

TITLE OF POST:	Operations Manager
GRADE:	Points 39-41 (negotiable for an exceptional candidate)
PURPOSE OF POST:	The Operations Manager will join the school's senior leadership team and liaise closely with the Head teacher and other senior leaders in order to deliver excellent operational leadership. The key purpose of this role is to ensure the smooth running of all strategic and operational aspects of the school's daily operation.
DATE OF APPOINTMENT:	ASAP
REPORTS TO:	Head teacher
LINE MANAGE:	Support staff
HOURS:	36 hours per week, Term Time Only plus up to 10 days in school closure periods (41 weeks per year) – (negotiable)

KEY RESPONSIBILITIES

Full training will be provided to ensure the post holder's knowledge is competent for all areas of responsibility. The post holder should be pro-active in securing such training.

1. Building management – ensuring that the school is able to make best use of its facilities, acting as the key point of liaison with the external facilities management company
2. Logistics – proactive management of key people and process logistics. Responsible for ensuring that the school remains compliant with key health and safety directives.
3. Management of support staff, including Central Administration and marketing.
4. To be the link between the different non-teaching managers and officers in the school; HR, Data, Finance, Technicians, admissions.
5. Communication and parental engagement – ensuring smooth communication within the school and with parents and families of the school.
6. To be accountable as the school's designated data officer ensuring compliance with GDPR.
7. To be accountable as the school's Health and Safety Officer.

MAIN TASKS

1. **Building Management**
 - a. Link with the school's PFI liaison service, and help to manage the PFI agreement, ensuring that the contract is being delivered in a timely and cost effective manner
 - b. Act as the key link between Bellrock and the School to manage day to day logistics
 - c. Proactively manage the use of all facilities to minimise clashes
2. **People and Process Logistics**
 - a. Proactively manage the VETS (Visits, Events and Trips) process to ensure that requests are made and dealt with in a timely and accurate manner
 - b. Cover – To manage the cover supervisor and oversee the daily cover process in order to minimise the use of external supply. Design and administrate a system that evaluates the success of cover. Review the trends and make recommendations to the Head teacher
 - c. Duties – To work closely with the designated SLT member to oversee the duty rota in order to ensure that students are adequately supervised whilst keeping costs to a minimum. Ensure the duties are divided fairly and that staff are performing their duties as planned
 - d. Develop, manage and maintain the school calendar. Ensuring that this key document is well communicated and utilised across the school
 - e. Lead the logistical planning for key events i.e. open evening, awards evening etc
 - f. Responsible for ensuring that the school is GDPR compliant, sharing best practice across the Trust
 - g. Responsible for developing and maintaining health and safety standards, driving compliance and sharing best practice across the Trust
 - h. With the deputy head teacher (fire marshal) be responsible for the Fire Evacuation and Disaster Recovery procedures, ensuring they are well documented and communicated. Hands on management of the logistics in the event of a fire, fire drill or disaster situation

- i. To ensure ongoing compliance on the matters of GDPR, H&S and Fire Procedures. Ensuring that the Head teacher is continually informed of latest developments.

3. Administration

- a. Management of the Front Office, ensuring that the reception area is welcoming and efficient to both on site visitors and telephone enquiries
- b. Management of the Administration Officers, ensuring that they are delivering an efficient and relevant service to the SLT and the school. This should include diary management for the SLT (linking to the school calendar) and more detailed admin support for the Head teacher
- c. Overseeing the Admissions and Exclusions processes, ensuring that Barnhill maximises student numbers in an effective manner and that Exclusions are expedited

4. Communication and parental engagement

- a. Ensure the smooth running of information relevant to logistical planning throughout the school
- b. Ensure smooth communication with parents and families of the school regarding events, trips, visits and other elements of the school's business.
- c. To ensure that full use is made of the conventional means of communication with parents.

5. Designated data officer

- a. To stay up to date regarding the statutory responsibilities of schools with GDPR and seek training where needed.
- b. To liaise directly with the Head teacher to devise key information, training and evaluation of the school's use of data.
- c. TO make recommendations to the Head teacher and SLT regarding best practice in this area

6. Health and Safety

- a. Ensure that key risk assessments are in place, are evaluated periodically and are compliant with statutory and other requirements.
- b. To be accountable for the Fire Procedures and ensure H&S compliance liaising with the PFI.
- c. Ensure all VETS activities fully comply with risk assessment processes.

GENERAL

1. To promote the school through an efficient and effective delivery of the role
2. To deliver the highest level of customer service
3. It is inevitable that responsibilities and duties will evolve, under such circumstances a review of the post will be undertaken
4. The post holder will be expected to undertake such tasks as are commensurate with the position and on the direction of the Head teacher
5. Participate in appropriate training to support the fulfilment of the role and/or its further development

Due to the evolving nature of the school structure all job descriptions may need to be adjusted, through consultation, to meet the needs of the school. This process may be informed by the professional review.

Barnhill Community High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Grade C or above in GCSE English and mathematics 	<ul style="list-style-type: none"> • Certificate of School Business Management • Relevant degree • IOSH Managing Safely qualification
Experience	<ul style="list-style-type: none"> • Values driven • Strategic and operational financial management • HR management • Planning, organising, directing and co-ordinating work of others • Building, supporting, managing and working with / within high performing teams • Maintaining a consistent and positive solution focused approach to problem solving 	<ul style="list-style-type: none"> • Working in an educational setting • Line-management responsibility for a variety of staff across pay scales and skill areas • Contributing at a strategic level within senior leadership team of an organisation
Knowledge and skills	<ul style="list-style-type: none"> • Strategic decision making • Deliver value for money initiatives • Lead and manage change; project management • Deal with HR issues • Relevant polices and legislation inc. health and safety legislation and risk assessments • Persuade, motivate, negotiate and influence others • Excellent standards of literacy and numeracy with attention to detail • Microsoft Office, especially Outlook, Excel and Word • Commitment to safeguarding 	<ul style="list-style-type: none"> • Competent in the use of MIS systems (e.g. SIMs)
Character	<ul style="list-style-type: none"> • Strong moral purpose and drive for improvement • Mission-aligned • Humble and kind • Motivated, enthusiastic, flexible • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to give, receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to the full life of the academy 	