

JOB DESCRIPTION

Job Title	Operations Supervisor
Hours of Work	36 hours, Monday – Thursday, 8:30am – 4:15pm, Friday 8:45am – 4:15pm (30 minute break)
Department / Group	Operations
Reporting	Senior Leadership / Trust Operations Lead

This job description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may change at the discretion of the Headteacher and Trustees.

The post-holder will uphold the ethos, policies and practices of the school and maintain high standards in their own attendance, punctuality, personal and professional conduct.

The Jubilee Academy is part of Tithe Academy, a Multi Academy Trust and includes a local secondary and primary school. There may be occasions when you will be required to spend time at another school in the Trust.

Tithe Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

PURPOSE OF THE POST

Tasks, Duties and Responsibilities

The post holder provide an efficient and quality service relating to the running of the school in respect of maintenance, repair and health and safety. The post holder will assist the Headteacher with the line management of the support staff team and ensure that the school meets its educational aims, establishing the highest standards of operation to ensure the most effective use of resources. Under the direction of senior leaders, the post-holder will ensure that the school is a secure and appropriately safe environment for students, staff, visitors and hirers of the premises.

Under the direction of the School leaders and in accordance with statutory provisions, guidance and school policies and practices, the post-holder will have a key role in the day-to-day operation of the school premises and site. The post holder will be closely involved in working with members from the Trust around health and safety. Under the direction of the Trust lead, the role involves managing all health and safety matters, including fire and risk assessments and the monitoring of the condition and operations of the site to ensure that a safe and hygienic environment.

Main Accountabilities

1. To lead and manage the development a School Travel Plan (STP) with support of a STP Working party.

2. Under the direction of the Trust Operations lead, ensure the safe maintenance and security operation of school premises.
3. Liaise with the Trust Operations Lead over the maintenance of the school site including the purchasing and repair of all furniture and fittings.
4. Liaise with the Trust Operations Lead over the management of all on going contracts entered in to and by the School with external agencies. These may include, for example, catering; cleaning, utilities, refuse collection, personal hygiene and all traded services.
5. Liaise with the Trust Operations Lead over monitoring, evaluating and reviewing contractual obligations for outsourced services.
6. Ensure a safe environment for the stakeholders of the school to work and learn in.
7. To cover unlocking / locking up as required.
8. To attend additional training as necessary and be willing to be trained in First Aid to assist where appropriate.
9. To attend Child Protection and wider safeguarding training alongside school staff.
10. To help maintain a safeguarding culture.

Physical Resource Management

1. To ensure school transport requirements are met efficiently and effectively, with a view to both cost and safety.
2. To ensure inventories of equipment and stock are maintained.

ICT and GDPR Support

1. Communicate the relevant policies including Data Protection and ICT Acceptable Use across the school.
2. Managing IT administration and resources e.g. password resets and availability of laptops.
3. Assist with updating policies relating to GDPR.
4. Under the direction of the Trust's Digital Lead assist in identifying, recording and evaluating the school's data processing activities and monitoring of data management procedures and compliance within the school.
5. Under the direction of the Trust's Digital Lead assist in the provision of advice and instructions on how to conduct Data Protection Impact Assessments (DPIAs).
6. Under the direction of the Trust's Digital Lead perform audits and offer advice on whether we need to alter our procedures to comply with regulations.
7. Liaise with other organisations that process data on our behalf.
8. Follow up with changes in law and issue recommendations to ensure compliance.

Health and Safety Management

1. To have responsibility for the medical room and all student medication held at the school.
2. Act as the school's lead Health and Safety Co-ordinator and overseeing the work of the Fire Officer.
3. Plan, instigate and maintain records of fire practices and alarm tests and ensure emergency procedures are current and timely.
4. Ensure that the school's written Health and Safety policy and suite of wider safeguarding policies are clearly communicated to, and understood by all staff, volunteers and visitors to the school.
5. Ensure the effective implementation of the Health and Safety policy and suite of wider safeguarding policies at all times and evaluate and review them at frequent intervals or as situations change.

6. Liaise with the school's Educational Visits Co-ordinator, providing administrative and planning support, and undertaking all necessary training as required to carry out the role appropriately.
7. Ensure systems are in place to enable the identification of hazards and risk assessments.
8. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the senior leadership group, governors and where appropriate, to the Health and Safety Executive.
9. Manage processes and procedures involving accidents, incidents and injuries including investigation and reporting.
10. Liaise with the Trust's Operations Lead over health and safety training and support to staff.
11. Ensure good levels of security consistent with the ethos of the school.
12. Supporting the SENCO in ensuring that statutory obligations are being met for students with special educational needs and disabilities.
13. To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together guidance in relation to child protection and safeguarding young people as this applies to the role.
14. To ensure that the Headteacher and the leadership team are made aware and kept fully informed of any concerns which the post holder may have in relation to safeguarding and/or child protection.

General

1. Contribute widely across all areas of the school, including with local partners.
2. Contribute to social skills development including through supervision of students during unstructured time alongside all other staff.
3. Support an effective approach for dining and the provision of healthy food to all students.

Lunchtime and Breakfast Supervisor Duties

1. To lead on minibus checks, maintenance and rotas for picking up lunches.
2. To undertake the serving of meals and beverages, practising portion control and ensuring presentation in accordance to food hygiene standards when Lunchtime Supervisor is absent.
3. To undertake the general kitchen duties, including washing up of crockery, cutlery and utensils. and cleaning of kitchen area, as appropriate, in order to provide an effective service when the Lunchtime Supervisor is absent.
4. To ensure that all aspects of relevant legislation are complied with in relation to the Health and Safety at work Act 1974, The Food Safety Act 1990, and any other associated legislation.
5. To supervise staff in the dining areas to ensure they are clean and prepared to the highest standards for student and staff meals.
6. To attend regular training sessions and courses when required or as appropriate.
7. To ensure the security of the kitchen and storerooms is maintained at all times to provide a safe working environment.
8. To be fully aware and keep up to date with the Health and Safety Policy and guidelines, any new Health and Safety regulations, maintain records of hazardous materials and report any Health and Safety issues to the Trust Operations Lead and Headteacher.
9. To provide support in the absence of the Welfare Assistant.
10. To manage the ordering process for the breakfast club in liaison with the Finance Team.

11. To undertake any additional duties as required by the Headteacher or Trust Operations Lead.
12. To line manage breakfast and welfare members of staff.

Contributing to the Wider Life of School

1. Uphold and adhere to all the school's vision and policies including by following the child protection procedures and ensuring students' safety and welfare at all times including on trips, visits and activities.
2. Make a positive contribution to the wider life and ethos of the school, including through educational trips, visits and activities including through 'Gifts and Talents Day' and the 'Out of Hours' programme.
3. Have clear rules and routines for behaviour, promote good and courteous behaviour in accordance with the school policy on behaviour.
4. Maintain high expectations of behaviour in line with the school's policies
5. Manage students effectively utilising approaches to involve and motivate them
6. Maintain good relationships with students, exercise authority appropriately and act decisively when necessary
7. Maintain good order and discipline among students at all times and undertake daily duties including beginning and end of day, break and lunchtime as required.
8. To liaise with the School Liaison Officer when a student is missing and conduct truancy sweeps as necessary.
9. To attend meetings on behalf of the CP Officer if required.
10. Attend parents' events (which will run in the afternoon/evening each month).
11. Be an active participant in the school's continuing professional development programme and undertake training as required.
12. Enhance the reputation of the school in the wider community through partnership working that continuously improves the quality of the school's education and pastoral care arrangements.
13. To act in a way that is consistent with the values and expectations of the school at all times.
14. To cover Reception as required.
15. To cover Medical as required and escort students to hospital if required.
16. To drive the school minibus as required.
17. Undertake cover supervision.
18. Undertake exam invigilation including of access arrangements.