

# Plymstock School

## Job Description

<b>Post Title:</b>	School Operations Manager
<b>Location:</b>	Plymstock School
<b>Reports to:</b>	Headteacher
<b>Grade:</b>	<b>Grade H SCP 30 – 34 £36,298 - £40,478 per annum</b>
<b>Hours:</b>	Full time, 52 weeks per year  Required to work such hours as necessary to meet the demands of the role with a minimum number of hours to be worked of 37 hours per week.
<b>Responsible for:</b>	Premises Manager, IT Network Manager, Sports Centre Manager, Catering Manager, Reprographics Manager and HR Lead
<b>Key working relationships with:</b>	School Finance and Business Lead, WeST Estates Director, WeST Building Surveyor, West ICT Strategic Manager, WeST HR, WeST Health and Safety Manager

### Job Purpose

The School Operations Manager will have strong organisational, communication and people management skills, prioritising and managing their own workload and that of their teams. The School Operations Manager will use their excellent interpersonal skills to maintain a calm and professional manner in the face of many ever-changing demands across the school.

Promoting the highest standards of business ethos, the post holder will oversee the strategic vision for the effective implementation of management processes which optimise the effective use of resources, systems and structures, to enable the delivery of the school's core purpose of Teaching and Learning.

Reporting directly to the Headteacher, and being a member of the School Extended Leadership Team, the School Operations Manager is one of the school's leading support staff professionals, in ensuring they effectively assist the Headteacher in their duty, whilst working with wider Trust colleagues to ensure alignment with WeST strategy.

### Job Description

#### General

- Contribute to Trust wide development by sharing best practice, professional feedback and actively participating in trust initiatives and collaboration.
- Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
- Comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality and Diversity.

- Ensure strict confidentiality in all areas of work.
- Comply with the school's Child Safeguarding Procedures, including regular liaison with the Safeguarding Team over any safeguarding issues or concerns.

### **Key Roles and Responsibilities – Leadership and Management**

- Positively contribute to the school and trust's mission, vision and values.
- Create and maintain effective working relationships by promoting a creative and collaborative working environment.
- Work with the headteacher, key Trust colleagues and the Governing Body, attending meetings to provide advice, guidance, information and leadership which supports the school's aims and objectives, aligns with the WeST Strategic Plan and contributes constructively to School and Trust improvement planning.
- Undertake school-based strategic planning and provide advice to the Headteacher and Governing body on the most efficient and effective use of School resources.
- Lead on the operational implementation of strategic development projects for Plymstock School as directed by the Headteacher and/or the Trust. Review and analyse detailed reports and information.
- Ensure the effectiveness of school services to maximise the positive impact on teaching and learning, safeguarding of children and extended services provision.
- Work in collaboration with the school finance and business lead, Premises Manager, IT Network Manager, Sports Centre Manager, HR Lead, Catering Manager and Reprographics Manager, to ensure a cohesive solution focused approach.
- Develop an on-going customer service focus that promotes the school's values and vision.
- Oversee the tendering process for any external service providers, establishing service level agreements, contract management, and renewal processes.
- Personally undertake, or arrange an appropriate provider for training sessions be delivered across the workforce as applicable.
- Contribute to decision-making and consultation procedures.

### **Key Roles and Responsibilities – Facility and Premises Management**

- Work in collaboration with the Premises Manager and WeST colleagues, to ensure the school environment is legally compliant and managed safely, effectively and in accordance with the operational needs of the school and all regulatory requirements through both contracted-out and in-house provisions.
- Ensure that all relevant insurances are correct and up to date, and liaise with the insurance company submitting claims, dealing with correspondence and communications.
- Working with the Premises Manager and WeST Estates team to ensure that any agreed site improvements/developments, are effectively implemented, within budget and the agreed timescales.
- In conjunction with the Headteacher, WeST Health and Safety Manager, have delegated responsibility to ensure that Health and Safety Policy is clearly communicated, available to all stakeholders and is appropriately implemented.
- In conjunction with the Trust Estate's Director, and Premises Manager ensure the health and safety and security of the site and its premises and all those who use it.
- Ensure that activities are compliant with the school's policies and notify the Headteacher, or relevant other senior leader, of any issues which may impact on the school.
- Ensure an up-to-date School Risk Register is maintained.

- Ensure systems are in place to enable the identification of hazards and risk assessments.
- 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 (HSE).

### **Key Roles and Responsibilities – Enterprise**

- Identify opportunities for engaging the local community and developing commercially viable additional services at Plymstock School which add value to the school and wider community.
- Ensure the effectiveness of School services to maximise the positive impact on Plymstock School.
- Ensure that all areas of responsibility are being effectively managed within agreed financial budgets
- To pursue opportunities to generate additional income through a variety of services
- To secure external funding through successful application bids for school and community projects.
- To develop collaborative working relationships with other stakeholders and colleagues in the Trust, exploring opportunities for collective services.
- Develop an on-going customer service focus that promotes the school's values and ethos.
- Oversee checks and compliance for external lettings.

### **Key Roles and Responsibilities – Sports Centre, including Community Engagement**

- Oversee the efficient and effective commercial operation of the community's use of School premises and other facilities via the report of the Sports Centre Manager.
- Identify opportunities to promote the services of the Sports Centre including marketing and developing opportunities for income generation.
- Support the Sports Centre Manager to complete any funding bids to external bodies, for the development of Community Sports facilities.

### **Key Roles and Responsibilities – Catering**

- In collaboration with the Catering Manager, oversee the efficient and effective operation of the school catering facilities.
- Ensure that the facilities and catering services are fully compliant with any external or internal standards.
- Ensure that the services provided are financially viable, within agreed budgets and sustainable.
- Identify opportunities to promote the services of the catering facilities, including marketing and developing opportunities for income generation.

### **Key Roles and Responsibilities – Reprographics**

- In collaboration with the Reprographics Manager, oversee the efficient and effective operation of the school reprographics and printing services and facilities.
- Ensure that the facilities and reprographics services are fully compliant with any external or internal standards.
- Ensure that the services provided are financially viable, within agreed budgets and sustainable.

- Identify opportunities to promote the services of the reprographics facilities, including marketing and developing opportunities for income generation.

#### **Key Roles and Responsibilities – IT Provision**

- In collaboration with the ICT Manager, oversee the efficient and effective operation of the school IT provision and facilities.
- Ensure that the facilities and IT provision are fully compliant with any external or internal standards.
- Ensure that the provision provided are financially viable, within agreed budgets and sustainable.
- Identify opportunities to promote the services of the IT provision, including marketing and developing opportunities for income generation.

#### **Key Roles and Responsibilities – HR Lead**

1. In collaboration with the HR Lead, provide line management to all administration, reprographic, data, and wider support staff teams.
2. Develop key relationships with the Timetable Manager, Office Manager, Network Manager, Exams Manager, Premises Manager, Catering Manager, Pastoral, and wider SLT.
3. Coordination of support staff functions within the school daily operations (with the exception of Premises, Catering, Cleaning). Implement day to day operations of the school support staff functions. Ensuring opportunities to share resources and maximise efficiency.
4. Undertake school-based strategic planning and provide advice to the Headteacher, Senior Leadership Team and Governing body on the most efficient and effective use of School resources.
5. Lead on the operational implementation of strategic development projects for the School as directed by the Headteacher. Review and analyse detailed reports and information.
6. Ensure the effectiveness of School services to maximise the positive impact on teaching and learning, safeguarding of children and extended services provision, working with key stakeholders to coordinate delivery.
7. Personally undertake, or arrange an appropriate provider for training sessions be delivered across the workforce as applicable.

This is a description of the main roles and responsibilities of the post at the date of production. The responsibilities may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.

# Plymstock School

## PERSON SPECIFICATION – School Operations Lead

E = Essential, D = Desirable

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	<b>Essential or Desirable</b>	<b>Application Form</b>	<b>Interview (or other selection activity)</b>
<b>Qualifications:</b>			
An excellent level of literacy and numeracy	E	ü	
Degree level or demonstrable ability to work at this level	D	ü	
IOSH (Institution of Occupational Safety and Health), or preferably NEBOSH (National Examination Board in Occupational Safety and Health)	D	ü	
Full UK Driving Licence, or willingness to undertake such qualification or access to alternative transport arrangements as required.	D	ü	
Other qualifications relevant to the role	D	ü	
<b>Experience:</b>			
Experience of working in a management or leadership position (preferably in a school environment)	E	ü	ü
Experience of overseeing capital projects from start to finish	E	ü	ü
Experience of promoting high standards and expectations, amongst a multidisciplinary team	E	ü	ü
Experience of managing multiple projects, with a clear commitment to reviewing and monitoring progress	E	ü	ü
Experience of managing or leading a team.	E	ü	ü
Experience of effectively working in collaboration with a range of internal and external stakeholders.	E	ü	ü
<b>Knowledge, Skills and Understanding:</b>			
Excellent organisational and communication skills to meet deadlines and manage workload of self and others.	E	ü	ü
Excellent interpersonal skills, that can motivate, support and inspire others but also hold people to account	E	ü	ü
Can work independently or as part of a team.	E	ü	ü
Excellent ICT skills and the ability to apply these to educational management.	E	ü	ü

Understanding of financial management systems	E	ü	ü
Understanding of customer focused approaches and awareness of business contexts	E	ü	ü
<b>Personal Character (Qualities and Abilities):</b>			
Is a champion for the community	E	ü	ü
Excellent communication skills, confident and strong listener	E	ü	ü
Good sense of humour, resilient and flexible.	E	ü	ü
Strong leadership qualities.	E	ü	ü
Creative and imaginative thinker, able to anticipate problems and find solutions.	E	ü	ü
Able to gain respect of the school and wider community. Has energy, enthusiasm and optimism.	E	ü	ü
<b>Further Requirements:</b>			
An awareness, understanding and commitment to the protection and safeguarding of children and young people.	E	ü	ü
Committed to continuous personal and school improvement	E	ü	ü
Have high expectations of self and others and provide a role model for students and staff.	E	ü	ü

**Candidates must have a reference from their current employer or equivalent that endorses their excellent achievements, skills and attributes and recommends them for this position without reservation.**

The school is committed to the safeguarding and wellbeing of children and young people and expects all staff to share in this responsibility. You will be required to work under child protection screening, including enhanced DBS clearance and full reference checks with previous employers.