



Job Description

Job title:	Operations Manager
Hours:	37 Hours 52 Weeks (Full Time)
Salary:	
Responsible to:	Academy Principal
Responsible for:	Estates and ICT Personnel

Vision and Purpose

The Operations Manager will have a key strategic role in the development of operational and facilities services within the Academy and have overall responsibility for the below. The Operations Manager will support the Principal by leading or supporting with the following operational areas of the Academy;

- Facilities Management (In conjunction with the Site Manager)
- Estates Capital Development Plans
- Health & Safety (Supporting the Academy Safety Officer)
- Site Lettings
- Academy Mountain Centre
- Academy Minibus Compliance
- ICT Infrastructure Management (In conjunction with ICT Central Team)
- ICT Development Plans

Generic Responsibilities:

- To model exemplary leadership skills.
- To take a leading role in establishing and maintaining the ethos of the school.
- To take an active role within SLT and Exec for development of the premises and ICT infrastructure.
- To take a leading role as a line manager for Estates and ICT.
- To liaise with parents on all relevant matters relating to the school.
- To liaise with outside agencies where appropriate.
- To have knowledge and understanding of the current use and future potential of ICT in improving teaching and learning and assisting with the collection and analysis of data.
- To maintain confidentiality and observe Data Protection guidelines.
- To comply with the requirements of Health & Safety and other relevant legislation and documentation.
- To understand and comply with the school's various policies.
- To attend Governors' Meetings when required.
- To develop and update policies whilst keeping them in line with the Government and the Trust.
- Participate and represent the Academy in national and local networks of Operation Managers, so that the Academy is alert to new trends and is familiar with current best practice.
- Be responsible for constantly monitoring and evaluating Academy progress against stated objectives and targets of the Academy Development Plan, and for taking any additional action as may be agreed to be necessary.
- Undertake line management of staff and participate in performance management, including relevant training opportunities for staff development, in line with the Academy's staffing policies and procedures.

- Promote and market the Academy to a variety of audiences to raise the profile with the local community and seek sponsorship.
- Provide leadership, motivation, support, and control of staff allocated to areas of responsibility, ensuring that appropriate standards of behaviour, performance and customer care are demonstrated at all times.
- Actively contribute to the development of quality improvement programmes across the Academy.
- Proactively implement the Academy's policies and procedures.

Procurement and Contract Management:

- Monitor and manage the procurement and spend for Site & IT budgets, ensuring value for money and liaising with the Finance Manager and Regional Finance Director with forecast spend.
- Manage the Catering contract to ensure the Academies needs are met and the kitchen is compliant.
- Responsible for writing Business Cases and following procurement procedures to develop the academy.
- Prepare and maintain Academy risks register-
- Liaise with the Central Team regarding Insurance claims relating to the areas of responsibility.
- Work closely with insurers preparing paperwork and evidence for claims submitted.
- Monitor the operation of contracts entered for the supply of services to the Academy and regional roles.
- Manage the lettings agent and the use of premises for external organisations and local community.
- Manage bookings for the Academy Mountain Centre.
- Maximise income generation, financial growth, and profile services.

Health & Safety (In conjunction with the Principal and Academy Safety Officer):

- Ensure site compliance (by supporting the Site Manager) with all relevant legislation.
- Liaise with the ASO on potential remedial works from accidents and incidents.
- Take part in regular Health & Safety committee meetings lead by the ASO.
- Work with the ASO in fire and critical incidence reporting and standards, to include Fire Risk Assessment compliance within the buildings.
- Support the ASO in devising and implementing strategies that will further the Academy's ability to support all aspects of student welfare and safety in relation to the post.
- Oversee the First Aid expenditure, reporting to the Finance Manager.

Premises Management:

- Develop and implement strategies for premises management, to ensure quality is maintained and improved.
- Responsible in liaison with the Trust, SLT and other external providers, for the Academy's Asset Management Plan, ensuring that accurate data is maintained and that the appropriate priorities are set, taking part in on-site surveys, liaising with architects, and drawing up proposals as required.
- Responsible for facilities management, including project appraisal, maintenance, security, and grounds maintenance.
- In consultation with the Academy Principal; Site Manager; ICT Central Team; and the Trust, prepare and update the Premises and IT Development Plan, considering the performance improvement objectives, future funding projections, and other potential events and activities.
- Lead on maintenance of Hingleys Playing Fields, to ensure the site is compliant for educational purposes and liaise with sponsors and the Football Association for grant bid writing and development.
- Lead on maintenance of the Academy Mountain Centre, to ensure the centre is compliant for educational visits and private hire.
- Oversee all aspects of the operations/bookings of the Mountain Centre.
- Lead on managing Site and IT budgets, reporting to the Finance Team on the financial aspects of the Centre.
- Lead on maintenance / compliance of the Academy transport and management of the minibus tender contracts.
- Lead on the Academy Energy Consumption Initiatives. Identifying and implementing any efficiency savings or future projects that can be implemented.

ICT/Communications:

- Liaise with the Trust to ensure IT infrastructure meets the needs of the Academy.
- Ensure value for money is provided through effective procurement.
- Manage the Managed Print contract.
- Manage and monitor software licenses to ensure that value for money and development of curriculum licenses.
- Develop in conjunction with Central IT future capital projects.
- Support and mentor the IT Lead Technician and team with projects and development for the needs of the Academy.
- Support the IT Communications Technician with internal and external communications.
- Support the Finance Manager with predicted expenditure for internal and external communications.
- Work alongside SLT for Academy Event planning

Income Generation:

- Liaise with the Regional Finance Partner to identify potential funding opportunities, agencies, government initiatives etc. and ensure income generation from both diverse and obvious sources.
- produce bids for additional funding for all areas of the Academy.
- Manage external partnerships, such as the Sea Cadets and football clubs, supporting academy relationships and grant funding bids

GENERAL INFORMATION:

- All work performed/duties undertaken must be carried out in accordance with relevant policies and procedures.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
- Post holders must always carry out their responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.
- Post holders will be expected to participate in the Academy's arrangements for performance management and professional development as required.
- Post holders will deal with sensitive material and should maintain confidentiality in all Academy related matters.
- The postholder would be expected to participate in open events; parent's evenings when required.

Safeguarding

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Signature:

Print Name:

Date:

PERSON SPECIFICATION

The person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application. Candidates failing to demonstrate any of the essential criteria will automatically be excluded.

You should be able to demonstrate that you meet the following criteria, measured by:

A: Application Form

B: Interview

C: References

CRITERIA	Requirement	Assessment
Qualifications		
Level 4 qualifications	Essential	A
Level 5 qualification in relevant discipline	Desirable	A
Level 6 qualification in relevant discipline	Desirable	A
Experience		
Experience of working in a busy, large organisation at senior level	Essential	A
Experience of managing/leading staff	Essential	A
Experience of working in an education environment	Desirable	A
Experience of budget management	Desirable	A
Knowledge		
Awareness of current IT developments and competent in their use	Essential	A B
In depth knowledge of Health & safety legislation relevant to education sector	Essential	A B
In depth knowledge of regulations relating to premises management	Essential	A B
Knowledge of Asset Management	Essential	A B
Knowledge of procurement and related financial regulations	Essential	A B
Knowledge of GDPR and how this applies to the role	Essential	A B
Skills		
Able to inspire, lead and challenge colleagues	Essential	A B C
Able to interpret Government and other legislation relevant to education	Essential	A B
Able to demonstrate and articulate a clear vision for the future of the Academy in the context of the short-term and medium-term challenges	Essential	A B
Able to communicate with students and colleagues at all levels	Essential	A B C
Able to communicate effectively, negotiate and network through highly developed inter-personal, written, oral and presentation skills	Essential	A B C
Well-developed analytical, strategic, planning and organisational skills	Essential	A B C
Able to respond well in emergency situations	Essential	A B
Able to effectively manage and lead staff, achieving service quality and in setting/achieving strategic objectives	Essential	A B
Able to manage and prioritise work to meet challenging deadlines	Essential	A B C
Able to prepare statistical information in various formats to meet the needs of the stakeholders	Essential	A B
Personal Characteristics		

Versatile thinker who can champion innovative solutions	Essential	A B C
Reflective and solution focused	Essential	B
Calm under pressure	Essential	B
Community engagement – sensitive to group needs and dynamics, communicates and connects own vision to that of others	Essential	A B
Analytical and conceptual thinking – analyses variables, sees patterns, uses concepts, take action to persuade, calculates impact	Essential	A B
Initiative and enterprise – thinks and acts ahead, willing to take risks, self-reliant, ambitious for the development of CNS	Essential	A B
Team working – gets input from others, builds and sustains team spirit, sets boundaries, demands performance, gives feedback and encouragement	Essential	A B
Impact and influence – takes action to persuade, calculates impact, strives for the best and challenges others in the learners’ best interest	Essential	A B
Other Requirements		
Undertake the Academy’s Induction Programme	Essential	B
Participate in development and training opportunities	Essential	B
Be able to carry out all duties to a high standard	Essential	A B