

Job title	School Business Team – Operations Manager
School	John Rankin Schools
Salary grade	Grade H/I
Reports to	Executive Headteacher
Supervises	Site Manager, Admin Officer, Nursery Admin Officer, After School Club Leader and Breakfast Club Senior Playworkers

JOB PURPOSE

At John Rankin Schools, the role of the School Business Manager is performed by the School Business Team, which consists of a Finance Manager, an Operations Manager and a Project Manager.

The members of the School Business Team perform a strategic role and are the schools' leading support staff professionals and promote the highest standards of business ethos within the administrative function of the school.

The School Business Team's role is to support the Executive Headteacher in the management of all non-curriculum aspects of the schools, including the management of:

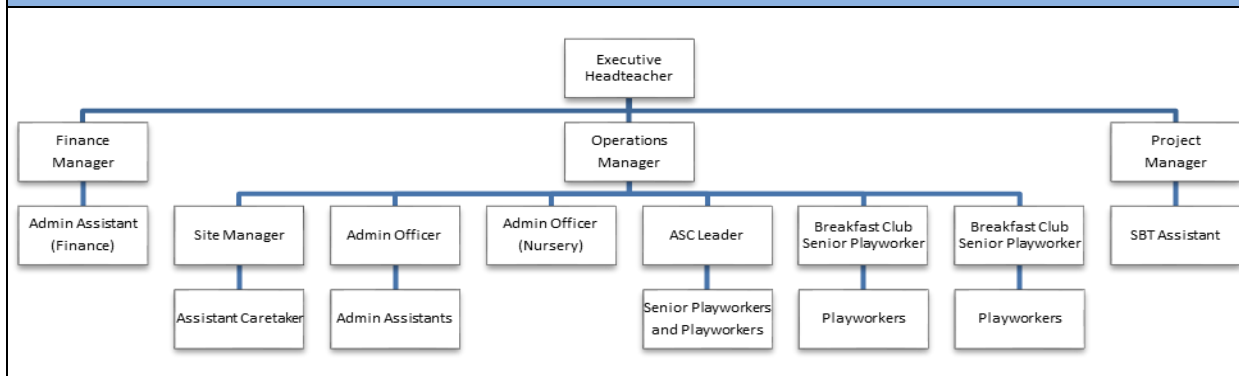
- Financial Resources
- Human Resources
- Facilities & Premises
- School Administration & Marketing
- Health & Safety
- ICT
- Wrap Around Care (Breakfast and After School Clubs)
- Assessment MI
- Projects

The Operations Manager's specific role is to support the Executive Headteacher in the management of Facilities & Premises, School Administration & Marketing, Health & Safety, ICT and Wrap Around Care.

The Operations Manager is a member of the Executive Leadership Team and the Senior Leadership Team and works within these groups to ensure that the school meets its aims and objectives through the delivery of the School Development Plan and the strategic and effective use of resources.

This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.

STRUCTURE CHART



MAIN DUTIES AND RESPONSIBILITIES

Management of Facilities & Premises

- Ensure the provision of an appropriate learning environment that is safe and secure for all stakeholders.
- Line manage the Site Manager and support them in their role.
- In conjunction with the Site Manager, manage facilities and premises issues, maintenance, repairs and replacements.
- Perform and review facilities and premises risk assessments as necessary.
- Evaluate, negotiate and select (in conjunction with the Executive Headteacher) facilities and premises resources and services as required, ensuring the procurement meets the needs of the schools and is best value for money.
- Monitor and manage the effective operation of all external facilities and premises contracts.
- Manage the letting of school premises to external organisations, for the development of extended services and to meet local community requirements.
- Work with stakeholders to manage capital and minor works projects, ensuring any planning and construction is undertaken following the SPAR process and in line with contractual obligations.
- Attend meetings of the governors' Resources and Premises Committee to keep them informed and knowledgeable about facilities and premises matters.

Management of School Administration & Marketing

- Lead and manage the school administration function.
- Line manage the Admin Officers and support them in their roles.
- Design, review and manage efficient administrative systems and processes that meet the needs of the schools.
- Manage the creation, maintenance and retention of pupil records.
- Manage the list of pupil premium eligibility.
- Manage the preparation of information for Census returns to West Berkshire Council, following statutory guidelines.
- Each year, review, revise and implement new templates for the annual report to parents (including the reporting of assessment data), ensuring that they meet current legislative requirements.
- Manage the review and approval of policies and procedures.
- Manage and develop the schools' web and social media presence, ensuring it meets current legislative requirements.

- In conjunction with the EHT, determine the schools' marketing and communication strategy then implement and manage it.

Management of Health & Safety

- Act as the schools' Health and Safety Co-ordinator and Fire Officer.
- Adhere to health and safety guidelines for schools, liaising with West Berkshire Council to obtain guidance where required.
- Ensure the schools' health and safety policy reflects current legislation and is communicated and available to all stakeholders.
- Ensure the schools' health and safety policy is implemented at all times, and that its implementation is reviewed and assessed at regular intervals, or as situations change.
- Ensure fire practices and alarm tests are planned, performed and recorded.
- Ensure systems are in place to enable the identification and assessment of hazards.
- Ensure a contingency plan is in place for emergency situations.
- Undertake West Berkshire Council's biennial health and safety audit to assess and measure levels of compliance with health and safety legislation and best practice. Use the published action plan to prioritise health and safety improvements.
- Ensure systems are in place for the effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, governors and where appropriate, the Health & Safety Executive.

Management of ICT

- Act as the schools' Data Protection Officer.
- Ensure the schools' Data Protection Policy (GDPR) reflects current legislation and is communicated and available to all stakeholders.
- Act as first line support for problems with all ICT devices (eg SMART boards, PCs, laptops, printers, photocopiers and phones).
- Monitor and manage ICT support and maintenance contracts.
- Ensure the schools' Acceptable Use Policy and Laptop Loan Agreement reflect current legislation and are communicated and available to all stakeholders.
- Ensure a disaster recovery plan is in place to recover and protect the ICT infrastructure in the event of a technology failure or disaster.
- Maintain a central record of all required software licenses. Ensure that these licenses are in place and up to date.
- In conjunction with the Project Manager, consult with relevant colleagues and third parties to deliver ICT projects that introduce new technology, or improve existing technology.

Management of Wrap Around Care (Breakfast and After School Clubs)

- Lead and manage the schools' wrap around care.
- Line manage the After School Club Leader and Breakfast Club Senior Playworkers and support them in their roles.
- Manage staffing levels, ratios and waiting list.

Line Management

- Line manage the Site Manager, Admin Officer, Nursery Admin Officer, After School Club Leader and Breakfast Club Senior Playworkers and support them in their role.

General Duties

- Maintain a professional manner with children, staff and families at all times.
- Maintain confidentiality at all times.
- Participate in training and other learning and development activities as required.
- Provide other Operations Manager support to the Executive Headteacher, in accordance with level and nature of the post.
- Promote the welfare of children and support the schools in safeguarding children by following relevant policies and procedures.
- Adhere to school health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to school policies and procedures, including the school code of conduct.
- Promote equality as an integral part of the role, respecting differences, and treating everyone with fairness and dignity.

SCOPE (impact on/control of resources, people, money etc)

John Rankin Schools is a federation of two three form entry schools with a Nursery, Breakfast Club and After School Club. There are approximately 680 children on roll across the two schools.

This role makes a significant contribution to the financial management of the schools' delegated funds (in excess of two million pounds) by ensuring that the procurement of services matches the needs of the school and are good value for money. The impact of this activity is high due to the relatively large costs of these services.

This role has responsibility for the management of facilities & premises, school administration & marketing, health and safety, ICT and wrap around care across the federation.

This role has line management responsibility for seven direct reports – Site Manager, Admin Officer (job share), Nursery Admin Officer, After School Club Leader and two Breakfast Club Senior Playworkers.

PERSON SPECIFICATION	Essential/ Desirable
Qualifications	
GCSE grade C or above in English and Maths or equivalent.	Essential
Education to A level standard or equivalent (or at least two years' experience in similar role).	Essential
Further qualification in a relevant area. For example, a level 4 qualification in business administration, school business management, facilities management, ICT or health and safety.	Desirable
Experience	
Experience of working in a senior administration, premises & facilities, ICT or health & safety role.	Essential
Experience of organising, leading and motivating staff.	Essential
Experience of assessing and negotiating service contracts.	Essential
Experience of developing and managing administration processes.	Essential
Experience of prioritising and managing a complex workload.	Essential
Experience of working in a school or other education environment.	Desirable
Knowledge and understanding	
Full working knowledge of relevant policies, codes of practice and legislation.	Essential
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities.	Essential
Skills and abilities	
Ability to use Outlook, and a web browser to access information.	Essential
Good competency in use of Microsoft Word and Excel.	Essential
Good competency in use of SIMS.	Desirable
Excellent verbal and written communication skills.	Essential
Excellent numeracy skills.	Essential
Excellent interpersonal skills and high emotional intelligence.	Essential
Excellent problem solving skills and attention to detail	Essential
Strong team management skills (delegation to team player)	Essential
Strong negotiation skills	Essential
Good conflict management skills	Essential
Work-related personal qualities	
Self-motivated and able to work on own initiative, using sound judgement and common sense.	Essential
Proactive, but equally able to react to situations as they arise.	Essential
Approachable and enthusiastic.	Essential
Organised with strong attention to detail.	Essential
Other work-related requirements	
Enhanced DBS check with relevant barred list.	Essential
Ability to work occasional evenings to attend governor meetings.	Essential
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.	Essential