

V.7 22.09.2023 Role Profile: BPET School Operations Manager

Reports to	Executive Headteacher/Headteacher Indirect reporting to BPET central team
School	Halley House School
Grade and Salary Band	Scale Point 12 - 32
Role purpose	To provide high quality leadership and management whilst fulfilling the school and BPET's visions and values, incorporating these into all aspects of the role
Line Management Responsibility	School office team Site Manager/Supervisor External contractors

Key Areas of Responsibility

Leadership & Collaboration	<ul style="list-style-type: none"> • Build, develop and lead in driving forward BPET's vision and the school's ethos using policies and the school's development plan. • Performance manage staff and mentor other staff within the wider BPET community encouraging innovative ways of working to develop the BPET vision and to enable on-going professional development for the team & others. • To actively participate in team meetings and continuous professional development (CPD)
Safeguarding	<ul style="list-style-type: none"> • Responsible for the review, implementation and delivery of relevant safeguarding arrangements as directed by the headteacher in line with BPET policies including but not limited to the school's Single Central Record, staff training, admissions and attendance. • Responsible for the management of enrichment activities following BPET's policies on risk assessment and safeguarding and ensuring there is effective and systematic record-keeping in place.
Health & Safety Management	<ul style="list-style-type: none"> • Lead and take day-to-day responsibility for health and safety in line with BPET's policies including but not limited to staff training, fire safety, first aid, risk assessments, pupil and staff health and medical records.
HR Management	<ul style="list-style-type: none"> • Proactively manage the HR function for the school including the management of the whole employee lifecycle activity from advertising and recruitment to induction and probation reviews, performance management processes, preparing statutory reports and ensuring compliance with BPET policy implementation.

	<ul style="list-style-type: none"> • Lead on HR issues, including pay, annual leave, attendance, contract queries and maternity leave, and any other employee relations matters in line with BPET's policies
Premises Management	<ul style="list-style-type: none"> • Develop strategies for the effective and efficient management of the school's facilities, including the buildings, equipment and grounds, arranging maintenance work following BPET procedures. • Effectively organise and administer school lettings, in accordance with school policies and procedures, and in liaison with the site manager.
Financial Management	<ul style="list-style-type: none"> • Proactively support the Headteacher with the preparation, submission and monitoring of the annual budgets. • Responsible for ensuring that all financial procedures are managed in accordance with BPET's policies and deadlines including school contracts, quotes, debt recovery and the development of the school's improvement plan.
School Support Management	<ul style="list-style-type: none"> • Responsible for the on-going management, development and review of the whole school, school office and reception area, including day to day operational maintenance, ensuring that all visitors feel welcome to the school and all enquiries are dealt with professionally and promptly. • Responsible for maintaining an effective process for: data protection; reviewing and updating school policies; ensuring that effective governance support is maintained; supporting the administration of statutory pupil tests; providing administrative support to the PTA and for preparing reports/statistics/briefings to meet statutory/management information requirements • Recommend improvements and support implementation to systems, processes and procedures, ensuring best practice is shared across the team and the wider BPET family of schools
Marketing & Communications	<ul style="list-style-type: none"> • Responsible for ensuring a consistent brand for the school that embodies the BPET and school's vision and values. • Lead on the whole school communications including the development and design of the school newsletter, using social media platforms to promote different school activities which reflect BPET's vision and values and to proactively lead on maintaining and updating the school website to ensure that the website is compliant.
ICT Management	<ul style="list-style-type: none"> • Responsible for liaising with the ICT provider ensuring equipment is maintained alongside using the asset register to ensure the school has a rolling programme of renewing ICT equipment

Additional Responsibilities	<ul style="list-style-type: none"> • To work flexibly and to undertake other duties which may be reasonably required of the role through discussion with your line manager • To attend evening meetings and school events when required • This role is subject to change and adaptation and may be amended at any time in consultation with you
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Diversity, Equality and Inclusion:	To work inclusively, with a range of diverse stakeholders and promote equality of opportunity and a culture of zero tolerance towards discrimination of any kind.
Health, Safety and Welfare	To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of yourself and others.
Safeguarding	<p>BPET is committed to safeguarding and promoting the welfare of its children and expects all employees and volunteers to share this commitment.</p> <p>You will be fully aware and comply with the safeguarding and child protection policies and procedures</p> <p>This role has specific responsibilities in relation to the safeguarding of children and you will champion safeguarding at every opportunity.</p>

Education, Knowledge, Skills and Abilities, Experience and Personal Characteristics	Essential	Desirable
	<p>Equivalent to GCSE maths and English</p> <p>Computer literate</p> <p>Excellent communication</p> <p>Good people skills</p> <p>Empathetic</p> <p>The ability to work in a team</p> <p>Confidentiality and discretion</p> <p>The ability to prioritise</p> <p>The ability to multi-task</p> <p>Able to work to deadlines</p> <p>The ability to be flexible</p>	<p>School experience</p> <p>Supervisor/leadership experience</p> <p>Sense of humour</p> <p>First aid</p> <p>Knowledge of safeguarding in schools</p>