



Grange Farm Primary School

Job Description

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| Coventry LA Directorate: | Children, Learning and Young People |
| Job Title: | School Operations Manager |
| Grade / Pay Scale: | Grade 6 (Part-time position 0.5 FTE) |
| Line Manager: | Headteacher |

Grange Farm Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Purpose:

To support the provision of efficient and effective support services throughout the school including the areas of strategic planning, organisation and delivery of financial and budgetary management, human resources, site, health & safety, administration management and data protection.

Core Responsibilities:

- Maximise income generation within the ethos of the school by investigating sources of funding, formulating bids for existing and future funding initiatives, acting as point of contact with regard to grant applications, gift aid and other donations and ensuring that best value principals are adopted
- Oversee school lettings to external organisations and the development of extended school activities
- Be responsible for the development and implementation of appropriate management plans including the Premises Development Plan and the Asset Management Plan and implement risk management and loss prevention strategies in the school to reduce insurance costs
- Act as the school's health and safety and fire co-ordinator including responsibility for development, implementation and review of the school's health and safety policy and procedures including fire safety and risk assessments; and the school's disaster and recovery plan
- In co-operation with the Fire Service be responsible for the installation and maintenance of equipment for protection against and escape from fire. To keep records of and to ensure regular fire practices and alarm tests. To ensure emergency procedures are current and timely
- Act as Data Protection Officer, ensuring compliance with the requirements of the United Kingdom Data Protection Regulations (UKDPR)
- Be the lead contact for all data protection queries with regard to potential complaints and breaches, ensuring that requests for information are properly handled

The postholder will also support the headteacher and other administration colleagues with these responsibilities:

- Support some aspects of effective financial management in running the school
- Support the maintenance, development and security of the school site and buildings, including the preparation of maintenance schedules and efficient operation of all facilities on the property and the purchase, repair and maintenance of all furniture, equipment and fittings
- Maintaining statutory non-curriculum policies in line with current guidance and agreed timeframe

Please note – this is a new job role at Grange Farm Primary School from September 2021 and it is anticipated that it will develop over time. Any changes to the above job description will be discussed and agreed with the postholder.

Miscellaneous

At the discretion of the Line Manager or Headteacher, the post holder will be required from time to time to carry out other duties not specifically mentioned herein which are in accordance with the general level of the post. In addition, the duties of the post may be varied to meet changing circumstances of the school.

Health and Safety

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.

Safeguarding

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Equal Opportunities

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Data Protection

Duties which include processing of any personal data must be undertaken within the school and local authority's data protection guidelines.