

## Job Description – School Operations Manager

<b>Position:</b>	School Operations Manager
<b>Department/Service</b>	Future Education
<b>Job status:</b>	Permanent
<b>Hours of work</b>	Full Time
<b>Working Pattern</b>	Monday to Friday – some occasional evenings, weekends and non-term time working
<b>Location:</b>	Norwich base – occasional travel across Norfolk
<b>Salary:</b>	£31 500 to £35 000
<b>Pension:</b>	Access to FE pension
<b>Application deadline:</b>	11 <sup>th</sup> July 2023
<b>Expected start date:</b>	September (or before by arrangement)
<b>Provisional interview date:</b>	tbc

Vision Statement:

*Our vision is of vibrant and strong communities where everybody can live independent, safe and happy lives*

**Context and purpose of the job:**

The Operations Manager will promote the operational effectiveness of Future Education under the direction of the Headteacher and will take responsibility for key functions such as: managing the school information system, referral process, health & safety, facilities management, human resources and operational finance.

The Operations Manager will ensure that the school complies with all legal and regulatory duties through sound management and strong planning, underpinned by progressive systems, policies and procedures.

The role will contribute to operational and strategic planning processes, and will take responsibility for embedding a high performing culture in a healthy, driven and motivated workforce.

**School Operations Manager – personal profile:** As a hardworking and committed individual you will have an exceptional drive to add value to every aspect of your own, and the school's work. You will demonstrate a commitment to learning and developing your skills and applying these for the benefit of the school.

You will demonstrate person-centred values and will have highly developed communication skills, which enable you to galvanize and motivate others; you will understand the importance of culture in securing an organisation or team's success.

You will demonstrate strong people management skills, preferably with experience in a school setting, and will be a highly organised and efficient individual.

You will be adept at working to deadlines under pressure, managing conflicting priorities; you will display a calm and measured approach which gives confidence to others. You will be an excellent problem solver with exceptional attention to detail and strong planning skills.

Finally, you will have the knowledge and understanding of the landscape, both nationally and locally, within which an independent school operates and grows.

**About Future Projects:** Future Projects is a Charity active in helping children and adults to address severe and multiple deprivation by providing high quality, community-based services which promote education, health, skills, employment, wellbeing and life chances. We aim to help people in difficult situations build on their strengths and capabilities, and develop the confidence, skills, and resilience to take control and transform their lives.

**About Future Education:** Our nurturing, caring and vibrant school supports students to meet their full potential, academically and as individual young adults, preparing them to take the next step towards realising their aspirations with hope and confidence.

Many young people come to us after struggling to find an educational option that meets their needs. At Future Education, they find a secure place to learn and hope for the future.

Future Education is a positive choice for young people and their families, many of whom are looking for:

- A place for that is nurturing and small with a bespoke curriculum that is designed around their individual social, emotional, behavioural and learning needs.
- A place that provides an 'educational home' for those who may have found themselves 'educationally homeless' through a wide range of circumstances.
- A place for those who have experienced hurt or trauma where they can find hope, healing and wholeness as well as finish their education in an environment that understands the impact of trauma on learning and behaviour

You can find out more about the school here: [www.futureeducation.org.uk](http://www.futureeducation.org.uk)

#### **Detailed duties and responsibilities:**

##### Data & information systems

Key Deliverable: Ensure high levels of knowledge and understanding in the operation and use of the school information system; input and manage the school timetable, collate, analyse and present data to enable impactful, strategic decision making and to support school improvement

- Manage and oversee the use of the school information systems ensuring timetables are built and student information are accurate and consistent
- Collate accurate and timely reports including attendance, behaviour for evaluative purposes in order to affect improvements in practice
- Present school and student data in user-friendly formats to a range of stakeholders including but not limited to: parents/carers, students, colleagues, governors, commissioners and regulatory bodies

##### Human Resources

Key Deliverable: Lead the school's day to day HR functions, ensuring compliance with regulations, employment law and best practice.

- Implement the school's suite of HR policies and procedures, advising senior colleagues and governors regarding processes, and ensuring compliance with policy
- Under the direction of the Headteacher, lead on HR related projects, such as changes to roles, responsibilities and terms and conditions as required
- Contribute safer recruitment processes within the school maintaining the single central record, including induction and probationary review) in accordance with policy, ensuring compliance with best practice and maintaining accurate records
- Manage staff sickness and absence records, ensuring that staff complete self-certification and follow absence procedures
- Coordinate training and development programmes for staff, volunteers and governors to support school improvement and school aims

### Commissioning and Referrals

Key Deliverable: Under the direction of the Head Teacher seek opportunities to grow the impact and sustainability of the school in accordance with wider need in the SEND education sector.

- Manage external relationships with funders, commissioners, statutory agencies, regulatory bodies and other schools/providers to facilitate development and sustainability within the school
- Maintain an awareness of the SEND and wider education market to inform the ongoing development of the school offer in response to cohort, commissioner and wider public need.
- Undertake monitoring and reporting of the referral process within the school.

### Policies & Procedures

Key Deliverable: Contribute to the development, implementation, review and evaluation of the school's policies and operating procedures in accordance with the school aims, ensuring compliance with relevant statutory requirements and best practice.

- Coordinate the school's full policy suite, working closely with policy owners and governors to ensure these are regularly and robustly reviewed and signed-off.
- Ensure that school policies meet statutory and best practice requirements
- Implement induction, training and refresher programmes to ensure that the whole school community remains abreast of school policies and procedures
- Ensure that the school adheres to policy in a range of management areas including but not limited to: Health & Safety, General Data Protection Regulations, Finance and Procurement, Complaints & Compliments etc

### Health & Safety:

Key Deliverable: Assume day to day responsibility for health and safety, providing leadership and ensuring that arrangements are in place to protect the health, safety and welfare of everyone associating with the school.

- Ensure the school meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting.
- Maintain healthy and safe working environments, ensuring that risks are assessed and managed effectively across all activity
- Ensure that all staff receive suitable information, training, instruction and supervision to maintain their health, safety and wellbeing
- Ensure that advice is sought from competent persons on legal requirements for health and safety, and on current best practice, and incorporate these into safety planning and management arrangements
- Monitor the health and safety performance of the school, verify that policies and procedures are effectively implemented and that standards are being maintained and progressively improved
- Maintain accurate records and documentation, and report to the headteacher on matters relating to Health & Safety

### Financial Resources

Key Deliverable: Administer the school's day to day financial operations and contribute to sound financial planning under the direction of the Head Teacher and Finance Manager

- Work closely with the Head Teacher to contribute to financial planning and budgeting for the school
- Under the direction of the Head Teacher, maintain the day to day administration of the school budget, ensuring that expenditure is justified, provides good value for money, and follows purchasing and procurement procedures
- Contribute to the financial planning and delivery of large works such as refurbishment or capital projects

### Facilities Management:

Key Deliverable: Manage the school's premises and facilities, ensuring they are safe, suitable and functional in order to support the school's operations, and that they comply at all times with regulatory and statutory requirements

- Ensure that all items of equipment, plant, and fixed installations owned or operated by the school are maintained, tested and serviced in accordance with best practice and/or the manufacturer's instructions and/or regulatory requirements
- Manage and maintain utility, supply and service contracts, ensuring continuity of service and value for money
- Ensure that adequate safety and protection systems and procedures are in place, including but not limited to fire safety, security, water hygiene etc. and that these are reviewed and tested in accordance with best practice requirements
- Ensure that the school's premises comply with Health & Safety regulations, best practice, and with insurer's requirements; to include assessment and management of risk
- Maintain accurate records relating to the maintenance and management of the school's premises and facilities
- Plan and organise regular and irregular works to building fabric, equipment and machinery including refurbishment, redecoration, servicing, repairs and renewals
- Ensure that all external contractors, suppliers, and providers working with, for, or on the school premises meet the necessary quality, regulatory, and safety standards and provide value for money
- Manage and coordinate the school's cleaning functions, line managing and coordinating staff, ordering consumables, and ensuring that high standards of cleanliness and hygiene are maintained
- Work closely with the Headteacher to develop and implement business continuity and emergency/disaster recovery plans
- Ensure that any facilities related works or expenditure complies with procurement and purchasing procedures, and is delivered within budget

### Other

- Manage and oversee the school website with regard ensuring that it meets the independent school standards and other regulatory requirements
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice
- Any other such duties as may be required commensurate with the scope and nature of the post

**This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service.**

**Job environment:** The post holder will work in a school environment which can be challenging and rewarding in equal measure. The post will involve some travel to and from appointments and meetings across the county.

**Supervision:** The Post will report directly to the Headteacher. The post holder will be subject to the school's performance management and development processes.

**Line Management Responsibility:** The post may assume responsibility for the line management of staff.

**Health and Safety/Safeguarding:** The post holder must comply with policies and procedures relating to health and safety, security, confidentiality, data protection, vulnerable adults and safeguarding children, and preventing extremism and radicalisation; and report all concerns or disclosures to the appropriate person.

Future Education is committed to safeguarding children and adults and expects all staff and volunteers to share that commitment. Our primary concern is always the safety and wellbeing of children.

- The School's Designated Safeguarding Lead for Children is: Jane Maclennan – Deputy Head Teacher at Future Education: [j.maclennan@futureeducation.org.uk](mailto:j.maclennan@futureeducation.org.uk) 01603 251 310
- The Charity's Designated Safeguarding Lead for Adults is: Grace Richardson – Support Services Manager: [g.richardson@futureprojects.org.uk](mailto:g.richardson@futureprojects.org.uk) 01603 327889

Future Education will provide a programme of induction and training to include Health & Safety and Safeguarding, and will make external training available as required.

**Equalities:** Future Projects is an equal opportunities employer and a disability confident employer. The post holder will be aware of and support the principles of equality and diversity to ensure that students have equality of opportunity to learn and develop.

**Disclosure of Criminal Convictions / Cautions:** Because Future Education offers education to people under the age of 18; all positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974. You are therefore not entitled to withhold information about any convictions/cautions, etc. including those which for other purposes are 'spent' under the provision of the Act.

**Police Checks:** All employees/volunteers are required to undertake a full DBS disclosure check prior to commencing employment. The successful applicant will be required to complete a disclosure form for the School to undertake a criminal records check to confirm the existence and/or nature of any record of criminal convictions or other relevant information.

**Addition information:** Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Head Teacher to undertake work of a similar level that is not specified in this job description. Moreover, the post holder is expected to exercise the professional duties for all teachers other than the Head Teacher and to meet the expected professional values and standards of a Teacher at all times.

#### Application Guidance

When completing your application form, please refer directly to the **Context and Purpose of the Job** and **Personal Profile** sections of the job description.

Please include relevant details of your training, experience, knowledge and skills in relation to these sections. Applications will be shortlisted for interview on the basis of this.