



SCHOOL OPERATIONS MANAGER JOB DESCRIPTION
FULL TIME, PERMANENT
SALARY: M1

The post holder is required to perform the duties below. S/he will be responsible to the Chief Operating Officer and will demonstrate a genuine commitment to our Equality and Diversity policy, which reflects the rights and needs of our entire school community. This is a significant post within the school, which carries with it responsibility for school leadership (working closely with the Head of School), for leadership and operational management of whole school responsibilities. The post requires you to work collaboratively with Middle and Senior leaders as well as leading and managing support staff colleagues. The postholder is accountable directly to the COO.

This job description will be reviewed annually and there is an opportunity for performance related incremental enhancement which will form the basis of the Appraisal procedure. Any issues relating to the review of this job description should be brought to the Head Teacher's / CEO's notice by the post holder through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school Trust aims, policies and targets:

SCHOOL OPERATIONS MANAGER JOB DESCRIPTION FULL TIME, PERMANENT
Responsible for: the smooth running of the STAGS premises and team Responsible to: COO
Expectations
Core Purpose: <ol style="list-style-type: none">1. The School Operations Manager is the school's leading support staff professional and works as part of the School Senior Leadership Team to assist the COO/Head of School in his/her duty to ensure that the school meets its educational aims.2. The School Operations Manager promotes the highest standards of the school's premises and will take a lead in ensuring school events run smoothly3. The School Operations Manager will support the COO the Procurement of Services, Facility & Property Management and Health & Safety Management of the School. <p>In addition, the School Operations Manager will undertake any professional duties reasonably delegated by the COO/Head of School.</p> Strategic Role: <ul style="list-style-type: none">● Attend Senior Leadership Team meetings and any appropriate events with Senior Leaders as required● Plan and manage change in accordance with the school improvement plan● Effectively market the school and generate income through lettings● Represent your areas of operation in Governor and sub-committee meetings

Duties and Responsibilities

School Operations Manager Responsibilities:

Supporting the COO

Contractor management

- Maintain the schools contract register informing the COO of any changes, contract renewals and contract management reviews
- Oversee the external contractors in catering and cleaning to ensure they are meeting the contract service level agreement
- Ensure that all contractors have suitable health and safety policies and procedures in place

School Events

- Support SLT ensuring all events are well organised and resourced
- Actively manage the weekly school bulletin to ensure site/IT requirements are met
- Attend whole school events taking place outside of normal working days and hours

Premises

- Work with the Premises Manager to develop and present the long term site plan to the COO
- Work with the COO and Director of Finance on school based capital plans
- Support the Premises Manager in developing the school PPM schedule
- Support the Premises Manager in the maintenance of the school site including the purchase and repair of all furniture and fittings
- Support the Premises Manger to Plan, instigate and maintain records of fire practices and alarm tests
- Work with the Premises Manager on the school condition survey works

Health and Safety

- Act as the school's Health & Safety Co-ordinator and support the Premises Manger in the role of Fire Officer.
- Support the Premises Manager to Plan, instigate and maintain records of fire practices and alarm tests
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with people on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the COO and Health & Safety Executive

Human Resource Management

- Ensure there is a clear understanding of the policies and procedures and the importance of putting them into practice
- Monitor the way policies and procedures are actioned and provide support where necessary
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

General Operations

- Support Data Protection Officer with ensuring data protection compliance and help the school community understand how to comply with data protection law
- Handle Freedom of Information requests ensuring that responses are made within required timelines

- Engage in performance management and continuing professional development opportunities as identified by the appraisal system

Professional development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Additional Duties: Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title. The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.

Contacts

- There is frequent contact with teaching staff and parents.
- As part of the support staff team there is also regular contact with other non-teaching staff.
- There is also contact with external organisations and suppliers.

Organisation Chart

CEO/COO → Head of School → School Operations Manager

This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.

The job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the CEO and COO.