

## JOB DESCRIPTION

<b>Job Title:</b> Operations Manager	<b>Reporting to:</b> Headteacher
<b>Location:</b> Rockwood Academy	<b>Annual salary:</b> Grade 5a £40,221 - £44,428
<b>Contract type:</b> Permanent	<b>Hours of work:</b> Monday – Friday 37.5 hours per week

### Job Purpose and Responsibilities

- A key role in the effective management of the Academy; overseeing of the school site, HR, office areas, health and safety, project management, department finances and compliance.

### Premises

- Working with site facilities team, establishing and directing the work schedules in line with School development priorities and needs of the school.
- Complete a regular walkaround to buildings to monitor building standards and act upon any issues with appropriate staff.
- Ensure internal security procedures are adhered to.
- Oversee with facilities to ensure contractors arrange servicing and repairs as per schedule one.
- Maintain a record of service and maintenance schedules for school equipment and ensure testing and servicing carried out in accordance with legislation.
- Contract compliance and leasing for the site, particularly Facilities and catering.
- Having an overview of the academies fixed asset register
- Attend Senior Leadership Team, and any other meetings as required.
- Day-to-day management of the site and any off-site provision, ensuring that staff, pupils and visitors are safe and secure at all times.
- To oversee the academy's site and buildings and the efficient operations of all facilities.
- Lead a culture of continuous improvement across the Academies operational services to improve efficiency and effectiveness.
- Liaising with the Trust COO to schedule and plan maintenance work across school holidays on a rolling basis.

## Administration, Finance, IT & HR

- Line management of School administrative staff, establishing and directing the work of administrative teams
- Management of reception staff ensuring a professional welcoming experience for all visitors to School
- Management of School capitation budgets, ensuring expenditure is in line with agreed budgets and value for money is being achieved.
- Ensure requests for contract changes are approved by the COO and communicated to payroll.
- Complete regular absence monitoring for all staff and conduct stage 1 absence meetings as required; work with HR if required to progress further to stage 2 and 3.
- Support and conduct Return to Work interviews for staff that you line manage and for long term absence and those returning that require H&S support i.e. PEEP.
- Ensure collation of all Return to Works is done in a timely manner and filed correctly.
- Work with the HR central team to support the marketing of the Academy.
- Ensure Reception has sufficient cover during the school holidays.
- Write business cases for expenditure in line with financial regulations.
- Monitor expenditure throughout each Academic Year to remain compliant with financial regulations.
- Work with the third-party IT management to ensure their service supports the needs of the school.
- Monitor and review HR compliance for recruitment processes, new starters and maternity / paternity.
- To support with the management and logistics of staff induction
- Support the Headteacher with complaints.

## Health and Safety

- To oversee the management of health and safety, risk management and business continuity.
- Ensure fire alarm call points are tested weekly and other fire equipment is regularly checked for damage or expiration. Monitor logs as necessary.
- Ensure the provision of fire drill notices and be responsible for fire evacuation plans and subsequent outcomes.
- Oversee and review the fire risk assessment and ensure this is completed annually.
- Fully understand and implement the Fire Safety Policy and adhere to the procedures as a trained Fire Marshall.

- Act as the school's Health and Safety Officer, and enable regular consultation with people on health and safety issues.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to include identification of hazards and risk assessments.
- Identify site specific risk assessment requirements and ensure measure are deployed locally to address.
- Engage in the review and monitoring of the Trust wide risk assessments, identifying any areas for improvement.
- Ensure all onsite contractors have received and understand the Health and Safety Induction and site requirements.
- Review compliance audit reports on a termly basis and as required and ensure actions are completed and addressed.

### **Project Management**

- Responsible for project management of building work allocated by Trust COO.
- Identify and prepare business cases to support site development and associated project work.

### **Compliance Management**

- Oversee and review the Single Central Record.
- Ensuring any matters pertaining to GDPR and data protection regulations are adhered to in line with the Trust policies and procedures.
- Liaising with the Trust nominated third party provider/support in identifying and collating information pertaining to SAR/FOI requests; notifying and working with the central team to complete.

The above is not exhaustive and may be amended commensurate with the post holder's salary and grade as required by the Headteacher.

### **Special Conditions of Employment Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### **Equality and Diversity**

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

### **Training and Development**

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### **Mobility**

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.**

<b>Job Description Reviewed on:</b>	
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