



MEADOWHEAD SCHOOL

JOB DESCRIPTION

	<p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>
POST TITLE	Operations Manager
HOURS	37 hours per week / 52 weeks per year
SALARY / GRADE	Grade 8
RESPONSIBLE TO	School Business Manager
RESPONSIBLE FOR	<ul style="list-style-type: none">• Management of the Academy PFI business operations, acting as main Kier contact (in consultation with the School Business Manager)• Designated Health and Safety Lead• Overview and support the work of the finance and payroll operation• Deputising for the School Business Manager as required
EXPERIENCE/ QUALIFICATIONS	Degree level qualification in School Business/Financial Management and/or recent and relevant experience
PURPOSE OF JOB	To support the efficient management of the operational and facilities aspects of the school and ensure an excellent service is provided to all stakeholders (areas of responsibility detailed above).

SPECIFIC DUTIES AND RESPONSIBILITIES

The post holder must at all times carry out his/her duties and responsibilities within the School's Policies and Procedures and within the framework of the Education Act 2002 and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of Governing Bodies of School.

The post-holder will be expected to maintain the professional standards of Meadowhead School and the standards of behaviour, attitude and effort as outlined in the Meadowhead Code of Conduct as issued to students and staff.

Support of the School

Comply with and assist with the policies and procedures relating to child protection, health, safety and security, recruitment, confidentiality and data protection, reporting all concerns to an appropriate person.

STRATEGIC RESPONSIBILITIES

OPERATIONS

- Oversee the operation of the PFI contract (Kier) and non PFI elements and assets on behalf of the Academy ensuring all parties meet their contractual obligations, relating all major decisions/actions to the Business Manager for agreement/approval.
- Act as a direct point of contact for the FM provider, ensuring statutory requirements and the business needs of the school are operationally supported.
- Act as a direct point of contact for the onsite catering provider, ensuring statutory requirements, quality of provision and the diverse needs of students are met.

Management of the school minibuses; use, drivers, maintenance and legislative compliance.

Management of the school alternative provision travel

- Deputise for the School Business Manager as required
- Management of the school's responsibility for GDPR.

HEALTH AND SAFETY

- Act as the School's Health and Safety Officer and Fire Officer; ensure that all health and safety legislation, policies and procedures are adhered to.
- Maintain the school's School Emergency evacuation plan and necessary risk analysis.
- To take part in regular health and safety risk assessments visits and reviews.
- To ensure that First Aid requirements are in place for staff and student safety including keeping an up-to-date register of First Aid treatments, accident logs and training of First Aiders.
- To make arrangements for appropriate health and safety training to take place.

LINE MANAGEMENT

- Line Management of the lunchtime supervisors

FINANCE

- To be responsible for security of the schools assets including management of school equipment issued or loaned.
- To be responsible for managing the school fixed asset register, including monitoring additions, disposals and depreciation.
- Support the work of the Business Manager in relation to budget control.
- To oversee and support the work of the Finance Manager including monitoring of orders, deliveries and invoices, income, petty cash and re-charges in accordance with financial regulations.
- To be responsible for parental contributions, monitoring electronic payments and dealing with enquiries from students, parents and staff members in accordance with agreed procedures.
- To guide colleagues in relation to best value practice and efficient use of public monies.
- To maintain and develop appropriate systems for financial monitoring as required e.g. educational trips, school credit card purchases.
- To support the work with the Business Manager to perform the year end procedures, assist with the preparation of the annual accounts and provide adhoc support as required.
- To oversee the work of the school's payroll operation and reconcile the monthly payroll against the school budget.

General Responsibilities:

- To be aware of and support diversity, ensuring equal opportunities for all
- To contribute to the ethos of Meadowhead School
- To develop professional, constructive relationships with other agencies/schools/professionals and attend meetings as required.
- To participate in meetings, training and performance development as necessary
- To recognise own strengths and areas of expertise and using these to advise and support others

To undertake any other duties and responsibilities, which do not change the character and purpose of the post, as may be determined after negotiations between management, the post-holder and the appropriate trade union.

Suggestions to amend/update this job description, which will lead to an improvement in the school's and/or the department's performance will always be welcome.

PERSON SPECIFICATION: Operations Manager

EDUCATION/QUALIFICATIONS	Essential	Desirable
Educated to degree level or equivalent.		✓
Business management qualification or other relevant qualification.		✓
A record of continuing professional development activities	✓	
KNOWLEDGE AND EXPERIENCE		
Well-developed ICT skills, including in the use of Microsoft office suite, and relevant finance/accounting systems.	✓	
Experience delivering change management programmes.		✓
Experience delivering on multiple projects.		✓
Experience supporting and/or managing budgeting and reporting processes in an organisation.	✓	
Experience working with a range of internal and external stakeholders.	✓	
Knowledge and experience of managing procurement, contracts for services etc.	✓	
Experience of managing and motivating staff with proven ability to highly effective teams including performance management	✓	
Experience of having contributed to policy and structure formulation, implementation, evaluation and review.		✓
SKILLS, BEHAVIOUR AND QUALITIES		
A vision that is aligned with the school's high aspirations and high expectations of self and others.	✓	
A confident use of data to diagnose weaknesses that need addressing and the ability to effectively action plan to raise performance.	✓	
An effective management style that encourages participation, innovation and develops colleagues' confidence.	✓	
Strong interpersonal, written and oral communication skills.	✓	
Strong organisational and time-management skills and the ability to delegate appropriately.	✓	
The ability to skilfully manage and maintain effective working relationships with parents, governors, community members, external agencies, and other stakeholders.	✓	
Confidence and self-motivation.	✓	
The ability to work well under pressure and manage conflicting demands.	✓	
Flexibility and willingness to be adaptable.	✓	