

THE MARCHES ACADEMY TRUST

POST TITLE:	Operations Manager
GRADE:	P013 SCP 39 - 42
HOURS OF WORK:	1.0 FTE
POST STATUS:	Permanent (37 hours per week)

INTRODUCTION

Vision and Values - Our Vision – ‘Achievement Through Caring’

We believe: Successful creative lifelong learners participate in a journey of self-discovery. They know how to learn, acquire skills, and feel safe to take risks with confidence and courage.

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes.

RESPONSIBLE TO:

The Operations Manager will be responsible to the Headteacher whilst working closely with other Headteachers from local primary schools, Trust staff and other Operations Managers across the Trust.

OUTLINE OF THE ROLE:

The Operations Manager will take responsibility for the management of school premises, Health & Safety, and administrative functions. Reporting to the Headteacher, the post holder will be supported by school administrative and site staff to ensure these functions operate effectively and efficiently and support the School Development Plan and objectives. This role includes supporting a small number of local Trust primary schools in their estates and premises management and in ensuring compliance.

MAIN ACTIVITIES TO THE PARTICULAR DUTIES:

PREMISES:

- Line management of all school premises staff, establishing and directing the work schedules for site teams in line with school development priorities.
- Management of school budgets for premises and maintenance costs. In conjunction with the Headteacher and Trust Director of Finance, ensuring budgets reflect the development priorities of the school.
- In conjunction with school Headteacher, develop and direct a programme of work for site staff for maintaining school premises.
- Lead on all Health and Safety matters within school ensuring risk assessments and policies are in place which comply with the Trust's responsibility for ensuring a safe and healthy environment for staff, students, and visitors both within school and external enrichment activities.
- To ensure that all operational policies, procedures, and statutory regulations are implemented and always observed.
- Oversee management of externally contracted services such as cleaning, grounds maintenance and catering, ensuring any issues are reported and resolved with contractors.
- Maintain a record of service and maintenance schedules for school equipment and ensure testing and servicing carried out in accordance with legislation.
- Manage capital projects ensuring works are complete on time and within budget achieving high quality outcomes.
- Provide proactive premises support to designated local Trust primary schools, in conjunction with the Headteacher, develop and direct a programme of work for site staff for maintaining school premises.

ADMINISTRATION:

- Line management of school administrative staff, establishing and directing the work of administrative teams.
- Management of School budgets for administrative costs, ensuring expenditure is in line with agreed budgets and value for money is being achieved.

INCOME GENERATION:

- Promote and co-ordinate the letting of school facilities including the Leisure Centre and Fitness Suite to maximise community use of facilities and generate additional revenue.
- Plan, coordinate, and deliver school fundraising events to generate additional revenue and increase profile of School in the community.
- Establish links with businesses in the school community to generate support for school initiatives.
- In conjunction with the Headteacher, identify potential sources for additional revenue and grant funding.

STRATEGIC RESPONSIBILITIES:

- Support and advise the school's senior leadership team to meet its aims and objectives. Ensuring strategic and effective use of resources and the utilisation of the school environment and operations.
- Take the strategic lead for the talent pathway of associate staff within the school.
- Actively support the school in the delivery of their annual Development Plan.
- Update and monitor the school's premises development plan, utilising information gained from condition and compliance surveys. Ensuring that the school has a clear 3-year plan.
- Attend and contribute to network meetings of Trust Operations Managers.
- Develop expertise in a specific area of responsibility and lead across the Trust on the co-ordination of the service, developing policy and practice. Reporting to Trustees as and when required.

DEVELOPING SELF AND LEADING OTHERS:

- To take responsibility for own professional development including maintaining an up to date knowledge of developments and related legislation including engaging fully in performance management of self and other staff (if applicable).
- Contributing to effective staff induction and professional development.
- Managing own workload, providing support where necessary and delegating where appropriate.
- To ensure that professional duties are fulfilled, as identified in regular line management meetings and appraisal meetings.

OBJECTIVES AND OUTCOMES:

- To be agreed with the successful post-holder once appointed.

SAFEGUARDING

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting.

OTHER INFORMATION

The duties may be varied to meet the changing demands of the school/ Trust at the reasonable discretion of the Headteacher/ Line Manager. The post holder may have opportunities to work or support other schools within The Marches Academy Trust. This job description is not exhaustive and does not form part of the contract of employment. It describes the key duties that the post holder is expected to perform.

The Marches Academy Trust is committed to safeguarding and promoting the welfare of the children in our care and as such this post is exempt from the Rehabilitation of Offenders Act 1974. All applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands, or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during their employment whilst in this post.