

# JOB DESCRIPTION

## The Winchcombe School

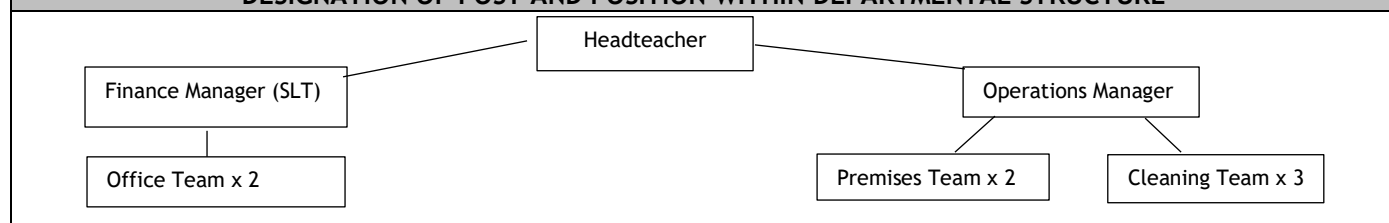


JOB TITLE	GRADE/SALARY RANGE
Operations Manager	Grade G

### JOB PURPOSE

To provide support to the Headteacher in the management of school facilities, premises, ICT and Health & Safety. This role ensures that the physical environment is safe, secure, and optimised for learning. Acting as the school's primary Health and Safety Co-ordinator, leading the premises and cleaning teams to maintain excellence in all operational areas.

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE



### MAIN DUTIES AND RESPONSIBILITIES

**Working within schools' policies and procedures to:**

- To act as the School's Operations Manager

#### **Facilities, Premises, and Site Leadership**

- Provision of Environment:** Ensure the school provides an appropriate learning environment that is safe and secure for all stakeholders.
- Team Management:** Line manage the premises and cleaning teams, providing professional support and guidance in their respective roles.
- Maintenance & Repairs:** In conjunction with the premises team, oversee all premises issues, maintenance, and replacements.
- Contracts:** Monitor and manage the effective operation of all external facilities contracts. Ensure procurement/tender of new contracts are undertaken in a timely manner.
- Contractors:** Liaise with the premises team and contractors for both routine and emergency property repairs.
- Lettings:** Liaise with hirers for bookings of the school premises, ensuring all documentation is compliant.
- Asset Management:** Maintain an accurate and up-to-date asset register to protect school resources and inform insurance decisions.
- Procurement:** In conjunction with SLT (Senior Leadership Team), investigate and select premises resources and services, following procurement procedures, in order to meet the school needs whilst providing "best value for money."
- Capital Projects:** Manage capital projects, ensuring any planning and construction is undertaken following guidance from the Local Authority and in line with contractual obligations.
- Governance:** Work with Governors and attend committee meetings to keep them informed on facilities, premises, and health and safety matters.

#### **Management of Health & Safety (H&S) & Safeguarding**

- Lead Co-ordinator:** Act as the schools' designated Health and Safety Co-ordinator and Fire Officer.
- Business Continuity and Critical Incident Plans:** Ensure plans are in place, fit for purpose and reviewed, at least annually.
- Recruitment:** Work in collaboration with the Finance Manager to manage all recruitment requirements.
- Health care:** Ensure all documentation for pupils and staff with additional health needs, are current, communicated appropriately and embedded in everyday school life.

- **First Aid:** Lead the audit process for all first aid supplies, ensuring they remain compliant at all times. Ensure all First Aid procedures are adhered to and are in line with Local Authority/Government guidance.
- **Compliance & Policies:** Ensure all H&S practices are compliant. Liaise with the Local Authority for guidance. Ensure all H&S related policies reflect current legislation and are implemented and reviewed at least annually.
- **Training:** Ensure the school is compliant with all mandatory training requirements. Manage the booking of all new and refresher training courses. Manage and update the SCTR (single central training record) accordingly.
- **Risk Assessment:** Perform and review facilities and premises risk assessments as necessary. Ensure robust systems are in place to enable the identification and assessment of hazards.
- **Audit & Improvement:** Partake in West Berkshire Council's biennial H&S audit. Utilise the published audit action plan to prioritise and execute health and safety improvements.
- **Evacuation and Lockdown:** Ensure evacuation and lockdown practices and required alarm tests are planned, performed, and recorded accurately. Make adjustments to procedures when necessary.
- **Reporting:** Ensure systems are in place for the effective monitoring and reporting of H&S issues to the SLT, Governors, the Local Authority and the Health & Safety Executive (HSE).

#### **Management of ICT**

- **Infrastructure Support:** Manage and develop the Administration systems and act as first-line support for problems with all ICT devices (e.g., PCs, laptops, and printers).
- **Data Protection & Policy:** Support data protection work throughout the school. Ensure all ICT policies (GDPR, Acceptable Use, eSafety etc) reflect current legislation and are communicated to stakeholders.
- **Software & Licensing:** Maintain a central record of all required software licenses, ensuring they are current and compliant.
- **System Resilience:** Ensure a disaster recovery plan is in place to protect the ICT infrastructure. Consult with the ICT Lead and third parties to deliver new technology projects.
- **Contract Management:** Monitor and manage ICT support and maintenance contracts.
- **Professional Development:** Maintain up-to-date knowledge of IT developments and provide technical guidance to staff as required.

***Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the school's leaders.***

#### **General**

- Attend and participate in relevant meetings as required.
- Undertake relevant training.
- Communicate effectively and sensitively with parents when responding to phone calls or emails.
- To promote and encourage good behaviour amongst pupils.
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds.
- Build and maintain successful relationships with pupils, parents and visitors, treating everyone with respect.
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils.
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary.
- To maintain a safe environment for pupils, staff and visitors to the school.
- The post holder is responsible for ensuring that the school's Child Protection policy is adhered to and concerns are raised in accordance with this policy.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others to comply with the WBC Health and Safety policy and any service-specific procedures/rules that apply to this role.

## PERSON SPECIFICATION

Job Title Operations Manager		The Winchcombe School
KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	GCSE level Education (5 A-C grades including English and Maths)	Degree or professional qualification in Facilities Management or Business Admin Valid First Aid certificate (paediatric/at work)
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Be comfortable holding contractors and staff to account, ensuring work is completed to a high standard, on time, and within budget.</p> <p>Proven experience in facilities, premises or operations management</p> <p>Experience managing external contractors and service providers</p> <p>Experience leading and managing a team</p> <p>Excellent written communication skills, with the ability to produce articulate, purposeful, and well-structured written work.</p> <p>Proficient mathematical skills, including accurate calculation and confident use of numerical information</p> <p>Proficiency in ICT</p> <p>Ability to write risk assessments</p> <p>Able to communicate confidently and effectively</p>	<p>Understanding of H&amp;S legislation (COSHH, Fire, Asbestos, Legionella)</p> <p>Experience working within an educational setting</p> <p>Experience managing formal tender processes and procurement</p> <p>Strong negotiation and monitoring skills</p> <p>Experience in managing premises contracts (ie cleaning/catering)</p>
<b>Work-related Personal Requirements</b>	<p>Proactive and able to work using own initiative</p> <p>Highly organised with the ability to manage competing deadlines</p> <p>Diplomatic and resourceful</p> <p>Self-motivated and adaptable</p> <p>Able to maintain confidentiality at all times</p> <p>Able to work within and manage a team</p> <p>Able to manage change and work under pressure</p> <p>A good sense of humour</p> <p>Patient and calm</p> <p>Approachable</p>	A creative approach to problem solving
<b>Other Work Requirements</b>	<p>Willingness to contribute to a changing environment in order to provide an efficient and effective support service</p> <p>Commitment to undertake work related training when required (may include inset days)</p> <p>Responsible for ensuring that the school's child protection policy is adhered to and concerns are raised in accordance with this policy</p>	