

## Job Description: Operations Officer

Responsible to:	Trust Operations Director
Job Type:	Permanent
Grade:	8
Hours per week:	30
Working weeks:	38 + 4
Location	<sup>1</sup> Cambrian Learning Trust, Central Office

### Summary

Under the direction of the Trust Operations Director, this role is responsible for supporting the day-to-day administration of operations and facilities, in particular the reporting and monitoring of compliance activities across the Trust, to help support the provision of an excellent environment for outstanding teaching and learning,

### Main Responsibilities

#### Organisation

- Provide Facilities Management, Health and Safety and Compliance data and support to the Trust Operations Director and Trust Facilities and Compliance Manager.
- Provide Project Management and Contract Management support to the Trust Operations Director.
- Meet with the Head Teachers and LGC representatives on a termly basis, with a focus on health and safety and compliance, to assist and support the school and LGC with their responsibilities in these areas and to monitor performance. Using templates, document performance in relevant areas including but not limited to policies and procedures, risk assessments, incidents and accidents, lettings and statutory health and safety and fire inspections in a suitable format to report to the Board Committees.
- Point of contact with key stakeholders including Head Teachers, office staff, caretakers and governors as required, providing support, advice and guidance on health and safety and compliance matters.
- Contribute to the planning, development, organisation and monitoring of facilities management support service systems, procedures and policies, where required.
- Develop and maintain effective working relationships across the Trust with other external parties/professionals.
- Attend team meetings and contribute to discussions relating to facilities management.

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## Administration

- Use manual and computerised record/information systems, including the Trust business management system, and support with staff training on the business management system where required.
- Support with maintaining a contract register and asset register across all Trust schools using the Trust business management system.
- Analyse, evaluate data/information and produce reports/information/data as required.
- Undertake research and obtain information to inform decisions.
- Provide support and advice to the Trust schools on facilities management related matters.

## Health, Safety and Security

- Support with regular reporting on Health and Safety and compliance matters across the Trust, including but not limited to accident and incident reporting, first aid, fire safety and risk assessment, liaising with the Trust external health and safety consultant where required. Support with administering associated paperwork, using the Trust business management system and other systems as required.
- Support with ensuring that all compliance checks, statutory and non-statutory testing and inspections are undertaken to the correct frequency and standard as directed by the Trust external health and safety consultant and Trust Board Committees. Support with ensuring that they are completed in a timely manner and by staff/contractors who are appropriately qualified, and the results recorded on the Trust business management system.
- Support with accident, incident and near miss reporting and analysis including ensuring appropriate follow-up actions have taken place.
- Support with maintaining a central register of risk assessments. Support Head Teachers and the premises team with documentation of risk assessments where required.
- Support with ensuring that CoSHH records are appropriately maintained and that associated procedures are adhered to.
- Support with ensuring systems are in place for weekly checks of the Trust/school minibuses; servicing/MOT testing and driver training/testing as necessary.
- Under direction of the Trust Operations Director, support with development and delivery of appropriate health and safety training for premises, catering and learning staff in Health & Safety and good working practices.
- Assist with ensuring a safe environment for the stakeholders of the school including school building security.
- Support with administering any Trust insurance claims.

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## **Contracts & Projects**

- Support with the monitoring of facilities related contracts and all associated paperwork, using the Trust business management system.
- Support with arranging and supervising small scale improvement works across the Trust.
- Support with monitoring of a rolling programme of repairs and maintenance.
- Under direction of the Trust Operations Director, support with Trust and school premises and facilities projects including general administration, attending meetings and monitoring progress.
- Support with the implementation of policy and guidance on the administration of lettings and hire agreements across the Trust, liaising with the schools to ensure security arrangements are robust.
- Liaise with external contractors on reactive and planned works as required.
- Assist with management of central Trust contracts, including attending review meetings and performance management meetings, where required.

## **Finance**

- Liaise with Finance regarding placing order and processing invoices following due process.
- Assist with procurement where requested.

## **Resources**

- Operate relevant equipment/ICT packages (e.g. Microsoft Word, Microsoft Excel, databases, spreadsheets, Internet) including the Trust's business management system.

## **General Duties**

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

*Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.*

## Qualifications and Experience

<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• 5 GCSE's including Maths, English and ICT at GCSE Grade A*-C / 9-4 (or willing to undertake Functional Skills level 2) with demonstrable written and spoken skills.</li> <li>• NVQ2 or equivalent qualification or experience in relevant discipline.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in health and safety, compliance and facilities management.</li> <li>• Experience within a school or similar environment.</li> <li>• Experience in project or contract administration.</li> <li>• Experience in general administration.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent numeracy/literacy skills.</li> <li>• Excellent ICT skills with effective use of specialist ICT packages.</li> <li>• Full working knowledge of Health &amp; Safety policies/codes of practice/legislation.</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Strong communication skills, written and oral.</li> <li>• Ability to produce reports and analyse data.</li> <li>• Ability to implement systems, processes and procedures.</li> <li>• Ability to self-motivate, organise and prioritise.</li> <li>• Solutions focused, initiative driven, problem solving approach to tasks.</li> <li>• Ability to relate well to children and adults.</li> <li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> </ul>
<b>Special Requirements</b>	

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- Access to own transport and full clean driving licence.

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