



Job Description

Job Title

Head of Operations

Reporting to

Headteacher

Direct reports

Site Operatives, Catering Management and Cleaning Management

Working time

Full Time Contract 52 weeks per year, 36 hours per week

Salary band

PO3 plus Performance Related Bonus linked to Lettings Income targets



Accountable for:

The post holder will be accountable for the efficient and effective operations of Westminster City School. This includes the leadership and management for the premises staff, health and safety for the school and contract management around catering and cleaning.

Areas of responsibility

Premises and line management:

To be accountable for the day-to-day site operations and maintenance and ensure that the school buildings, playgrounds and gardens are well maintained and presented in a tidy and clean way for the benefit of students and staff.

To manage the programme of maintenance works and engage with sub-contractors as appropriate.

To oversee the School Conditions Survey and ensure that this is kept up to date and that the Head and Governors are appraised of large maintenance and improvement requirements.

To prepare bids for DfE capital funding.

To line manage the site operatives ensuring that they are motivated, well trained and able to deliver on their tasks and responsibilities. To run team meetings as required.

To ensure the performance appraisal of site operatives and monitor the use of overtime.

To liaise regularly with the Head of Finance to ensure the financial aspects of premises, catering, cleaning and lettings responsibilities are understood and decisions made are in the financial interests of the school.

Designated Health and Safety Officer

To lead on all H&S issues within the school, including policies and staff training.

To ensure register of H&S Compliance checks is maintained and updated regularly and that all checks are carried out effectively and in good time.

To ensure effective contingency and disaster recovery plan are in place through collaboration with senior staff and the Head of Finance

Whole school risk assessments

Assist staff in preparing effective risk assessments for, e.g. school trips, DT, science and art activities.

Commission external annual fire risk and health and safety risk assessments and follow up.

Report termly to governors on Health and Safety matters

Responsible for site security



Security

- To manage, maintain and develop CCTV systems
- To ensure CCTV system is used only as per the CCTV policy
- To manage, maintain and develop the secure access system
- To manage and maintain the Inventory system

Energy usage

- To monitor utilities consumption, identify and put into practice methods of reducing usage
- To lead on preparing and implementing a policy to reduce the carbon footprint of the school
- To report energy usage to the Foundation annually so it can comply with its reporting requirements.

Contracts:

- To manage the Catering Contract, ensuring that it provides value for money and an effective and nutritious catering service.
- To manage the school's programme of lettings ensuring a high-quality service in terms of marketing for lettings and maximising income and that lettings are staffed so that income generation is maximised,
- To manage the Cleaning Contract to ensure that this is delivered effectively and that the school is clean and well always presented.
- To liaise with the Foundation Office on matters pertaining to cleaning and utilities in the Foundation Office (Pouchot Building).

Note: The IT Contract will be the responsibility of member of the Academic SLT.

Compliance

- To contribute to the maintenance of the school Risk Register such as it pertains to maintenance, health and safety, catering and cleaning ensuring that this is reviewed by SLT and by Governors.

Governance

- To attend the Finance & Resources Committee, reporting on operational matters as required and bringing policies forward for approval.



Additional Strategic and Operational Duties

Contribute to long-term capital planning alongside senior management by providing financial analysis and insights.

Streamline workflows to improve efficiency and accuracy.

As part of a small and collaborative team, the Head of Operations will on occasion be required to undertake tasks outside their core oversight of lettings, catering, cleaning and premises including routine maintenance duties or general administrative support, to ensure the smooth running of the school.

General Duties

- To communicate with pupils in a professional, formal and consistent manner.
- To support and promote the Christian ethos of the school.
- To actively promote Fundamental British Values.
- To adhere to the Staff Handbook and Staff Code of Conduct.
- To ensure data is secure in compliance with GDPR
- To actively participate in all aspects of the Performance Management Scheme including undertaking duties and responsibilities for the purpose of self development.
- To undertake other duties and responsibilities of a similar grade and nature in order to support workload peaks and resources and skills shortages to ensure the school's priorities are met. This will be sensitive to available resources and individual skills and will normally be within the same service area. Such other duties will not compromise the post holder's participation in the Performance Management Scheme.
- To undergo appropriate training in connection with the development of new technology and assist in the implementation of computerised systems, in accordance with developments in Information Technology.

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to present themselves and to act in a professional manner at all times.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.



Director of Operations – Person Specification

		Essential	Desirable
Education and Training	Sound education.	*	
	Professional qualifications or evidence of significant training in one or more areas of the job description would be an advantage		*
	Project management qualification		*
Experience	Experience of working in a school Operations and administrative function	*	
	Experience and Knowledge of using school IT systems	*	
	Knowledge and understanding of the line management function and managing people	*	
	Experience and understanding of contract management.	*	
Abilities and Skills	Able to build effective relationships with co-workers and direct reports.	*	
	The ability to set clear expectations and challenge poor performance where it exists	*	
	The ability to enthuse and motivate staff.	*	
	Good skills in planning, time management, project management and administration.	*	
	Sound IT skills and the ability to use a variety of school specific IT systems as well as the Microsoft suite of applications.	*	
	Excellent communication skills – orally and in writing.	*	
	Able to manage a demanding workload and competing priorities.	*	
Ethos and personal characteristics	Willing and able to support the Christian ethos of the school.	*	
	Demonstrating a commit to equalities and equity with respect to staff and students.	*	
	Demonstrates a commitment to safeguarding.	*	
	Able to demonstrate resilience and tenacity in delivering work responsibilities.	*	
	Flexible approach and able to respond positively to feedback.	*	