

JOB DESCRIPTION **BELLEVUE PLACE EDUCATION TRUST**

POST TITLE: Operations Manager

SALARY: £35,000 - £45,000

ARRANGEMENT: P/T and F/T considered – 52 weeks per year

REPORTS TO: Director of Operations

MAIN PURPOSE: The Operations Manager will support the Director of Operations with contract management, compliance, ICT (including MIS systems), legal issues, Health and Safety and work closely with our School Office Managers and Site Managers. To be responsible for maintaining high standards in all back-office functions across BPET and embedding of the 'Learn, Enjoy, Succeed' vision and delivering the BPET 3 Year Strategic Plan.

MAIN DUTIES AND RESPONSIBILITIES:

Leadership:

- To play an active role as part of the BPET central team; advising the Senior Leadership Team on all matters relating to school compliance and operations.
- To contribute positively to the BPET 3-year strategic plan and develop local partnerships with organisations and stakeholders where there is a common purpose.
- To work with the Office Manager and Site Manager teams to ensure the implementation of Trust wide policies and procedures throughout the Trust.
- To support the project management of new schools converting to Academy status and joining the Trust.

School Operations:

- To lead the development of the School Operating Model, advising the Senior Leadership Team on strategic decisions which will impact school-based actions and activity.
- To work with the Headteachers to manage the administration of the admissions processes and to work with the BPET central team to support the development of Trust wide policies and procedures which require implementation at Academy level.
- To undertake all confidential duties as directed by the Director of Operations and to ensure that the Office Manager team provide ad-hoc support and adhere to similar requests as appropriate.

IT and Data:

- To oversee the contract management of outsourced IT provision; working with schools to understand requirements and issues.
- To work with the Education team to ensure a fit-for-purpose IT platform to facilitate remote education and collaboration of resources.
- To lead on the development of the Trust wide MIS to improve utilisation and reporting to provide better central visibility of performance indicators.

- To support the Director of Operations with the management of Data Protection including responding to Subject Access requests, Freedom of Information requests and the coordination of school-based Data Protection Champions.

Estates and Facilities:

- To work with the Director of Operations to produce Capital Investment and Enhancement plans to include lifecycle works, building projects and improvement works.
- To act as the central point of contact for, and ensure the appropriate monitoring, of all service contracts including Cleaning, Catering and Waste Management.
- To lead on the leasing and management of school facilities to further develop the BPET Enrichment Fund.
- To work with external consultants and agencies to access funding opportunities to improve and upgrade school facilities.
- To build a community of Site Managers who work together to share best practice across the Trust.
- To oversee statutory Planned Preventative Maintenance (PPM) completion across the Trust; monitoring contracts and providing central assurance of compliance.

Health, Safety and Risk Management:

- To support the implementation of all Trust wide Health and Safety policies and procedures across schools by advising the Director of Operations on best practice, using knowledge and expertise, to ensure that BPET fulfils its statutory obligations and minimises risk to students, staff and volunteers.
- To support Headteachers, Office Managers and Site Managers with the coordination of Health and Safety training.
- To provide termly updates to the Risk Register with updates reported to the BPET Senior Leadership Team and Finance, Audit & Risk Committee.
- To ensure that business continuity plans are developed for each school and annually tested.

PERSON SPECIFICATION

Leadership:

- To be a highly skilled communicator with excellent interpersonal skills and ability to develop new and strengthen existing relationships.
- To be skilled at maintaining strong relationship with senior colleagues, including Headteachers, Local Advisers and Trustees.
- To have a proven track record and experience having successfully delivered a range of projects/services against contractual requirements within the education sector.
- To be able to demonstrate initiative and resilience to cope with changing circumstances, work under pressure, manage conflict and achieve constructive outcomes.
- To be able to think clearly and plan, anticipating 1 to 3 years ahead.
- To be able to inspire, motivate and empower people to achieve the BPET vision.
- To be able to set targets, timelines, plans and monitor and evaluate their effectiveness.
- To be committed to equal opportunities.

- To be committed to the values and mission of BPET.

Experience:

- Experience of working within a successful Academy Trust/ local government or in the education sector.
- Operational experience of Health & Safety, Estates, Facilities and HR.
- Understanding of procurement, school budgetary and resource management.
- Knowledge of contract management, with complex and multiple arrangements.

Personal attributes and behaviours:

- To be 'pupil first'; a belief that all pupils can achieve and an unwavering commitment to pursuing successful outcomes.
- To have the confidence that proactivity is about taking the initiative in doing things and not just thinking about them.
- To be able to motivate an indirect team and understand the underlying reasons for ongoing, long-term behaviour.
- To go out of the way to establish contacts and use relationships to achieve the Trust's objectives.
- To be able to think analytically and translate strategic plans into operational reality.
- To be able to deal confidently with opposition
- To be pragmatic, action-orientated and outcomes-focused.
- To have emotional self-awareness and empathy.
- To have a personal commitment to quality and excellence.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

This post requires an Enhanced DBS Clearance check.