

Thomas Gainsborough School and Wells Hall Primary School

SUPPORT STAFF

JOB DESCRIPTION

ROLE TITLE	Operations Manager
CONTRACTED HOURS	37 hours per week, 52 weeks per year (There will be the requirement to work flexibly to meet the needs of the business involving some evening or weekend work)
LOCATION	Thomas Gainsborough School / Wells Hall Primary School
GRADE / SCALE POINT – SALARY	Grade 5 / Point 21-25
REPORTING TO	Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the schools and the Trust in every aspect of their work performance.

JOB PURPOSE

To be responsible for the effective strategic and operational management of the Leisure Centre, Catering Department and the Lettings provision of both Thomas Gainsborough School and Wells Hall Primary School, ensuring that the schools do not incur losses. To maximise the commercial viability of both schools and to ensure that the schools are at the heart of the local community.

KEY TASKS & RESPONSIBILITIES

Leadership and strategy

- To liaise with the Headteachers and Premises Manager
- Be responsible for line-managing the Leisure Centre and Catering Departments, including carrying out long-term resource planning and managing recruitment, appraisal, and professional development. To promote the sense of belonging.
- Take all decisions in line with the vision and values of the schools and encourage others to do the same.
- Provide written / verbal reports for the governing body on your areas of responsibility to demonstrate how these areas are working effectively and having a positive impact on student outcomes.

Administration

- Line manage the Leisure Centre Manager, and the Head of Kitchens. Undertake their performance appraisals and ensure objectives align with the school's improvement and development plan.
- Work with and support the hub finance manager and central finance team regarding finance and purchasing for the school in relation to the Leisure Centre and the Catering department.
- Plan work schedules and delegate work.

Financial management and fundraising

- Manage the budget for the Leisure Centre and catering department in conjunction with the Headteachers and the Hub Finance Manager.
- Review all Leisure Centre and Catering contracts in a timely manner to ensure best value is maintained, liaise with the Head of Procurement at USP.
- Manage the school's lettings offer and liaise with the Library Service.

Health and safety

- Manage the Leisure Centre and Catering departments compliance with health and safety regulations and put in place processes and procedures to ensure the safety of all
- Organise health and safety training for staff, including food hygiene.
- With the headteachers, supervise the maintenance of the Leisure Centre and Catering department.
- Plan and organise work for refurbishment programmes for the Leisure Centre and Catering Department and Liaise with the Premises Manager.
- Ensure minibus health and safety checks are carried out.
- Ensure relevant insurances are in place for the Leisure Centre and the Catering Department.
- Ensure all relevant maintenance and servicing for the Leisure Centre and the Catering Department is undertaken in a timely manner.
- Complete and maintain all COSHH and Risk Assessments in line with all current legal legislation.

Catering

- To deliver food and drink in accordance with Health and Safety, Health and Hygiene and Food Safety Regulations to meet the daily needs of staff, students and colleagues.
- Plan menus in line with School Food Standards ensuring compliance with nutritional guidelines, liaise with the Heads of Kitchens.
- Meet with any suppliers and contract suppliers to discuss any issues that may arise.

Compliance

- Manage the Leisure Centre and Catering departments compliance with statutory obligations, and advise others on the relevant legal, regulatory, and ethical requirements.
- Monitor and update any necessary risk assessments and policies.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the school and the wider Trust.

2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact, and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies, and any other visitors to the school or wider Trust.
4. Always maintain absolute confidentiality and exercise discretion regarding staff / pupil information and the Trust's business.
5. Act as an ambassador for the school and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and always upheld.
6. Undertake any other reasonable tasks and responsibilities as requested by the Headteacher or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIREABLE
KNOWLEDGE		
Technical or Specialist	<ul style="list-style-type: none"> • A business management qualification • Successful leadership and management experience, or in a relevant field outside education • Line management experience. • Experience of contributing to staff development 	<ul style="list-style-type: none"> • Expert knowledge of financial management
Literacy and Numeracy	<ul style="list-style-type: none"> • Advanced IT skills and proficient in the use of Microsoft packages. 	
Organisational	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils 	
Problem Solving	<ul style="list-style-type: none"> • Ability to resolve a range of day-to-day problems, using own initiative. • Know when it is appropriate to refer upwards. • Experience of change management 	
Creative Thinking	<ul style="list-style-type: none"> • Design and produce documents / advertisements etc. 	
Planning	<ul style="list-style-type: none"> • Organised and methodical approach to admin tasks • Ability to work under pressure and prioritise effectively. • Excellent attention to detail • Involvement in school self-evaluation and improvement planning 	

<p>Interpersonal and Communication</p>	<ul style="list-style-type: none"> • Emotional intelligence. • Articulate with a good grasp of the English language. • Understanding of the necessity and ability to maintain absolutely confidentiality. • Pleasant and helpful telephone and face-to-face manner • Ability to function effectively as part of a team. • Commitment to safeguarding and equality. • Commitment to acting with integrity, honest, loyalty and fairness to safeguard the assets, financial probity, and reputation of the school. • Ability to build effective working relationships with staff and other stakeholders. • Ability to communicate a vision and inspire others. • Effective communication and interpersonal skills 	
<p>Level of Autonomy</p>	<ul style="list-style-type: none"> • Able to make day-to-day decisions about own workload, within clear guidelines and procedures. Supervisory assistance is available most of the time. 	