



Operations Manager

Co-op Academy Grange
Co-op Academy Southfield
(shared campus)

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| Grade | PO4, SCP 35 - 38, £43,421 - £46,464 Permanent, All Year Around, 37 hours per week |
| Location | Co-op Academy Grange and Southfield |
| Reports to | Headteacher |

Purpose of role:

To lead on the provision of an efficient, effective, proactive and comprehensive operations service to the Campus, including caretaking, site supervision, cleaning, lunchtime supervision, events, minibuses, and sports centre, supporting the overarching aim of continuous school improvement.

- Take a leading role in the daily, operational running of a secondary school.
- Support the leadership team in strategic planning, particularly around events and the school calendar.
- Work closely with the Headteacher and Senior Team to ensure the academy is run efficiently and effectively.
- Provide strong professional leadership and management of the Academy's PFI contract and associated communications.
- Work closely with the Finance and HR teams to take responsibility for ensuring that the Academy is a safe and healthy working environment, providing the best possible environment to learn and work. Acting as a main point of contact for our facilities provider.
- Line management responsibility for the Campus Operations Staff, including Site Managers, Cleaners, Site Supervisors, Lunchtime Supervisors, Grounds Assistant and Sports Centre.
- Management of the buildings and facilities management through the PFI contract involving liaison with Amey, LEP and Bradford Council.
- In line with the Academies Financial handbook ensure best value, economies of scale and tender management.
- Responsible for the maintenance and security contracts for legacy buildings and grounds, including Pathfinder Vocational Centre site, modular classrooms and changing block.
- Leading and Supporting sports centre in relation to the Football Foundation contract
- Support team leaders in undertaking absence management procedures, including coaching on holding 'Return to Work' discussions and any formal stage of the processes.
- Role-model strong leadership characteristics to support the development of line managers and their teams.

General

- Work as part of the Campus Business Team to secure school improvement across the campus.

- Contribute to Campus life and the overall vision, values and guiding principles of The Trust.
- Adhere to Campus Business Team 'core values' and work to agreed KPI's.
- Attend and participate in training events and participate in project teams and partake in ad hoc project work as required. Participate in Campus Business Team Leader meetings.
- Comply with policies and procedures relating to safeguarding, child protection, health, safety and security and confidentiality, reporting any concerns.
- Be a visible, proactive presence around the Academy, promoting positive behaviour and ensuring the smooth day-to-day running of the academy.
- To carry out any other reasonable request as and when required.
- Support with Academy educational visits and EVOLVE administration.

Key Responsibilities and Accountabilities:

Working with the Campus Senior Leadership Teams in implementing effective operational strategies including:

- Overseeing the Facilities Management contract (currently through the AMEY managed service), including providing first line support and ensuring that the service is in line with the contract.
- Responsible for scheduling and management of contractors on site who support maintenance and servicing of legacy buildings and FF&E relating to area of responsibility, including monitoring and safeguarding.
- Oversight of risk assessments, authorisation and other documentation to be completed by the external trip organiser in relation to trips and visits.
- Responsible for campus events in relation to operational duties, eg liaising with the FM and catering contractors to facilitate the event manager's requirements
- Responsible for processing claims and brokering insurance.
- Managing the daily operational function of the Campus including, minibuses, building and grounds maintenance, student supervision and the sports centre activities.
- To take responsibility for implementation and review of the Trust's health and safety policy, together with the line manager.
- Regulatory compliance in relation to licenses for 2-way radios (Ofcom)
- Leading, supporting and motivating staff involved in all operations departments.
- Developing, implementing and reviewing operational systems and systems ensuring that these are documented and up to date.
- Preparing and distributing reports to Senior Leadership Teams, AGC, Board of Trustees and other stakeholders, as required.
- Providing advice, recommendations and support to the Senior Leadership Teams in all aspects of operational activities, policies and procedures.
- May be required to give advice on evenings/weekends relating to area of responsibility
- Alongside other members of the team, take responsibility for the management of the site, staff and students as required, particularly during school holidays.
- Responsibility for ensuring that accurate records of all activities are maintained.
- Undertake operations management projects required by the Academy as necessary and in agreement with the Headteacher.
- Co-ordinate the small works upgrades and a confident knowledge and experience of project management

Health and Safety

- Act as the Academy's Health & Safety 'Competent Person', advising the Headteacher and other Senior Leaders about the discharge of their responsibilities under the Health & Safety at Work Act 1974 and The Management of Health & Safety at Work Regulations 1999.
- Ensure systems are in place for effective monitoring, measuring and reporting of Health and Safety issues to the Academy Leadership Team, Governors and, where appropriate, the Local Authority and Health & Safety Executive.
- Ensure all RAM's are in place on site.
- Coordinate statutory Health & Safety Audits and report actions arising to the Trust, Governors and the Academy Leadership Team.
- Ensure the Academy's Health & Safety policy is implemented and available to all people.
- Organise and coordinate regular Fire and Evacuation drills.
- Enable regular consultation with staff, including Union Representatives, students and parents on Health and Safety issues including organizing and chairing of termly Health & Safety Committee meetings.
- Ensure systems are in place to enable the identification of hazards and the completion of risk assessments.
- Act as the Academy's Educational Visits Coordinator (EVC) in accordance with guidance for Educational Visits from the Trust, Local Authority and Headteacher in conjunction with the Trust's EVC policy. Ensure knowledge and training is updated as appropriate.
- Provide guidance and support to trip organisers, to ensure the appropriate risk assessment paperwork is in place. and format is followed- with emphasis on the support element
- Assess and monitor online documentation to ensure visits are carried out in accordance with Academy and Trust policy.
- Ensure the day to day health and safety of staff, students, visitors and contractors by designing and implementing effective systems and processes
- Respond to, prioritise and manage day to day health and safety issues
- Work with the Fire service and Amey to ensure that all appropriate regulations and advice are followed
- Hold health and safety meetings and disseminate appropriate relevant information. Report to governors as required, liaising with the designated Health & Safety Governor.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Manage the rota for first aid in school, including ensuring adequate coverage and that training is all in date.

Continuing Professional Development

- Attend and participate in regular meetings, training and other learning activities as required
- In conjunction with line manager, take responsibility for personal professional development keeping up to date with research and developments related to Academy efficiency which may lead to improvements in the day to day running of the Academy
- Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available

As changes in the operation of the campus occur, roles will naturally evolve. Job descriptions will be reviewed with jobholders and updated periodically to reflect this. This job description will be reviewed as appropriate and may be subject to amendment or modification at any time. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

Personal attributes required (based on job description):

| Attributes | All attributes are essential, unless indicated below as 'desirable' | How measured, e.g. application form (A), interview (I) |
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| <p>Qualifications</p> <ul style="list-style-type: none"> ● GCSE Grade C or equivalent in Maths and English ● Relevant H&S qualification (i.e. NEBOSH) ● Evidence of First Aid, or a willingness to undertake upon appointment. | <p>Desirable</p> <p>Desirable</p> | <p>A</p> |
| <p>Experience</p> <ul style="list-style-type: none"> ● Experience of working in a senior role in large, complex and busy space ● Experience of line management including quality assurance and continued professional development. ● Experience of operating within an education or service sector environment. ● Experience of conducting risk assessments and H&S inspections. ● Experience of coordinating resources and managing schedules ● Experience of using systems and data management ● Experience of stakeholder management and working with external providers ● Confident using academy administrative processes and systems, such as SIMS. ● Able to use MS Office programmes to an advanced level (Word, Excel, Powerpoint) ● Coordination of Educational Visits including the management of EVOLVE and quality assurance of online documentation. | <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> | <p>A/I</p> |

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| <p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> ● Ability to build strong working relationships and influence the work of others. ● Able to manage staff, using performance management and absence management structures and practices. ● Excellent interpersonal skills including oral and written communications and effective listening. ● Able to communicate at all levels. ● Ability to see the 'bigger picture'. ● Ability to coach and develop others. ● Contributes ideas and suggestions to the development and improvement of links between the Academy and Trust colleagues, as well as procedures and ways of working. ● Ability to balance multiple priorities. ● Knowledge of Health & Safety Legislation. ● Knowledge of Data Protection Legislation. ● Knowledge of contract management and experience of dealing with contractors. | <p>Desirable Desirable Desirable</p> | <p>A, I, T</p> |
| <p>Personal Qualities</p> <ul style="list-style-type: none"> ● Committed to understanding and delivering best practice. ● Self-motivated and resilient with a positive attitude even if under pressure or when dealing with challenging situations. ● Deliver consistently high standards ● Humility ● Integrity ● Team Player ● A love of learning | | <p>A/I</p> |

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| <ul style="list-style-type: none">● Committed to own and team members professional development.● Commitment to safeguarding and protecting the welfare of children and staff.● Flexible & adaptable to meet the needs of the academy as it develops. | | |
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This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.