



# **BRAMPTON MANOR TRUST**

## **DIRECTOR OF OPERATIONS**

### **JOB DESCRIPTION**

#### **Job Purpose**

***This is a trust-wide role and although the post holder will be based at the head office (Brampton Manor Academy), he/she will be expected to work very closely with the Director of Finance and with all the schools within the Trust.***

1. The Director of Operations is a leading support staff professional within the Trust and will work very closely with the Director of Finance and other Senior Staff to assist the Principals of the schools within the Trust to ensure that each school meets its educational aims.
2. The Director of Operations is responsible for providing professional leadership and management of Trust support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in all the schools within the Trust.
3. The Director of Operations promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources to support the smooth operation of all the schools within the Trust.
4. The Director of Operations is responsible for the Administration Management/Management Information and ICT/Human Resource Management/Procurement and Contracts/Facility & Property Management/Health & Safety Management of all the schools within the Trust.
5. The Director of Operations is responsible for carrying out strategic procurement activities across multiple categories of spend, to achieve better value for money for The Trust.

#### **General Duties**

##### **Leadership & Strategy**

1. Attend Senior Leadership Team, Board and Local Governing Body meetings.
2. In the absence of the Principal, take delegated responsibility for Operational and other decisions.
3. Plan and manage change in accordance with the trust/school development plan.
4. To lead and manage all school support staff within the designated areas of responsibility.

## **Procurement and Contracts**

1. Manage procurement processes and lead procurement related projects in conjunction with senior leaders in order to deliver compliant and effective outcomes for the Trust.
2. Lead on EU Procurement where applicable to ensure adherence to procurement legislation.
3. Provide system and procedural training to key stakeholders to promote good practice and reduce risk to the Trust.
4. Provide guidance and support to colleagues who undertake devolved procurement activities on the most appropriate procurement route to satisfy their requirements and to ensure compliance with internal procedures and legislative requirements and maximising value for money opportunities.
5. Lead on the development and implementation of strategic sourcing plans by gathering, analysing and effectively interpreting spend data and market intelligence in order to support the Trust's aims and objectives.
6. Lead on the development, compilation and implementation of procurement systems and policies with the aim of providing robust controls whilst minimising unnecessary bureaucracy and optimising the procurement process.
7. Maintain an accurate and up to date register of all live contracts in order to provide a source of information for the Executive Principal, Board of Directors and to comply with open data requirements; Lead contract reviews and negotiations with major suppliers, seeking optimal terms.
8. Provide oversight and guidance to support the effective management of a range of contracts across the Trust.
9. Comply with the Trust financial regulations and departmental instructions.
10. Develop and maintain a procurement intranet site ensuring that procedures and guidance is available to internal customers.
11. Partner with stakeholders to ensure specification of requirements are clear and well documented.
12. Perform cost and scenario analysis, and benchmarking.
13. Assess, manage and mitigate financial and legal risks.
14. Ensure fair and equitable treatment of all persons/suppliers to high ethical standards and raise awareness of commercial issues across The Trust.
15. Monitor and report on The Trust's overall procurement performance and recommend updates to procurement procedures as needed.

## **Administration Management**

1. Manage the Academy Trust's administrative function and lead all support staff.
2. Design and maintain administrative systems that deliver outcomes based on the Academy Trust's aims and goals.

3. Manage systems and link processes that interact across the schools within the Trust to form complete systems.
4. Define responsibilities, information and support for staff and other stakeholders.
5. Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
6. Establish and use effective methods to review and improve administrative systems.
7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
8. Benchmark systems and information to assess trends and make appropriate recommendations.
9. Prepare information for publications and returns for the DfE, ESFA, LA and other agencies and stakeholders within statutory guidelines.

### **Management Information Systems & ICT**

1. Oversee the Trust's current BSF IT contract with RM.
2. Consider approaches for existing use and future plans to introduce or discard technology in the school.
3. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
4. Ensure that each school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
5. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.
6. Establish systems to monitor and report on the performance of technology within the school.
7. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems.
8. Ensure contingency plans are in place in the case of technology failure.
9. Ensure data collection systems providing information to Stakeholders are streamlined to maximise efficiency of the data supplied.
10. Ensure that the Trust's intranet and website are regularly updated and compliant with statutory requirements.
11. Act as the Trust's data controller.

### **Human Resource Management**

1. Line manage the Trust's HR Manager.
2. Ensure the Trust's equality policy is clearly communicated to all staff in school.

3. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
4. Manage recruitment, performance management, appraisal and development for all support staff.
5. Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff.
6. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice.
7. Monitor the way policies and procedures are actioned and provide support where necessary.
8. Seek and make use of specialist expertise in relation to HR issues.
9. Evaluate the Trust's strategic objectives and obtain information for workforce planning.
10. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.

### **Facility & Property Management**

1. Line manage the premises/operations managers in each school within the Trust.
2. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
3. Ensure the safe maintenance and security operation of all Trust premises.
4. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
5. Ensure the continuing availability of utilities, site services and equipment.
6. Follow sound practices in estate management and grounds maintenance.
7. Monitor, assess and review contractual obligations for outsourced school services.
8. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
9. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
10. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
11. Seek professional advice on insurance and advise the Executive Principal on appropriate insurances for the school and implement and manage such schemes accordingly.

### **Health & Safety**

1. Act as the Trust's Health & Safety Co-ordinator and Fire Officer.
2. Plan, instigate and maintain records of fire practices and alarm tests.

3. Ensure the Trust's written health & safety policy statement is clearly communicated and available to all people.
4. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
5. Enable regular consultation with people on health and safety issues.
6. Ensure systems are in place to enable the identification of hazards and risk assessments.
7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Executive Principal, Directors and where appropriate the Health & Safety Executive.
8. Ensure the maximum level of security consistent with the ethos of the Trust.
9. Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.

### **Other**

1. This job description does not form part of the employee's terms and conditions of employment and it is not intended to have any contractual effect. The Academy Trust reserves the right to amend this job description at any time. The post holder will undertake such work as may be determined by the Executive Principal from time to time, up to or at a level consistent with the Main Responsibilities of the job.