

Operations Lead – Job Description

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| Job Title | Operations Lead | Pay Grade | Specialist |
| Location | Danetree Primary School | Travel Required | No |
| Hours | 35 hours per week | Weeks | 41 |
| Reports to | Headteacher | | |
| Core Purpose | | | |
| <ul style="list-style-type: none"> ● With the support of Senior Leadership, to provide operational leadership for aspects of ICT, community usage, contract management, administration, premises management, compliance, health and safety, security and operations support in the school ● To lead on marketing and communications for the school to promote Danetree Primary to existing and prospective parents and the wider community ● To develop, lead and manage premises staff to ensure compliance and that the resources and systems of the school are deployed effectively and efficiently to achieve the educational aims of the school in line with GLF's policies and procedures. ● To work with GLF and other schools in the GLF Trust, to develop high quality systems and services throughout the network, offering support where required. ● May be required to support other GLF schools within Cluster | | | |
| Key Accountabilities | | | |
| Leadership | | | |
| <ul style="list-style-type: none"> ● Contribute to the development of the school's values and vision and communicate these clearly and enthusiastically to all staff and other stakeholders. ● Give clear vision and direction and set high professional standards to monitor the work of the teams within the support structure. ● Develop effective positive working relationships with the Headteacher and Leadership Team and all staff at the Academy. ● To oversee staff responsible for marketing, thereby having an oversight of publicity relating to the academy. ● To lead on and be an active participant in the school's performance management processes premises staff, which will include an annual review and regular review of roles and responsibilities in the interest of the school's needs. | | | |
| GDPR and Data Protection | | | |
| <ul style="list-style-type: none"> ● To act as the Data Champion for the school and the school's first point of contact for all data protection matters. | | | |

- Work with the Trust Data Protection Officer (DPO) to monitor compliance with UK GDPR and associated data protection legislation.
- Co-ordinate the school's response, supported by the Trust DPO, on Data Protection (GDPR), Subject Access Requests (SARs) and Freedom of Information (FOIs) requests.
 - Coordinate the school's response to requests where individuals are exercising their right to data protection.
 - Coordinate the school's response to SARs in accordance with the Data Protection Act 2018, supported by the DPO.
 - Coordinate the school's response to requests made under the FOI Act 2000 supported by the DPO.
- Ensure all data breaches are reported to the DPO as soon as they are discovered and support the DPO in the investigation of the incident, mitigation of risk and documenting the incident within statutory timelines.
- Maintain a log to track cases and provide feedback and updates to Senior Leaders.

Premises Management, Security, Safety

- Coordinate and supervise the day to day work of premises staff in managing all aspects of premises compliance, management and security, including building maintenance, development of facilities, the Asset Register and health and safety compliance, including ensuring up to date documentation through the 'Every' system.
- To liaise with GLF's Regional Estates Partner and Health and Safety Compliance Manager as appropriate to ensure the school premises are managed effectively, and that any building works are managed effectively.
- To ensure the maintenance program function effectively and within budget.
- To ensure appropriate reporting, monitoring and control systems relating to the school's internal building fabric and furniture, including the production and maintenance of an Asset Register in line with GLF policies and procedures.
- In conjunction with the Premises Manager and Premises Controller, to be responsible for the management of security, during the school day and during any community use of the academy, including reviewing regularly the school's security risk assessment
- In conjunction with the Premises Manager and Premises Controller, and with the support of the Regional Estates Partner and Trust Health and Safety Compliance Manager, to ensure the school complies with relevant safety legislation e.g. Fire and Health & Safety.
- Working with the Premises Manager, Premises Controller and GLF Regional Estates Partner, to plan and manage building projects, ensuring delivery within scope, time and agreed budgets.
- In conjunction with the Premises Manager and Premises Controller, to ensure quality assurance of cleaning and catering provisions and ensure all cleaning duties are efficiently and thoroughly covered including meeting with contractors regularly.

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| <ul style="list-style-type: none"> ● To ensure effective procedures are in place for the safe management of contractors working on site, including ensuring RAMS (Risk Assessment and Method Statements), safeguarding/DBS, and asbestos management. ● To ensure that effective arrangements are in place for the recording and investigation of accidents and injuries to students and staff, including use of the Trust’s accident report systems |
| Lettings, Wraparound Care and Holiday Clubs |
| <ul style="list-style-type: none"> ● To support the leadership team with generating income for the school and developing a strategic approach to lettings, wraparound care & holiday club provision and community links. ● Manage and oversee all bookings for school lettings (including wraparound care and holiday clubs), in compliance with DfE and safeguarding guidelines and GLF’s policies and procedures, working with GLF’s Business Operations Team ● To ensure lettings (including wraparound care and holiday clubs) are managed professionally and effectively in conjunction with the Premises Team, ensuring that access is appropriate, that facilities are used safely, and that no damages are incurred. ● Provide emergency cover for lettings and other community use of premises. ● To ensure that all lettings (including wraparound care and holiday clubs) follow GLF guidelines with respect to legal agreements and compliance checklist. Receive and maintain current documentation from all hirers, including but not limited to appropriate lettings agreements, service level agreements, public liability insurance, safeguarding, keyholding and health & safety arrangements. ● Ensure that regular invoices for lettings (including wraparound care and holiday club) are raised and monies collected in a timely way to prevent debt. Escalate concerns on debt quickly and effectively, manage relationships with hirers, mitigating operational and financial risks to the school. |
| Health & Safety |
| <ul style="list-style-type: none"> ● To support senior leadership commitment to risk management and a school culture in which staff are risk aware but also confident in taking acceptable risks in undertaking activities, including ensuring effective development and use of risk assessments by all staff ● To support the senior leadership team to update and maintain the school’s Emergency Response Plan in line with GLF guidance and to ensure that all staff understand their roles in an emergency, including evacuations and lockdowns. To support with carry out regular drills. ● Support the senior leadership team to respond effectively to an emergency on-site. ● To monitor, implement and review the GLF / School’s Health & Safety Policy including the development of Risk Assessment procedures. ● To advise all staff as appropriate and provide training in Risk Assessment procedures including measures in the event of emergencies. |
| ICT |
| <ul style="list-style-type: none"> ● To manage the daily operational ICT needs, liaising with GLF IT to ensure issues are reported and resolved efficiently and effectively. |

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| <ul style="list-style-type: none"> ● Maintain and update the school's asset register to keep track of inventory and accurately plan for replacements and insurance. ● To ensure all ICT assets are security-marked and maintained. ● To ensure all ICT assets purchased through lease agreements are security-marked and the ICT inventory is checked on an annual basis to ensure all equipment is in working order. ● To liaise with the leadership team to develop IT development plans. ● To ensure that safeguarding is the top priority with regard to ICT usage within the school. |
| <p>School-based procurement and contract management</p> |
| <ul style="list-style-type: none"> ● Track, maintain and update school's contract register to ensure contract end dates and termination notice periods are monitored regularly. Liase with senior leadership team and GLF procurement team regarding renewals. ● To support at an operational level in ensuring high standards of performance across key contracts including catering, cleaning, reprographics and others as appropriate. ● To liaise with the GLF School Support Team, Premises Manager, and Premises Controller, to hold regular contract review meetings to ensure high standards of service. ● Through contract review meetings ensure compliance with Health and Safety regulation. |
| <p>Marketing and Communications</p> |
| <ul style="list-style-type: none"> ● Support the senior leadership team with developing and establishing a strong marketing strategy for the school to promote engagement and numbers on roll. ● Maintain the school website ensuring compliance with Ofsted and Trust guidance for school websites. ● Develop positive relationships with local nurseries, playgroups and childminders to promote Danetree Primary School for nursery and reception recruitment. ● Lead and co-ordinate the arrangements for School Open Days / Events. as directed by Headteacher and EYFS Lead ● Develop and publish marketing and communication materials for current and prospective families; this includes flyers, social media banners, school prospectus and other promotional content. ● Promote the school using digital marketing, including the school website and social media channels to keep current and prospective school communities engaged with the school. ● Regularly share open events, news stories, achievements and community projects on website and social media channels. |
| <p>Professional Development</p> |
| <ul style="list-style-type: none"> ● To keep abreast of employment legislation and national and local developments affecting the education sector. ● Seek out opportunities for professional development to support the role. |
| <p>General Responsibilities</p> |

- Be aware of and comply with policies and procedures relating to child protection health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school. Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To undertake any other duties which may reasonably be regarded as within the nature of the responsibility of the job

Whole School Responsibilities

- To participate in the discussion of whole school policies and to participate in the implementation of school policies and practices.
- To be active in pursuing professional development.
- To work collaboratively across departments with colleagues and students to ensure the school operates as effectively as possible to achieve its aims.
- To undertake additional tasks as required to support the needs of the school.

Work Context

- The post holder needs to be aware of safety issues and perform all duties whilst adhering to safety standards. The post holder will work under the direction of the post holder's line manager but will be required to use initiative and be capable of self-directed work.
- The post requires computer working and the post holder is responsible for undertaking their own DSE assessment.
- The post holder will be required to maintain a strict level of confidentiality.
- The post holder is not required to be responsible for any budget or expenditure but will be expected to make a contribution to cost effectiveness through the role undertaken and management of school resources.
- The post holder is required to be professional, and business-like at all times and maintain professional relationships with colleagues, students and parents.
- We expect all members of our community to demonstrate respect, honesty and kindness and to believe in the limitless potential of people.
- To cover for absent colleagues and undertake other duties commensurate with the grade.
- To undertake any other duties commensurate with this post as directed by the Headteacher

Accountability

- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but is within the remit of the duties and responsibilities.

Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.