

Job description

Assistant Operations Manager



Job Title:

Assistant Operations Manager

Salary:

H7/H8 pro rata,
Actual annual salary £19,310
- £22,574
Full time annual salary
£31,773 - £36,830

Contract:

Permanent
Part-time, 25 hours per week,
Monday to Friday
Term-time plus 3 weeks (41
weeks)

The Role:

This role supports the School Operations Manager in critical areas such as capital projects, lettings, catering and health & safety.

The core work of this role will be driven by the School Operations Manager.

Main Responsibilities:

The successful candidate will be responsible for (but not limited to) the following:

Procurement

- Manage procurement and delivery of capital projects as required, including tendering, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Manage furniture budget and orders.

Catering

- Line management of the canteen.
- Review equipment required and seek funding as appropriate.
- Work with caterers to ensure provision is of a high standard and further the school's aims of healthy eating and environmental sustainability.
- Support delivery of Free School Meals, duties & hospitality.
- Manage catering administration, including staff balances, parent queries and duties.

Premises

- Work with Estate Manager and Operations Manager to develop a long-term site plan and establish a cycle of refurbishment works.
- Work with Estate Manager to ensure that site meets Health and Safety requirements.
- Ensure that risk assessments are maintained and risk management procedures are adhered to.
- Co-ordinate Health and Safety training and manage training log.
- Manage the Lettings Manager to develop site lettings to ensure site is used efficiently and in balance with school demands.

- Oversight of minibuses ensuring that drivers have appropriate training and that buses are road worthy with necessary insurance/MOT/Tax/permits.
- Pursue funding and manage projects to improve sustainability.

Employee Relations

- Deputise for Operations Manager as necessary.
- Support staff wellbeing through organisation of events, such as the staff party, pension workshops, car wash initiative, long service awards and support the staff wellbeing programme.

School Events

- Support organisation of school events, such as student induction week, Open Evening and Christmas lunch.

General Operations

- Engage in performance management and continuing professional development opportunities as identified by the appraisal system.
- To undertake any other duties as reasonably agreed with the Executive Headteacher or School Operations Manager.

This job description will also be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Person Specification:

Criteria	Details	Essential	Desirable
Qualifications and training	Degree or higher level education	✓	
	Excellent ability in Microsoft and Google Suite	✓	
	Project management		✓
Experience	Experience of procurement and managing capital projects	✓	
	Good awareness and understanding of school frameworks and funding		✓
	Working within a school environment		✓
	Experience of managing contractors and service contracts		✓
Skills and knowledge	Excellent written and verbal communication skill	✓	
	High attention to detail	✓	
	Ability to relate well to a wider range of stakeholders	✓	
	Ability to identify and manage potential risks	✓	
Personal qualities	Ability to use initiative and work without supervision, but also a great team player	✓	
	Commitment to maintaining confidentiality and integrity at all times	✓	
	Highly organised and efficient and able to work to tight deadlines	✓	



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