**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Post – Operations Manager**

Salary: NJC 34 - £38,553 p.a. (Full-Time)

Line Manager: Bursar (School Business Manager)

Hours of Work: 37 hours per week.

 07.00 to 18.00 (Core Estates hours, detail to be agreed upon appointment)

There is a requirement to work early morning, late evening and some out of hours as required.

**Core Purpose of the Role:**

* To support the aims of the College, ensuring that the philosophy of inclusion continues to be the experiences of all pupils, students and members of the school community, through positive relationships and courtesy.
* To manage the safety and security of the school premises, grounds and contents, undertaking regular assessment of facilities/resources and associated risk assessments and ensuring the school’s adherence to the latest Health and Safety standards and practices.
* To manage facilities planned preventative maintenance and site development plans.
* To manage all reactive maintenance, undertaking regular site inspections and supervisions contractors.
* To lead further development of the site, in conjunction with the Principal and Bursar including the adoption of energy and cost-efficient systems wherever possible.

**Strategic Direction and Development:**

* To lead the maintenance and development of the school premises, planning and programming work as required.
* To manage effectively premises-related budgets, in conjunction with the line-managers, ensuring value for money through a balance of efficiency and quality.
* To ensure the school is compliance with Health and Safety regulations, through regular checks, in conjunction with Compliance Education.
* To advise on energy control, maintaining meter readings, checking invoices before payments and reviewing options.

**Teaching and Learning:**

* To maintain the site, facilities and resources to ensure a purposeful, orderly and productive, positive learning environment.
* To promote and ensure the health and safety of pupils, students, staff and visitors at all times, undertaking all necessary duties within the school policies.

**Leading and Managing Staff:**

* Lead the Estates Team by planning workloads, schedules and rotas, monitoring the quality of work undertaken and associated reports.
* To lead by setting high professional standards and challenging/supporting staff under your directions as appropriate.
* To ensure an effective on-call system is in place.
* To plan and monitor a range of premises related training for the Estates Team, ensuring the necessary certification for specific roles/jobs, and for the wider school staff, ensuring compliance for health and safety regulations and regular updates on aspects such as fire regulations, risk assessment, management of COSHH, provision of PPE, working at height and management of work equipment.
* To escort and monitor external contractors whilst on site, ensuring compliance with school health and safety and safeguarding policies, liaising with the College HR department, especially if working unsupervised, including monitoring and approving the quality of the work undertaken.
* To oversee the housekeeping contracts and the quality of cleaning liaising with the external cleaning services supervisor.
* To proactively promote health and safety within the school environment and to use your skills and knowledge to assess and remove any potential hazards.
* To assist with the organisation of school functions/events.
* To continue personal professional development for self, engage with the school’s appraisal process and keep up to date with the statutory guidance and legislation.
* Undertake weekly team meetings to ensure robust communication and collaboration.
* To regularly liaise with the Bursar and or Principal.

**Efficient and Effective Deployment of Resources: Security**

* To act as principal key holder.
* To open and close the site at times required for operational use, including extended activities and call outs.
* To maintain the security of the site using the various installed security systems and procedures, undertaking regular risk assessments, security checks and advice on how security risks can be minimised.
* To manage fire alarm testing, fire safety equipment provision and scheduling of fire drills, checking routes and timing evacuation efficiency, including associated record keeping.
* To operate and respond to alarm systems managing and effective emergency call out system and liaising with emergency services as required.
* To manage and supervise external contractors on site as required.
* To lock and unlock school buildings and access gates, maintaining the school’s safeguarding procedures and policy.
* To support College lettings in conjunction with the Bursar.

**Efficient and Effective Deployment of Resources: Maintenance**

* To work with the Estates Team to undertake general care-taking duties.
* To manage routine maintenance and service tenders.
* To complete risk assessments pertinent to the effective, operational running of the school’s maintenance.
* To undertake regular site inspections, identifying defects and risks.
* To ensure regular checks of water, gas and electric services, maintaining correct levels and ensuring the school is compliant against potential threats, such as legionella.
* Undertake appropriate repairs and decorations, ‘in-house’ wherever possible and appropriate.
* To organise and carry out minor improvement works wherever possible.
* To plan and operate a preventative maintenance programme to cover all buildings, fixtures and fittings, furniture, premises and grounds.
* To co-ordinate deliveries to the school site and provide emergency access and undertake portering duties when required.
* To maintain a working knowledge of plant and services required for the smooth running of the school.
* To ensure timely testing of portable electrical appliances through a 3rd party supplier.
* To maintain the school minibus ensuring the vehicle is MOT’d and serviced and is legally roadworthy and safe for pupils and students to use.
* To raise purchase orders to reactive maintenance.
* To operate the Fresh Desk and Every systems which support facilities management.

**Accountability:**

* To support the College’s Catholic ethos and mission statement.
* To be responsible for all aspects of the premises management role and the overall health and safety of the site, completing punctual documentation and acting as the school’s health and safety officer with the support of Compliance Education.
* To be responsible for the safe evacuation or lock-down of the site, operating as a Fire Warden.
* To manage records, information and data for production of analysis and reports.
* To keep track of budgets ensuring financial procedures are followed, supported by the Finance Team.
* To report regularly to the Bursar and provide formal written updates/attend meetings as required.
* To manage the smooth operation of day-to-day school opening.
* To react promptly and effectively to any changes in provision or facility damage, especially where there is a risk to health and safety.
* To undertake all duties with due regard to confidentiality, safeguarding and data protection regulations.
* To undertake any other duties and tasks as directed by the Bursar or College Leadership Team.

This job description is not necessarily a comprehensive definition of the post and may be subject to modification at any time subject to discussion with the post holder. The post-holder will undertake the professional duties of a member of the College staff as circumstances may require.

**Person Specification:**

As a member of the College Staff, you are expected to support the College’s Catholic ethos and mission statement. The applicant will be required to safeguard and promote the welfare of pupils and students.

**A Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification Requirements** | **Essential** | **Desirable** | **Source** |
| Relevant trade related qualifications and / or experiences related to building maintenance | X |  | AF |
| Qualified to Level 3 NEBOSH Certification or willing to study for it. |  | X | AF |

**B Experience**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| A minimum of 3 years’ experience in a facilities management type environment. |  | X | AF/I |
| Experience of Maintenance and Health and Safety provision of a large building | X |  | AF/I |
| Experience of the Safety and Security of company premises and its contents. | X |  | AF/I |
| Experience of Premises Management in a school setting |  | X | AF/I |
| Experience of leading an Estates team including supervision and development of team members  | X |  | AF/I |
| Experience of purchasing resources using best value and tendering processes | X |  | AF/I |
| Experience of Budget Monitoring | X |  | AF/I |
| Experience in the use of and cleaning of associated tools, machinery and equipment for a range of tasks | X |  | AF/I |

**C Knowledge/Understanding**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Up to date knowledge of relevant legislation with regards to premises management and health and safety | X |  | AF/I |
| Understanding of the Health and Safety at Work including COSHH | X |  | AF/I |
| Excellent organisational skills | X |  | AF/I |
| Ability to prioritise, plan and schedule work | X |  | AF/I |
| Ability to work under pressure | X |  | AF/I |
| Ability to work to strict deadlines | X |  | AF/I |
| Excellent Time Management skills | X |  | AF/I |
| Excellent written and verbal communication skills | X |  | AF/I |
| Computer and ICT literate | X |  | AF/I |
| Excellent DIY and maintenance skills | X |  | AF/I |
| Commitment to high standards | X |  | AF/I |
| Flexible approach to work and willingness to adapt hours to meet the needs of the school | X |  | AF/I |
| Commitment to safeguarding for the school community | X |  | AF/I |

**D Pre-Employment Checks**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Positive recommendation from all referees, including current employer | X |  | AF/I |
| DBS Clearance post appointment | X |  | AF/I |

**E Application Form and Supporting Statement**

The form must be fully completed and legible.

The supporting statement should be clear, concise and relating to the specific post.

There should be no unexplained gaps in career history.

*(Source: A=Application (form and letter); I=Interview, R=Reference)*