



Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

JOB PROFILE

POST TITLE:	Operations Manager
JOB PURPOSE	<ul style="list-style-type: none">• To provide a highly professional operational service.• Be responsible for financial resource management, operational management, information management, IT, human resources, facility and property management, and health and safety management across the West Lakes Academy
GRADE:	Band H
RESPONSIBLE TO:	Principal/Chief Operations Officer

MAIN DUTIES AND RESPONSIBILITIES

Responsible for the day-to-day management of West Lakes Academy operational support, including the management of non-centralised finance, IT and HR functions, school administration, catering, and estate management; ensuring staff conform to any central Trust policies and procedures and systems as directed by the Chief Operations Officer.

Line management of:

- Deputy Operations Officer
- Facilities Manager
- Academy Support and Data Manager

The post holder is responsible for the overall management, leadership and development of the designated school support staff both at West Lakes Academy and with the support of the Deputy Operations Officer the local primaries within the Trust. They are to be responsible for ensuring an efficient and effective service is provided which includes effective team communication, induction, training and appraisal.

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Liaise between managers/teaching staff and support staff
- Represent Operational Support at ALG meetings
- Undertake induction/appraisal/training/mentoring for operations staff
- Manage, motivate and support the development of staff within the team in order to secure efficient performance of duties.
- Monitor and maintain the budgets for the teams to ensure that requirements are met within the assigned budgets and in compliance with the Trust accounting and reporting requirements.
- Support the principal and staff in the development of an effective business within the academy. Assist in the development, implementation and management of business planning across the academy

Finance

- To support the management of school expenditure, revenue and capital budgets in accordance with the Academy Trust Handbook and the terms of the Trust's Financial Regulations Manual with advice from the Trust central finance team.
- To monitor income and expenditure in relation to the academy's budget, and support the headteacher's in the monthly budget monitoring meetings;
- To pursue income and sponsorship generation opportunities including the preparation and submission of applications and bids;
- To suggest and research opportunities to create budget efficiency savings, working with the Chief Finance Officer and in line with trust strategy
- Be a main point of contact for staff and SLT for finance matters on a day to day basis
- Ensure that finance procedures are followed throughout school and that budget holders have sufficient information and guidance to manage their budgets effectively

HR

- Ensure that staff absence, recruitment, appraisal, disciplinary, grievance, capability, probationary and induction policies and processes are administered in accordance with employment law and with advice from the Trust central HR team
- Ensure any recommended/ required HR risk assessments are completed such as maternity and stress risk assessments
- Act as the link person for HR issues within school, seeking advice from the Trust's central HR team as required
- Ensure the correct authorisation and processing of any staff additional hour claim forms and liaise with payroll to resolve any staff payroll queries.
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.

Estates Management

- To undertake the management of any external contracts
- To be responsible for the overall maintenance and cleanliness of the academy's site and buildings;
- To overview the establishment and maintenance of a premises development plan that prioritises work required and estimates costs;
- To overview the preparation of an annual maintenance plan and relating schedules and to have overall responsibility for the efficient operation of all facilities on the premises;
- In conjunction with ALG, to ensure that effective evacuation and search procedures are in place, and to be involved in their execution as required;
- To be responsible for the overall security of the academy site and all aspects related to this;
- To ensure, in conjunction with relevant staff and members of ALG, the responsibility for Health and Safety, ensuring that all Health and Safety risk assessments, systems, policies and procedures are in place ;
- To encourage the investigation and implementation wherever possible of ecologically friendly solutions
- Ensure all statutory compliance checks are undertaken and required maintenance check records are maintained at all times.

Health and Safety

- Establishing and maintaining a proactive Health and Safety provision across the academy including designation as the 'Responsible Person'.
- In conjunction with relevant staff and members of the Academy Leadership Group, to ensure that all Health and Safety risk assessments, systems, policies and procedures are in place.
- Build relationship with the Trust's Responsible Officers to continuously improve the Health, Safety and Environment.
- Monitor, co-ordinate and help to ensure compliance with all Health and Safety requirements. Ensure all necessary documentation and records are in place.
- Advise and support staff and students on Health and Safety requirements and how to best implement them. Respond to requests and queries in order to assist and facilitate operations. Wherever Health and Safety problems are identified, propose, initiate and setup viable solutions informing those responsible.
- Monitor and manage the West Lakes Academy H&S email and action accordingly.
- Co-ordinate and lead a programme of workplace inspections and local audits. Ensure that prompt action is taken to remedy faults or deficiencies, as appropriate.
- Be responsible where required RIDDOR reporting ensuring compliance to regulatory timeframe.
- In conjunction with the Facilities Manager proactively manage and coordinate a programme of routine scheduled maintenance and testing of equipment subject to statutory regulations. Oversee the annual Local Exhaust Ventilation testing programme. Oversee the statutory examination/testing of all relevant lifting equipment, pressure equipment and other equipment, as required. Maintain adequate records of the same.
- Ensure that accidents and near misses are reported promptly and investigated in accordance with Trust procedures. Ensure the necessary follow-up actions are implemented and the Principal is kept briefed. Provide incident performance information, including trend analyses, to help drive awareness and improvement.
- Oversee the development, co-ordination and upkeep of the risk assessment system. Assist staff with the development and review of risk assessments.
- Disseminate and receive information on Health, Safety and Environment matters within the Trust via effective communication channels providing advice and support where appropriate.
- Maintain the knowledge and experience required for this role through the necessary continuing professional development. Keep up-to-date on changes to Health, Safety and Environment requirements and share best practice.
- Co-ordination and maintenance of the Fire Evacuation and Emergency Evacuation procedures.

IT

- Act as point of contact for IT outside of central IT services remit.
- Co-ordination of the annual iPad roll out for students.
- Liaise with Central IT team to produce and co-ordinate refresh plan.

GENERAL RESPONSIBILITIES

All Changing Lives Learning Trust staff will:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' vision, aims and objectives of the Trust Development Plan.
- Support and contribute to the Trust's responsibility for safeguarding students.
- Work within the Trust's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the Trust's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Bodies at all times.
- Actively engage in the Trust's performance management process and take responsibility for their own professional development.
- Adhere to Trust policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the Academy network.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the Trust.

All staff of Changing Lives Learning Trust are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications, Training and Competences		
GCSE or equivalent, Level 4 or above, in English and Maths.	Y	
IOSH	Y	
NEBOSH		Y
Level 5 Management qualification and/or evidence of relevant continuous professional development.	Y	
Evidence of ongoing professional development in relation to leadership.		Y
Appropriate financial qualification and/or significant experience		Y
Experience		
Evidence of effective leadership and line-management of staff	Y	
Experience of working accurately and to demanding deadlines	Y	
Evidence of business or administrative management experience to support the day to day operation of an establishment / company within financial constraints	Y	
Experience of managing expenditure and generating income / sponsorship opportunities	Y	
Experience of developing others and addressing Underperformance	Y	
Experience of successfully prioritising workloads of self and others	Y	
Knowledge and Skills		
Full working knowledge of relevant polices/codes of practice/ legislation	Y	
Effective use of specialist ICT packages in information management	Y	
Understanding of best practice	Y	
Use of relevant equipment/resources	Y	
Organise, lead and motivate other staff	Y	
Well organised and methodical with a high attention to detail	Y	
The ability to plan and organise, organise meetings	Y	
Work constructively as part of a team, understanding school roles & responsibilities and your own position within these	Y	
Ability to take concise and accurate minutes	Y	
Build credible relationships at all levels	Y	
Ability to identify own training & development needs & cooperate with means to address these	Y	
Presentation skills		Y

Signed: _____ Date: _____

Print name: _____