

The Roseland Multi-Academy Trust

JOB DESCRIPTION

Job Title:	Operations Manager
Grade:	J (Points 1-6)
Employment:	37 hours per week, term time, plus 10 additional days School holidays will be classed as leave. Payment for leave has been included in the calculation of the annual salary, therefore, no leave should be taken during school term time unless specific prior approval has been obtained from the Chief Executive Officer/ Chief Financial Officer
Responsible to:	Chief Executive Officer / Chief Financial Officer / Chair of the Trust Board
Supervisory Responsibility:	Operations Assistant/s
Important Functional Relationships:	CEO, CFO, Trust Premises Manager, Central Team, School-Based Site Teams, Headteachers, teaching and support staff, students. Trust Board, LMCs, Trust partners, other schools and colleges, suppliers of goods and services, contractors, service providers, parents/carers, visitors to the schools.

Main Purpose of Job

The Operations Manager, working closely with and under the direction of the Chief Financial Officer, will work with the Central Team and the Trust's academies to ensure the smooth and safe day-to-day operation of academy sites, ensuring the Trust's estate and business operations are managed in line with statutory and regulatory requirements whilst upholding the mission, vision and values of the Trust. The post-holder will also support the CFO and Executive Leadership Team across a range of business support services whilst keeping up to date with compliance frameworks and ensuring high quality, efficient, collaborative and responsive administrative support around business and operational matters.

1. Under the direction of the CFO, the Operations Manager will support the development of key business and operational policies and procedures for consideration of the Trust Board eg Business Continuity Plan, Risk Register, Health & Safety, Asbestos Management.
2. Maintain the centralized Operations Shared Drive, ensuring records are up-to-date, organised and accessible at all times.
3. Ensure the successful implementation of the Trust's policy and procedures for health and safety, enabling the legal, safe, secure and compliant operation across all the Trust's estate.
4. To provide advice and support to schools in the Trust on local Health & Safety procedures and planning.
5. To support the implementation of adjustments necessary for pupil transition and provide guidance to aid development of Personal Emergency Evacuation Plans as required, in partnership with a school's SENDCO.
6. Oversee the Trust's compliance software system, ensuring accurate and up-to-date information is maintained at all times, whilst also ensuring the consistent use of the system across the Trust's academies.
7. Oversee the Trust's risk assessment software system, providing support and guidance where required.
8. In partnership with the CFO, ensure appropriate buildings, contents and employer's liability insurance arrangements are in place for the Trust at all times and report any changes in scope or usage to the CFO.
9. Oversee and ensure delivery of delegated capital projects to a high standard, safely, on time and on budget.
10. Ensure appropriate Health, Safety and Fire Audits and Risk Assessments are carried out across the Trust at regular intervals, attending on-site visits or meetings with the Trust's external Health and Safety advisor when required.
11. Review academy schools' Fire Logs at regular intervals, ensuring compliance. Liaise with Headteachers to ensure appropriate Fire and Critical Incident Drills have been carried out at regular intervals.

12. Oversee the Trust's Asbestos and Legionella Management Procedures and review academy schools' Asbestos and Legionella Management Plans at regular intervals. Support the Duty Holder in ensuring appropriate Action Plans are maintained and up-to-date.
13. Liaise with the Trust Premises Manager to ensure recommendations from Health & Safety, Fire and Mechanical & Engineering audits/reports are acted upon in an appropriate, timely and cost effective manner.
14. Together with the Trust Premises Manager, carry out regular inspections of the Trust's estate, including individual academies, to assess site condition and ensure safe operation.
15. Oversee business support contracts across the Trust, maintaining a register and supporting tendering processes as directed by the CFO.
16. Oversee the Trust's outsourced and in-house grounds maintenance, catering and cleaning provision to ensure a high standard of service is delivered at all times.
17. Attend review meetings with Trust contractors to ensure service level agreements are value for money and function to a high standard.
18. Attend regular meetings with the CFO and Trust Premises Manager to ensure the ongoing smooth operational functions across the Trust.
19. To contribute to the generation of other income streams for the Trust, including contributing to bid writing.
20. Provide regular reports for the Trust's Business & Finance Committee, via the CFO.
21. In liaison with the CFO and Trust Premises Manager, ensure the accurate submission of the ESFA's Land and Buildings Collection Tool within the deadline.
22. Ensure the Trust's fixed asset inventory register is maintained, and Trust assets are secure at all times, liaising with the CFO or Trust Management Accountants to ensure the inventory register reconciles with the financial register.
23. Develop and maintain a consistent approach across the Trust for the maintenance, servicing, testing and inspection of site plant and equipment, motor vehicles, tools and machinery.
24. Provide advice and support to schools within the Trust to ensure safe and compliant organisation of educational visits.
25. Ensure local health and safety, accident and near-miss reporting and associated investigations are carried out in line with policies and procedures.
26. In liaison with the Trust's HR team, monitor training requirements and gaps across the Trust, focused on (but not limited to) areas of Health & Safety, First Aid and Minibus Drivers.
27. Oversee the minibus maintenance, permit and booking systems, and provide advice and support to school-based staff when required.
28. Support the budget setting process for Premises & Occupancy Costs, liaising with Trust Management Accountants and the CFO to identify savings or efficiencies wherever possible, ensuring best use of the Trust's resources.
29. Support any due diligence process for schools/academies joining the Trust, ensuring any matters surrounding Health & Safety and Building Condition are reported to the CFO.
30. Line manage the Operations Assistant(s), undertaking probationary reviews when applicable and Performance Management and ensuring effective working practice of all staff under direct supervisory responsibility.

Other:

- Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust including health and safety, equal opportunities, safeguarding, equality and diversity and data protection.
- Maintain confidentiality of information acquired in the course of undertaking duties for the Trust.
- Your employment will be based at the Central Team Hub but you may be required to work at any other premises occupied by the employer or any of the employer's academies within mid-Cornwall as directed by the employer.
- Access and use of a vehicle will be necessary.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Please note that this is not a comprehensive list of all tasks that the post-holder will carry out. The post-holder may be required to do other duties appropriate to the level of the role. This job description may be amended at any time in consultation with the post-holder.

Person Specification

Attributes	Essential	Desirable
Relevant Experience	<ul style="list-style-type: none"> • Experience of working in an operationally demanding role. • Ability to draft accurately and succinctly with good planning and people management skills. • Good interpersonal skills, diplomacy and the ability to communicate effectively with all stakeholders individually and collectively, and with a wide range of other individuals, professional bodies and organisations. 	<ul style="list-style-type: none"> • Experience of H&S, and facilities/estate management.
Education and Training	<ul style="list-style-type: none"> • Attainment of 'A' level qualifications or equivalent (as an alternative to qualifications, be able to demonstrate equivalent skills through work experience). • Attainment of GCSEs (or equivalent) in Maths and English. 	<ul style="list-style-type: none"> • Attainment of level 3 qualifications or equivalent (e.g. A levels, AVCE).
Special Knowledge and Skills	<ul style="list-style-type: none"> • Experience of contractor management and experience of procurement and tender management. • Excellent IT, verbal and written communication skills with the ability to relate well to a wide range of stakeholders. • An understanding of the education sector and up to date knowledge of relevant legislation. • Ability to organise and prioritise time and tasks within the demands of the organisation, and to meet agreed deadlines. • Ability to provide authoritative advice and assistance, in an accurate and concise manner, at a senior level. • Driving licence and access to a vehicle. 	
Any additional factors	<ul style="list-style-type: none"> • Able to exercise diplomacy to resolve complex situations with the ability to motivate others. • Professional, tactful and sensitive. • Discreet and confidential. • Self-motivated. • Ability to work on own initiative and within a team. • Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. • High standards and expectations of students and colleagues. • Flexibility and able to manage competing demands. 	