

Job Description

Job Title	Operations Manager
Department	SGS Forest High School
Reporting to:	Headteacher or Deputy Headteacher
Main Purpose of the role	
<p>This is an important and high-profile role to support the rapid improvement and effective running of our school. The postholder will be responsible for leading and managing the service quality and statutory compliance of the school's non-educational functions: administration, catering (via an external Trust-wide contractor), facilities, health & safety, IT and transport.</p>	
Key Tasks & Responsibilities	
<ul style="list-style-type: none"> • To be part of the school's Senior Leadership Team (SLT); working with, and advising, SLT colleagues on all matters relating to administration, catering, facilities, health & safety, IT and transport. • To line manage and lead all non-educational staff on site, having an active regard for their health, safety and wellbeing. • To ensure that all non-educational functions in the school comply with relevant legislation, guidance and policies, meeting deadlines and working to a high standard of accuracy, efficiency and value for money. • To liaise with SGS Academy Trust central staff to ensure the implementation of Trust-wide policies and procedures at the school. • To act as first point of contact for, and ensure the appropriate monitoring of, all service contracts, community use arrangements and on-site contractors. • To develop an annual site maintenance and improvement plan, incorporating equipment life cycles and use of volunteer support alongside staff and contractors. • To maintain the school's health and safety management system, facilitate internally and externally led health and safety audits, and develop an annual health and safety action plan. • To prepare and submit relevant information to the Headteacher, Local School Board, SGSAT and outside agencies as required. • To undertake any other duties commensurate with this role as required. 	

Direct Reports & Key Interfaces					
<ul style="list-style-type: none"> • Line management of 4 administrators, 1 site assistant, 1 groundskeeper, 4 cleaners and 1 technician. • Day-to-day liaison with on-site catering contractor team and Trust-wide IT technician. • Regular interaction with key Trust staff, including finance and HR teams. • Regular interaction with service providers, including auditors. 					
Supporting Trust Goals and Values – all roles					
<p>In addition to the particular requirements and characteristics of individual roles, all people employed by SGS Academy Trust are expected to actively support the achievement of the Trust's goals and, at all times, both internally and externally, to behave in a manner consistent with the Trust's mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> • Performing your role and delivering your service in a way that helps the Trust achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments. • Promoting the image of the Trust as one that is committed to the highest standards of delivery and service. • Sharing the Trust's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work. • Sharing and prioritising the effective implementation of the Trust's Equality and Diversity Policy. • Promoting and implementing best practice in Health and Safety. 					
Level of Disclosure and Barring (DBS) disclosure required					
Enhanced with barred list checks.					
Author and Date					
Alan Dane – Headteacher, SGS Forest -					
Job Evaluation (for HR Completion)					
Score		Profile		Level	

As the needs of the school and Trust change, so the above job profile, duties and location of the role within the Trust may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

Job Title	Operations Manager		
Department	SGS Forest High School		
Reporting to:	Headteacher or Deputy Headteacher		
Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
Any relevant academic and/or professional qualifications.		✓	Application.
Experience and knowledge			
Experience of working in more than one secondary school.	✓		Application and interview.
Experience of leading teams and managing others.	✓		Application and interview.
Experience of following and developing systems and procedures.	✓		Application and interview.
Knowledge of one or more of the areas for which the postholder will be responsible.		✓	Application and interview.
Skills and abilities			
Excellent attention to detail.	✓		Application and interview.
High standard of written English.	✓		Application and interview.
Confident and accurate numerical skills.	✓		Application and interview.
Resilient, flexible and positive.	✓		Application and interview.

Criteria	Essential	Desirable	Assessed by
Essential Trust Attributes			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application and interview.
Influencing skills: The ability to persuade others.	✓		Application and interview.
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application and interview.
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application and interview.
Circumstances of role (if applicable)			
Ability to work a split shift that includes early mornings and mid-afternoons, in order to provide daily minibus transport for students.	✓		Application and interview.