



JOB DESCRIPTION

OPERATIONS MANAGER

Scale 8-9, Point 25 to 33

(Dependent on experience and suitability for the role)

37 hours per week

- Responsible to:** Head Teacher
Deputy Headteacher
- Main Responsibility:** The Operations Manager will be responsible for the oversight of Buildings, Health and Safety (including admin of trips and visits), Minibuses and Lettings during school hours. Main point of contact with Skanska to ensure the building is effectively managed. This post involves oversight and management of staff who run the above aspects of the school.
- Responsible for:**
- Health and Safety including admin for Trips and visits (EVOLVE)
 - Management of the Building Schools for the Future project (the site) and daily contact with SKANSKA
 - Minibuses and all issues relating
 - Lettings- including promotion of facilities and managing
 - Manage the Fire Safety and evacuations of all buildings including half termly fire drill
 - Preparation of reports on Key Progress Indicators (KPIs) for SLT and Trustees on a monthly basis.
 - All matters relating to GDPR
- General duties:**
- To lead Health and Safety in school including raising staff awareness
 - To oversee/submit EVOLVE Health and Safety Trips and Visit applications
 - To liaise with SKANSKA for overall running of school site.
 - Attend weekly meetings with Local Enterprise Partnership and SKANSKA, reporting to Head Teacher and Trustees
 - In support of the Letting Coordinator, promote and manage all lettings during school hours. This involves developing a sense of partnership and ensuring the satisfactory use of the facilities by the client.
 - Keep a minibus booking schedule on VenueBooker
 - Responsible for managing upkeep of minibuses (i.e. MOT, Insurance, general maintenance, tax etc.)
 - Attendance at Finance and Premises Trustees' Sub-Committee.
- General duties continued.**
- Preparation and presentation of reports on premises/school estate for SLT/Trustees.
 - Regular community use agreement meetings
 - Monitor the performance of the building/Skanska in relation to KPIs.

- Ensure that the school meets its requirements in all aspects of Health and Safety under the legislation of the day.
- Secure value for money quotes when tendering through the correct financial procedures
- Attend weekly meetings with SKANSKA Facilities Services and report back to Head Teacher
- Any reasonable negotiated additional tasks as directed by the Head Teacher

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Agreed by: (Postholder)

..... (Postholder – Print Name)

And: (Headteacher)

Date:

Updated March 2023

