



# Operations Manager

Job Description & Person Specification

February 2025

## Role Overview

To work as part of the Senior Leadership Team to assist the Headteacher in their duty to ensure that the school meets its educational and operational aims. To provide professional leadership and management of school support staff, in partnership with teaching staff, to achieve improved standards of learning and achievement in the school.

## Key Accountabilities

### Finance

- To undertake budget monitoring at all levels within the school and to assist individual budget holders to manage their own budgets including staffing and any other updates into the budget system.
- To implement and monitor procedures for the safe collection, correct handling, recording and banking of cash and related tasks, and the operation of the school's account in accordance with financial regulations.
- To work with appropriate central team colleagues to ensure that the school remains compliant with public procurement regulations, and ensuring procurement aligns with the Trust's financial regulations. Where appropriate, to obtain quotations and negotiate prices with suppliers and contractors for goods and services to ensure best value for the school.
- Identify opportunities to maximise external income for the School, including the preparation of bids for funding from external agencies. This includes the following:
  - the efficient and cost effective management of all aspects of the lettings function
  - monitoring the quality of services provided to hirers
  - monitoring and ensuring compliance by hirers of all health, safety and insurance regulations
  - promoting the School's facilities both internally and externally in order to maximise income from lettings
  - reviewing and developing the Lettings Policy in conjunction with the Leadership Team

### HR

- To be responsible for staffing and to assist in the recruitment of new employees as directed by the Headteacher, ensuring that a full induction programme is implemented for all new staff
- To manage and motivate staff through effective recruitment and selection, supervision, appraisal, training and development and discipline; encouraging the development of potential within the needs of the Trust.
- To support Managers to ensure that the management of sickness absence, overtime, and payroll changes are implemented, in liaison with Human Resources.

### General School

- To attend Senior Leadership Team and relevant Committee Meetings and to support strategic decision making within the school's Senior Leadership Team.
- To promote and support school events, including the co-ordination of the school calendar, transition, open events and parents' evenings.
- To ensure the School's MIS systems are kept up-to-date and that statutory returns are completed accurately and within the set deadlines.
- To write and communicate information to parents in a timely manner.
- Have oversight of cover requirements and support with arrangements as required, including arranging duty and lunchtime rotas.
- To work with outside agencies to review and set up travel contracts, to ensure that bus companies provide efficient and effective travel for our students.
- To attend meetings as a representative for the school and act as an information officer in respect of the Trust, LA, Ofsted and DfE.
- Develop mutually beneficial links between the school and wider community.

## Compliance

- To be responsible for managing and implementing relevant policies under the direction of the Headteacher, including compliance of GDPR, Health & Safety including First Aid and accident reporting and the Risk Register.
- To support the Headteacher in ensuring the school is compliant with statutory requirements in terms of policies, procedures and website.
- To monitor and evaluate complex management information, policies and procedures, ensuring that relevant staff are aware of any changes and implications/actions.
- To provide information for the Headteacher, Senior Leadership Team, Executive Team, other central teams (ICT and Estates) and Trustees to facilitate strategic planning.

## Estates

- To ensure that the school buildings and grounds are maintained to a high standard of compliance, also that buildings are secure in order to provide a safe environment for staff and pupils.
- To ensure that building development projects are planned and supervised in coordination with the Estates Director, so as to cause minimum disruption to school life and where possible, completed on time.
- To work with the Estates Director and the Estates Team to prepare and manage a yearly maintenance schedule and project development plan.
- To ensure efficient deployment and management of the cleaning workforce.
- To have a significant impact on the day to day running of the campus.

## Trust

- To collaborate regularly with other Operations Managers across the Trust.
- To contribute to the vision and values of the Trust.

You will be responsible for the line management of:-

- Premises Team
- Lettings Officer
- Cleaners

And such other duties as are within the scope of the spirit of the job purpose, the title of the post, and its grading.

## Person Specification

Education & Qualifications	Essential	Desirable
Educated to degree level or equivalent level of experience	✓	
Professional qualification in School Business Management or other relevant professional qualification in Financial Management/Human Resources at a minimum Level 5.		✓
Experience & knowledge		
Significant experience of leading strategic planning and working with a range of external partners to achieve organisational aims	✓	
Substantial experience of managing and leading teams, with the ability to engage and influence people at all levels.	✓	
Experience of working in an educational environment.	✓	
Experience of managing complex projects from conception to implementation	✓	
Proficient skills in the use of MS Office - Excel, Word, Access and PowerPoint	✓	
A good knowledge of DFE accountability framework, school data management systems, e.g. Bromcom		✓
A commitment to safeguarding and promoting the welfare of children and young people	✓	
The ability to work strategically and to seek and implement creative solutions, with skills in analysis, risk management, and impact evaluation.	✓	
Excellent literacy and numeracy skills.	✓	
Knowledge of premises management and health and safety legislation		✓
Skills		
Excellent communication skills, both written and verbal	✓	
Excellent customer service skills with the ability to communicate at all levels	✓	
Excellent organisational skills with the ability to manage own workload effectively and respond swiftly to tight deadlines.	✓	
Excellent interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Trustworthy, honest and discrete, able to maintain confidentiality	✓	
Willingness to work flexibly, travelling to various locations and working extra hours as necessary to meet the needs of the Trust	✓	
Attributes		
Committed to the Mowbray Education Trust values and aims	✓	

Aware of and committed towards equal opportunities	✓	
Committed to own continual professional development	✓	
<b>Other</b>		
Is fluent in the use of the English language	✓	

All roles are subject to full pre-employment safeguarding checks; including an Enhanced DBS with Barred List check – this includes a 6-month probationary period.