



JOB DESCRIPTION

Job Title:	Operations Manager	Job Ref:	
School:	St. Sebastian's CE Primary School and Nursery	Salary:	Grade 6
Reports To:	Head Teacher		
Employment Status: Permanent – Term time only			
Hours of Work: Part Time – Term time only – 20 hours per week Monday to Friday: 8.30 am – 12.30 pm			
Job Purpose To be responsible for all, or the majority, of the disciplines, of HR management, Premises management, Health and Safety, Procurement and all matters within the management of the school which are supportive to the teaching function.			
Departmental/Team Purpose: The purpose of the school is to meet the educational needs of children and young people within the local community.			
Organisation Chart <pre>graph TD; OM[Operations Manager] --- OS[Office Staff]; OM --- LMS[Lunchtime Staff]; OM --- PS[Premises Staff];</pre>			

Staff responsibilities?	Yes
Summary of Main Contacts	
<ul style="list-style-type: none"> ▪ Parents ▪ Teachers ▪ Governors ▪ Other school staff ▪ Other professionals ▪ Pupils ▪ The Keys Academy Trust 	
Safeguarding statement	
<p>We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:</p> <ul style="list-style-type: none"> • providing a safe environment for children and young people to learn in • identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting. 	

Main Tasks/Accountabilities
1. To provide leadership and guidance for support staff, including direct line management responsibility where appropriate for administrative, financial and premises staff.
2. To be responsible for the recruitment, professional development, appraisal and training for staff directly managed.
3. To be responsible for the systems and the general management of the school's administrative computer network.
4. To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services for the school.
5. To be responsible for the arrangements for school facilities including catering, transport, bookings for school facilities.
6. To be responsible for seeking professional advice on insurance and advising staff and governors on the appropriate insurances for the school. Handling any claims as they arise.
7. To be responsible for HR management within the school.
8. To liaise with the school's personnel provider and to advise the staff and governors on employment matters and policies.

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| 9. To assist the Headteacher with the formulation and implementation of the school's Health and Safety policy. |
| 10. To act as the school's Health and Safety co-ordinator and Fire Warden. |
| 11. To be responsible for the maintenance and security of the school site and the buildings. |
| 12. To act as the school's Data Protection Officer. |
| 13. To lead and oversee the management of the school premises, including GEMs. |
| 14. To write local school policies in conjunction with the Head Teacher. |
| 15. To be responsible for securing sponsorship funding and for promoting the school to different audiences and raise the profile within the local community. |
| 16. To manage all school trips on the Evolve system. |
| 17. To assist the Head Teacher in the marketing of the school. |
| 18. To be a point of contact with our wrap around care providers. |
| 19. To work collaboratively within the Keys Academy Trust. |
| 20. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder. |