

# INVICTUS

Education Trust

## JOB DESCRIPTION

**JOB TITLE:** FACILITIES & OPERATIONS MANAGER

**DEPARTMENT:** TRUST HEADQUARTERS

**SALARY RANGE:** GRADE 11 SPINE POINT 36-39 (£39,881-£42,822)

**TYPE OF CONTRACT:** PERMANENT  
37 HOURS PER WEEK,  
ALL YEAR ROUND

**REPORTING TO:** CHIEF OPERATING OFFICER

**RESPONSIBLE FOR:** Administration Team, Site Staff/Caretakers, Cleaning, Catering and Lettings Staff

**LIAISING WITH:** COO, Headteachers, Senior Leadership Team, Governors, teaching and support staff, outside agencies, and the Trust's central team

<b>Main purpose:</b>	<p>This role is a key strategic management role, working closely with the COO, Headteacher and central team.</p> <p>To be responsible for all aspects of the School's facilities and operations management in school.</p> <p>Direct Line Management responsibility for Office Manager, Site Staff, Cleaners, Catering and Lettings Staff. Management of staff includes recruitment, training, appraisal and delegation of duties.</p> <p>Direct management responsibility for:</p> <ul style="list-style-type: none"><li>• Business/Administrative functions, processes and procedures</li><li>• Delegated Health &amp; Safety Officer</li></ul>
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	<ul style="list-style-type: none"> <li>• Grounds Maintenance/Premises Management, Security and cleanliness of premises</li> <li>• Management of in house/External School Catering provision of school meals</li> <li>• Management of Lettings</li> </ul> <p>The Facilities and Operations Manager is responsible for the smooth day-to-day running of school's operations, and for ensuring the school is compliant with all relevant statutory regulations.</p> <p>To ensure the school maintains the highest standards in all aspects of safeguarding, supporting school compliance, including ensuring that school policies continually meet statutory requirements.</p> <p>To ensure the schools complies with HSE Health and Safety requirements for educational organisations, including policies, procedures, risk assessments, incident reporting, statutory testing, and fire safety.</p> <p>To play a crucial role in leading, developing and managing services essential to the successful performance of the schools.</p> <p>To organise and supervise administrative systems within the school and to contribute to the planning, recruitment, development and monitoring of support staff and services including coordination and delegation of relevant activities.</p> <p>Supporting the achievement of successful, educational and community outcomes for school, its staff, students and local community.</p>
<b>MAIN DUTIES:</b>	
<b>General Duties</b>	<p><u>Site &amp; Facilities Management</u></p> <p>Management of school facilities and services including premises, cleaning, including housekeeping, repairs &amp; maintenance, development of buildings and the provision of furnishing.</p> <p>Management of site, implementation and management of a rolling maintenance program</p> <p>Management of in-house catering for school meals or co-ordination of internal/external service provider.</p> <p>Management of lettings including lettings staff, bookings, pricing, payments and site usage liaising with the Finance Officer and Lettings Manager if necessary.</p> <p>Management of school transport, booking and co-ordination of school coaches liaising with third party providers and the local council for:</p> <ul style="list-style-type: none"> <li>• Tendering for service each year</li> <li>• Sending postcodes to coach company</li> <li>• Checking planned routes</li> <li>• Mediating between the coach company and school on any issue arising</li> </ul> <p>Liaising with parents for:</p> <ul style="list-style-type: none"> <li>• Collating family interest</li> <li>• Advising parents of routes/timetable information</li> <li>• Chasing payments</li> <li>• Advising families of late coaches or temporary changes to routes</li> <li>• Management of parents' payments and assist with the reconciliation of parent pay in conjunction with the Finance Officer/Finance Assistant</li> <li>• Dealing with issues arising</li> </ul> <p>Production of student registers for coach usage.</p>

Contracts Management - In line with Trust policy and procedures negotiate annual traded services/contracts and provisions this includes:

- Review of services
- Service Level Agreements/Tender specifications
- Tender process, evaluation and awarding contract/service
- Monitoring delivery of service to ensure quality of service and best value for money.

Management of School Mini Buses which includes the procurement/lease of buses and the ongoing use and maintenance of buses, road tax, and breakdown cover and the training schedule of school staff to obtain their mini bus driving permit.

Management of inventory records and annual inventory stock checks and assets to be included in the school's asset register.

Produce and respond to complex correspondence, including complaints, liaising with legal, unions etc.

Work with parents over financial and operational matters to forge and promote parental partnerships.

As part of the SLT, carry out supervisory duties.

#### Capital Projects

Responsible for the project management of school capital projects this includes:

- Determine an annual programme of projects with Headteacher/COO
- Writing Tender Specifications and budget/cost profiles
- Managing the Tender process, evaluation of tenders and awarding contract
- Completing Contract terms with Contractor
- Pre-commencement processes including risk assessments, DBS Checks, access to site etc.
- Daily management and oversight of projects including regular meetings with contractors
- Dealing and resolving any project delivery issues
- Project snagging and completion

#### Risk Management/Compliance

Development and implementation of the school's significant risk management framework, working with the trust's Chief Operating Officer. Ongoing assessment of school significant risk register and development of an action plan to mitigate/address significant risks.

Keep up to date with national and local developments affecting the education sector in relation to role and responsibilities ensuring the school leadership are well briefed

Developing effective relationships with partners beyond the trust, ensuring that the school continues to play a key role in the wider school system

Take a lead role in the development of school policies and procedures. Ensuring policies are embedded into the daily running of school and that staff have the necessary training to ensure compliance, knowledge and understanding of Trust/School Policies

	<p>Skilfully work with others to develop and embed new initiatives</p> <p><u>Health &amp; Safety</u></p> <p>To be the designated Health &amp; Safety Officer and Fire Officer for the school</p> <p>Responsible for the management of Health &amp; Safety in school ensuring compliance with the Trust's Health &amp; Safety Policy and Safer Working Practices.</p> <p>Responsible for statutory testing and compliance with H &amp; S and Fire Safety regulations and legislation, which includes annual external inspections.</p> <p>Responsible for ensuring school health and safety requirements are met, including risk assessments and incident reporting including investigation and implementation of corrective action.</p> <p>Responsible for compliance with Fire Safety, supporting the school with the management of fire evacuations, Fire Safety compliance and the implementation and ongoing assessment of fire safety practices/processes/procedures.</p> <p><u>Governance/Policies</u></p> <p>Take a lead role in the development of school policies and procedures. Ensuring policies are embedded into the daily running of school and that staff have the necessary training to ensure compliance, knowledge and understanding of Trust/School Policies</p> <p>Produce a comprehensive report for Governors and attend Governors meetings.</p>
<p><b>Staffing and Resources</b></p>	<p><u>Leadership/HR/Line Management of Staff</u></p> <p>Line manage the school's support staff team including Office Manager, Site Manager, Cleaning Supervisors, Catering Manager and Lettings Staff. Line management will include direction of work, regular meetings, mentoring, and the co-ordination of staff/resources, performance management, probationary review meetings, grievance and disciplinary management, and absence management.</p> <p>Develop a programme of professional development and training for support staff, so as to provide a positive framework for staff development and achievement. Ensuring high quality, sustained performance from all team members, and that staff work to improve the school's operations, 'housekeeping', grounds and public image.</p> <p>Arrange and monitor the training of teaching staff in relation to site and health and safety matters such as first aid and fire safety.</p> <p>Absence Management – For staff under Facilities &amp; Operations Manager line management follow formal processes to manage absence including carrying out meetings such as return to work meetings. Ensure that are forms completed in a timely manner, passing to HR Officer for follow up action, if needed.</p> <p>Ensure support staff provide an effective learning and teaching environment, and high quality administrative secretarial, financial and technical service both to the Leadership Team and the Teaching Staff of the school.</p> <p>Ensure that support staff understand their key roles in supporting the primary purposes of the school to raise student achievement and to provide quality learning and teaching.</p> <p>Adopt a strong, caring and flexible management style so as to influence and motivate staff to achieve their objectives and those of the school.</p> <p>Management of recruitment of staff to positions responsible for, including producing forms for</p>

	<p>processing by central HR team, shortlisting, interviewing and selection, ensuring that safer recruitment procedures are followed.</p> <p>Provide HR related advisory support and guidance to staff, under the guidance of the central HR team. Be familiar with Teaching Staff and Support Staff pay and conditions of service in order to advise and support employment issues.</p> <p>Process staff casual, supply and additional hours claim forms meeting monthly input deadlines.</p> <p>Processing monthly payroll to ensure accuracy of reports and authorisation of payroll.</p> <p>To act as pastoral support for staff responsible for, handling sensitive staff issues constructively to resolve unrest/conflict.</p> <p>Management of all aspects of the school apprenticeship programme including the sourcing and appointment of apprentices to the school, liaising with training providers and the upload and management of the apprenticeship portal. Liaise with the HR Director on the appointment of apprentices and the relevant contractual terms.</p>
<b>Other Duties</b>	<p>Play a full part in the life of the Trust community, to support its vision, mission and values.</p> <p>Take an active role in school events such as open evenings, school proms, school productions, this will include SLT duties, H&amp;S responsibilities, managing and co-ordinating events etc</p> <p>Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example</p> <p>Be courteous to colleagues and be welcoming to visitors</p> <p>Any reasonable task as directed by the CEO/COO/Headteacher. Any tasks which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need</p> <p>Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary</p>

### **Support for the Trust**

To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos, work, aims of the Trust

Be aware of and comply with policies and procedures particularly those relating to Safeguarding, Child Protection, Health and Safety, Security and Data Protection

Comply with the Trust's dress code

Attend and participate in meetings as required

Participate in training, other learning activities and appraisal as required

Recognise own strengths and areas of expertise and use those to advise and support others

It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

### **Safeguarding Requirements**

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertake can be found at: Keeping Children Safe in Education, 2021- <https://bit.ly/3sFula8>

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website. <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

## Person Specification

Criteria	Essential	Desirable
Qualifications	School Business Management Qualification	Degree in Business, Accounting or Finance
Experience	<p>Solid management experience</p> <p>Experience of using CMIS Facility Systems</p> <p>Experience within the Education Sector</p>	Experience of using financial software packages including a working knowledge of PSF, Tuscasi Booking Pro, School Fund Pebble
Skills and knowledge	<p>High level of IT competence, literacy and numeracy skills</p> <p>Excellent Microsoft Office Skills - Excel, Word &amp; Power Point</p> <p>Excellent skills in strategic planning and strategic management of staff, premises and school resources</p> <p>Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions and utilisation of management information systems.</p> <p>Strong decision-making skills, with the ability to make decisions and recommendations, based on the analysis of options.</p> <p>Capacity to work under pressure, to meet deadlines and organise priorities</p> <p>Ensure main strategic priorities, are translated into clear objectives and practical actions, ensuring the school has sufficient resources to deliver against objectives</p> <p>Strong persuasive and negotiating skills and a commercial flair for business</p> <p>Excellent leadership and interpersonal skills, ability to inspire and challenge colleagues.</p> <p>Takes considered risks using initiative and flexibility to deliver.</p>	
Personal qualities	<p>Builds personal relationships with stakeholders, through regular contact and consultation. Develop and nurture networks within and outside of the Trust.</p> <p>Demonstrates focused implementation of role and responsibilities. Is accountable for own development.</p> <p>Maintains a clear sense of purpose and direction during periods of change by proactively consulting with staff and stakeholders, when planning change and supporting others through the change process.</p> <p>Team player, personable, emotionally intelligent with a</p>	

	<p>sense of humour</p> <p>Understanding and respect for confidentiality in relation to all issues connected with this role</p> <p>To be reliable, punctual and have excellent attendance</p>	
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This job description/person specification may be amended at any time in consultation with the postholder.

Chief Executive Officer's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Postholder's signature: \_\_\_\_\_

Date: \_\_\_\_\_