


# JOB DESCRIPTION

<b>Job Title:</b>	Operations Manger	<b>Reporting to:</b>	Headteacher
<b>Location:</b>	Rockwood Academy	<b>Annual salary:</b>	Grade 4a, Point 23-31 £27,741 - £34,728
<b>Contract type:</b>	Full time, Permanent	<b>Hours of work:</b>	Monday – Friday 36.5 hours per week

## JOB PURPOSE AND RESPONSIBILITIES

Responsible for the management and overseeing of the school site, office areas, financial, personnel and support services for the Academy.

- Contract compliance and leasing
- Managing the Academy offices and reception areas
- Administrative ICT and communication systems
- Ensuring the school is compliant with GDPR laws and regulations
- The jobholder is expected to observe their obligations in accordance with the CORE Education Trust Child Protection Procedure and to report any concerns that they may have regarding a child or a young person's welfare to the appropriate person. A copy of the Child Protection Procedure can be obtained from the job holder's line manager
- Fully understand and implement the Fire Safety Policy and adhere to the procedures as a trained Fire Marshall
- Attend Senior Leadership Team, appropriate Local Governing Body and other meetings
- Lead and manage support staff including:
  - School office
  - Finance administration
  - Technicians
- Day to day management of the site and any off site provision, ensuring that staff, pupils and visitors are safe and secure at all times
- To oversee the safe maintenance of the security operation and the academy's site and buildings including the purchase and repair of all furniture and fittings and the efficient operations of all facilities on the property including ICT
- Manage the maintenance of the asset register and inventory and ensuring compliance and with procedures for the disposal of redundant equipment
- Monitor, assess and review contractual obligations for outsourced school services including procurement and facility management
- Manage the letting of the school premises to external organisations
- To oversee the management of health and safety, risk management and business continuity
- Lead a culture of continuous improvement across the Academy's support services to improve efficiency and effectiveness
- Act as the school's Health and Safety Officer, and enable regular consultation with people on health and safety issues
- Plan, instigate and maintain records of fire practices and alarm tests
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to include identification of hazards and risk assessments
- Ensure the maximum level of security consistent with the ethos of the school

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- Working with Finance to prepare reports for the Headteacher and the Local Governing Body.
  - To obtain agreements of budgets and to monitor accounts against budgets
  - To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT accordingly
  - To be responsible for the management of the Academy accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures in line with best practice and regular review
  - Monitor the financial effects of appointments of teaching and support staff and other staffing matters, such as maternity leave or the use of supply teachers
  - To be responsible for HR admin including recruitment, leavers, etc
  - Maintain the Single Central Record
  - Have an understanding and ensure that the Academy complies with the requirement of the Data Protection Act
  - Oversee Performance Management for support staff
  - To be responsible for payroll
  - To maintain confidential staff records and to ensure compliance with the Data Protection Act
  - Manage all aspects of safeguarding
  - Ensure effective line management, performance management and professional development for all support staff
  - Marketing and promotion of the Academy

*Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitude.*

## **SPECIAL CONDITIONS OF EMPLOYMENT**

### **REHABILITATION OF OFFENDERS ACT 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

### **HEALTH AND SAFETY**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant

to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

## **EQUALITY AND DIVERSITY**

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

## **TRAINING AND DEVELOPMENT**

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

## **MOBILITY:**

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	
Job Description Reviewed by:	



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<b>Salary:</b>	Grade 4a, Point 23-31 £27,741 - £34,728	<b>Location:</b>	Rockwood Academy

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All posts will be subject to a DBS clearance at Enhanced level.

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	<b>Essential</b>	<b>Desirable</b>
<b>Education, Training and Qualifications</b> <ul style="list-style-type: none"> <li>GCSE English and Maths (grades A*-C) or equivalent</li> <li>Business Manager qualification or equivalent</li> <li>Recognised management experience/business degree or equivalent related professional qualification</li> </ul>	X	X  X
<b>Experience, Knowledge, Skills and Competencies</b> <ul style="list-style-type: none"> <li>Understanding of school management issues</li> <li>Delivery of value for money initiatives</li> <li>Experience of holding staff to accountability</li> <li>An ability to interpret legislation and regulations</li> </ul>	X X X X	
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>Resilience, the ability to work under pressure and be able to meet deadlines</li> <li>Ability to think creatively and to prioritise</li> <li>Willingness to work out of hours and occasional weekends</li> <li>Excellent communication skills (including written, oral and presentation skills)</li> <li>Excellent interpersonal skills</li> <li>A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme</li> </ul>	X  X X X  X X	

# HOW TO APPLY

For further information about this exciting opportunity, or an informal discussion please contact recruitment on [recruitment@core-education.co.uk](mailto:recruitment@core-education.co.uk)

Only those applicants submitting a [CORE Education Trust Application Form](#) will be considered. Please note that we do not accept CVs.

To apply for this role please submit your CORE Application Form to [recruitment@core-education.co.uk](mailto:recruitment@core-education.co.uk) by Monday 20<sup>th</sup> September 2021.

For more information visit our website, [core-education.co.uk/work-with-us](http://core-education.co.uk/work-with-us)

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CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.



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ACADEMY

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