

Operations Coordinator

Job Title	Operations Coordinator
Grade	NJC PO3 33 Hours Per Week, 42 Weeks Per Annum
Reports to	Chief Operating Officer
Liaison with	ODBST Operations team, Shared service team, school office staff ODBST Headteachers and LGB.
Job Purpose	To act as a central point of contact for operational issues. To support all aspects of operational compliance and estate management ensuring the safe, efficient, and compliant running of ODBST schools.
Duties	Management of ODBST Estates • Work with Schools to create and implement estate management plans. Hold regular onsite meetings with headteachers and SLT to discuss the plans in place and processes for implementing them. • Co-ordinate and attend meetings at school and Trust level to facilitate this as required and to enable progress and delivered actions to be reviewed • Attend regular meetings with the COO to provide updates on the school estate management • Work to source items and supplies as required for the schools and Operations Team. • Manage and hold school asset logs • Assist with estate management including discussions around identifying estate needs and priorities. • Provide regular support for the centralisation and management of estate management contracts as requested • Support schools with lettings • Lead and support with estate projects including obtaining quotes, compliance checks and project monitoring. • Seek out improvement funding as required for your schools, work with the Ops partner and building services team to apply and implement. Compliance: • Lead compliance checks in line with trust policy and law. • Report to Local Governing bodies (LGB) on all things operational. • Support the management of contractors at schools and value for money • Support the building services partner with information and requests related to large projects as required. • Act as a link between the school and team with regards to contractual queries. Including reviewing cleaning, catering and grounds contracts at school level. • Review the condition of the site and ensure best practice is being achieved, with any issues raised to the school staff as required. • Oversee procurement of site services and supplies for schools as well as assist with installation as required • Support in the management and directing of the caretaking staff to ensure workload is prioritised in most efficient and valuable way • Support with the review and maintenance of the school's asset register

	Management of Health & Safety • Ensure schools adhere to statutory compliance standards (H&S) through securing daily, weekly and quarterly checks and tests as required at all ODBST sites are carried out and uploaded to trust agreed platforms • Coordinate regular compliance inspections (fire, legionella, playground, equipment) • Ensure the headteacher and COO are informed of any failings, defects or risk to site, pupils, staff or the Trust • Support with asbestos management across the sites including correct management of records; supporting the yearly inspections by the caretaker to ensure asbestos is undamaged. Attend and prepare evidence ahead of any HSE inspections • Ensure our health & safety policies and procedures are adhered to at all times • Report regularly using agreed formats and systems to the headteacher and COO outlining the status of health & safety within ODBST schools • Lead and support schools with H&S audit preparation and post audit actions. • Monitor and report on Health and Safety compliance for all schools to the Headteacher (HT) and COO. • Review accidents, incidents and near misses at school level to identify any trends or patterns and provide data to the Headteacher and COO • Review and report on all operational training as required. Informing relevant parties regularly. • Organise training as required and manage records of all required courses by school. • Guide schools to ensuring Trust health & safety policies and procedures are being adhered to • Respond to school enquiries around H&S or refer to competent advisor • Assist with the writing of operational risk assessment • Organise Energy Display certificates • Assist schools with completion of operational documents and processes GDPR Management • Lead and manage the GDPR process for ODBST Schools • Lead on external audits relating to GDPR • Support schools in the use of the GDPR online portal and reporting processes – ensuring all breaches and data requests are logged correctly • Create and be responsible for the upkeep of ROPA's, data maps and compliance documents as required • Review breaches and patterns at school level • Co-ordinate with the ICO and our data protection officer as required. • Provide escalation support as required in the event of a breach, SAR or FOI • Assist with responding to FOI or SAR requests on behalf of the ODBST central shared services team as required • Assist with the creation of data protection documents, updating as required
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- Review the GDPR platform by school, ensuring outstanding actions from audits are completed in a timely fashion, supporting as required
 - Keep up to date with legislative changes, including assisting with the creation of new privacy notices or documents as required
- Ensure that school are managing data in line with policies.

Provide support to the Operations team

- Provide administrative support for the operations team as required, ensuring data is recorded accurately and in line with legislation.
- Assist administratively with IT, Procurement. Sustainability and grant writing as required.
- Collect, record and assess data by school to ensure positive outcomes.
- Create, update, maintain databases and spreadsheets as required
- Manage communications to schools as required
- Liaise with suppliers or third parties as required
- Support the operational processes for onboarding new schools into the Trust
- Maintain effective electronic filing systems for Operational records and documentation
- Support the development of template documents and procedures to drive efficiency and ensure compliance with Health and Safety or GDPR best practice and statutory legislation. Share agreed documents with Trust schools
- Book in inspections or appointments at school level as required
- Carry out any other duties and responsibilities as required in line with operational needs
- Support the Trust and its schools with the effective use of Bromcom/MIS system

Deliver on Trust wide strategy and objectives

- Work to ensure value for money is always being achieved
- Work with the operations team on any project as required
- Work efficiently and accurately, maintaining reliable records filed appropriately
- Work with the Shared Services Team to provide updates and oversight of the status of schools
- Support the Trust's focus on sustainability within your work.

Support the wider ODBST team and its aims

- Provide operational support to the wider ODBST Shared Services Team as required
- Comply and fully co-operate with all Health and Safety policy, procedures and practices
- Comply with ODBST's data protection policy
- Take a proactive approach to continuous professional and personal development
- Carry out any other duties and responsibilities as reasonably required.
- Follow the trust values

General	• Estate Management across ODBST Schools • Health & Safety across ODBST Schools including school audits • GDPR Management • Support the work of the Operations team and ODBST schools
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General Heading	Detail	Examples
Qualifications & Experience	GCSE Maths and English at Grade 4 or above or equivalent. IOSH qualified or higher. Experience in working in Schools or Facilities Management and Estate management, managing buildings or estate portfolios, ideally across multiple sites. Experience of working in Health and Safety. Experience of contract management and GDPR. Experience of carbon reduction initiatives and sustainability in the workplace and schools. Experience of working in an administrative role. Experience of driving new projects or strategies forward. Ability to drive to locations.	Evidence of an ability to work effectively with a range of different colleagues around the Trust and with external parties as required.
Knowledge of policies & procedures	Knowledge of health and safety law. Understanding of compliance within schools or public buildings (e.g. fire safety, asbestos, legionella). Knowledge of GDPR law, practices and procedures. Knowledge of buildings services (electrical mechanical, plumbing, etc)	
Technology	Excellent IT skills with working knowledge of Microsoft Office, including Word, Excel, PowerPoint and Outlook as well as confidence using new systems	
Communication	Effective verbal, written and listening English language skills	Able to work effectively with a range of different colleagues around the Trust and with external parties as required.
Working with partners	Work collaboratively with members of the ODBST Shared Services team, Headteachers, Governors, school Administration, Caretaker and staff in schools. Contractors, consultants and other third-party service providers, Oxford Diocesan Board of Education (ODBE) and Finance (ODBF) staff, Headteachers,	Daily communication with ODBST Operations team, school office staff, and Headteachers and ODBST Shared Service Team. Willingness to travel to school sites as required.

	Governors and Business Managers from prospective school	
Working with others – Relationships	Build positive working relationships	Ability to work independently with minimal supervision and as a supportive member of a small team, acting flexibly to support colleagues at pressure points.
Teamwork	Work effectively in the Central Trust Operations Team to the benefit of the trust and its schools	Work well with others to achieve trust values and strategies. Support the aims of the trust.
Organisational skills	Strong organisation skills with ability to prioritise, work under pressure and meet deadlines and excellent attention to detail.	Ability and drive to provide excellent customer service within the ethos and values of ODBST
Responsibilities – Time Management	Self-motivated and a good time manager	Must be proactive and receptive to new ideas. Meet agreed deadlines. Be organised.
Personal attributes	Flexible and willing to learn new skills with the ability to work independently. Ability to work within the values of the ODBST	A positive outlook with the energy, drive, enthusiasm and determination to succeed
Safeguarding	Understand safeguarding procedures	Complete relevant safeguarding training including KCSIE and Prevent training and be aware of any updates
Health & Safety	Maintain safe work practices	Comply with Trust H&S and Safeguarding policies
CPD	Commit to continuous professional development	
Travel	Driving licence and use of own car or have access to alternative means of transport to visit schools, etc	Ability to visit schools, meetings and any other travel required