E3 2AE**

The Governing Body invites applications from well qualified and experienced candidates for the following position, which becomes available immediately

Operations Manager

**35 hours per week. All Year Round**

**Salary S01 Spine point 29-31 (£30,012 - £31,764)**

**RESPONSIBLE TO**: The Headteacher via the Director of Finance and Resources

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**PURPOSE OF POSITION:**

To be responsible to the DF&R for the day-to-day oversight of the smooth running of the school site and the PFI contract through the premises team.

**MAIN DUTIES AND RESPONSIBILITIES**

**Premises**

* To ensure the smooth running and functions of the school site and its buildings on a daily basis.
* To assist in the management of the relationship between the school and the PFI provider, G4S, in all matters relating to the upkeep and maintenance of the school premises, repairs, lettings, variations and building works.
* To liaise with the PFI provider, G4S, over problems with the cleaning and maintenance of buildings and monitor standards.
* To liaise with the local authority department relating to PFI and ensure that service standards are met by the provider, G4S.
* To deal with outside contractors, plan work schedules and supervise their work where appropriate.
* To assist in ensuring that the maximum level of security of the school’s premises is consistent with safeguarding legislation.
* To manage and update the school’s asset management records, to co-ordinate annual stock checks with the assistance of the MROs and Technicians and to manage the disposal of assets and reporting to the DF&R annually.
* To ensure the maintenance of the school site, buildings and equipment including the efficient operation of all facilities on the property are carried out as per the PFI contract and to report defects to the PFI provider, G4S, as appropriate.
* To check that agreed work by non PFI contractors has been completed satisfactorily and to follow up any deficiencies
* To provide analysis and reports to Governors as required
* To respond appropriately to emergencies or urgent issues as they arise and deal with the consequences,
* To raise Authority Change Requests (ACRs) and obtain external quotes for capital

Works when required.

* To liaise with the senior PFI premises manager on site and the PFI G4S Area Manager.
* To receive the weekly G4S Concept system of maintenance works and to track completion dates.
* To liaise with the PFI Premises Managers for the preparation of the premises for assemblies, meetings, functions, productions and examinations.
* To be the first point of contact for the letting of the School premises to outside agencies and school staff, in co-operation with the PFI provider,

**Health and Safety**

* To act as the School’s Emergency Planning Officer, ensuring that the Critical Incident Policy is in place and that contingency plans are prepared and in place, in the event of an emergency situation on site or in the local community.
* To act as the School’s Fire Officer and Chief Fire Marshal; to produce a viable Fire Plan in co-operation with the PFI Provider, the London Borough of Tower Hamlets and the London Fire Brigade.
* To monitor CCTV recordings as requested and to manage the school’s access system, liaising, as appropriate with the Media Resources Officers (MROs)
* To be responsible for triggering procedures following incidents of theft, vandalism, accidental damage or loss.
* To act as the School’s Safety Officer, ensuring that all legal and safety requirements with regard to people, the environment and property are maintained.

* To formulate, monitor, implement and review the school’s Health and Safety policies and procedures.
* To be responsible for the completion of risk assessments in order to establish hazards within the school and to take necessary action as appropriate and to assist and train staff with the production of risk assessments and to take appropriate control and preventive measures where indicated.

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* To communicate regularly at all levels within the school on Health and Safety issues.
* To ensure that risk assessments are in place and updated in all matters related to the premises
* To devise, arrange, monitor and record the half termly evacuation drills and oversee regular testing of the fire alarm systems and equipment.
* To ensure that all evacuation procedures are well understood and fit for purpose.
* To ensure that all Health and Safety requirements for site visitors or contractors are complied with as per current legislation and PFI contract.
* To liaise with the PFI provider, G4S, to ensure the security of the school site.
* To commit to making the school a safe and stimulating environment for staff, students and visitors.
* To lead on the planned Health & Safety inspections of the school sites and to take action on adverse findings; to report notifiable events to the PFI Provider.
* To ensure that G4S meet their obligation by installing and maintaining equipment for protection against and escape from fire; that fire signage is replaced where required and that fire marshal and basic first aid training is completed.
* To maintain accurate records on all Health and Safety issues.
* To be a member of the Governors’ Health and Safety Committee including reporting on compliance audit risk assessment as necessary.
* Oversee the accident book and make referrals to the LA and HSE as appropriate.
* To update the school’s Travel Plan as required.

**Other**

* You will be expected to attend relevant training courses and conferences
* Be able to work weekends if required.

**Person Specification**

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|  | ***Essential*** | ***Desirable*** |
| Qualifications | * 5 GCSEs at grade A\*-C to include English and Maths.
 | * A good degree (Level 4 qualification).
* A level Passes or Level 3 qualification
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| Experience | * Experience of working as part of a team and of leading a team
 | * Experience of working in a school environment.
* Experience of Health and Safety issues within a large organisation.
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| Knowledge /Skills | * Excellent listening and communication skills, both oral and written.
* High standard of literacy and numeracy skill.
* Good level of interpersonal skills to liaise with all levels of staff and external agencies
* Desire to undertake further professional development.
* Ability to work independently, under pressure and remain methodical when problem solving.
* Ability to manage time effectively and meet deadlines.
* Possess and develop ICT skills in order to manipulate spreadsheets, produce reports and access the internet.
 | * Working knowledge of relevant policies / code of practice / legislation in relation to child protection.
* Knowledge and understanding of relevant Health and Safety issues.
* Hold a minibus driving licence.
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| Personal Qualities | * Excellent attendance and punctuality record.
* Desire to make a positive difference in student’s lives.
* Ability to relate to other staff at the school and to work co-operatively with others.
* Willingness to work proactively to support the ethos of the school and policies
* Able to use own initiative to work independently.
* Understanding of, and commitment to, the school’s equal opportunities policy and aims and an ability to contribute to the implementation of these policies through the duties of the post.
* Commitment to own professional development.
* Resilience
* Able to maintain confidentiality, as appropriate.
 | * Ambition to achieve personal development goals.
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**To be a member of the Support Staff team and to support colleagues as necessary. Other relevant duties commensurate with the grade of the post may be assigned by the Headteacher in agreement with the postholder.**

**A completed application form with supporting statement addressing the selection criteria should be returned to the Headteacher by 9.00am on**

**Friday 16th November 2018**

Ms. E Holland

**Headteacher**

October 2018