



## Job Description – School Business & Operations Manager

The Futures Trust and Parkgate School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Headteacher/Deputy Headteacher
<b>Grade</b>	8
<b>Hours</b>	37 hours per week, All year round
<b>Location</b>	Based at Parkgate School

### Job Purpose

As a member of the School's Leadership Team, to work collaboratively with colleagues in School across the Trust and external partners, to ensure the effective and efficient provision of support services across the School and The Keys Enhanced Learning Unit.

To deliver on key strategic and operational responsibilities, including working with colleagues on the strategic planning, organisation and delivery of financial and budgetary management, human resources and school administration, and health and safety and estate management; ensuring that the site, premises, and associated services are developed to meet the educational aims, objectives, and changing needs of this large three form entry school and behaviour support unit.

### Duties and Responsibilities:

#### Strategic/Leadership Role:

1. To contribute to the strategic development of the school by working with colleagues to develop and evaluate strategies, policies, processes and procedures, and to promote and manage change in order to meet the School's Priorities identified in the School's Improvement Plan.
2. To contribute towards tracking the pupil premium funding provided to school to support specific groups of children who are vulnerable to underachievement, ensuring that they receive educational opportunities to improve attainment and overcome barriers to learning.
3. To ensure the school makes best use of its resources through strategic planning, and the production of timely and fully costed sustainable proposals, in line with agreed budgets and which demonstrate best value.
4. To work with colleagues to develop effective strategies in response to current government initiatives and long-term educational trends and developments.
5. To undertake project management as required, ensuring that projects are delivered within budget, on schedule, and meet the needs of the learners and the school community.

6. To attend and contribute to Full Governors' meetings, Resource Management Committee meetings, Health & Safety Committee meetings, Social Emotional Mental Health and Learning Team, and Focus network meetings, as and when required by the Headteacher.
7. To represent the School's Leadership Team and The Keys at meetings held both within the Futures Trust and with external bodies, liaising with the Local Authority, PKS Teaching School Alliance, SEMH and other outside agencies as required by the Headteacher.
8. Through active involvement on Leadership Team and The Keys, ensure that all forthcoming events are facilitated in terms of support services and availability of accommodation and resources.

## **School Finance**

9. To undertake the role of School Site Finance Officer implementing the systems and policies of the Trust, ensuring the application of procedures as determined by the Finance Director, liaising with Trust Finance Officers and Auditors, and securing financial control, monitoring and auditing procedures that meet the requirements of the Trust and Auditors.
10. To work with the Trust's Finance Team on long term budget planning and preparation, in consultation with the Headteacher, Governors and Senior Leadership Team. Collating and reviewing budget bids from subject leaders, assessing outcomes met, advising staff on budgetary allocations, and preparing plans, explanatory papers and appropriate reports as required.
11. To contribute to the preparation of papers for the Local Governing Body, and at Trust level, the Finance Resources Audit and Risk Committee and Board of Trustees.
12. To work with the Trust's Finance Team to provide financial management information and advice to the School Governors, Headteacher, Senior Leadership Team, The Keys (SEMH & L), the Education and Skills Funding Agency and outside agencies as required.
13. To advise on spending commitments, budgetary matters and other expenditure and income issues to ensure appropriate financial and audit controls are in place.
14. To ensure leasing arrangements in place are effectively monitored and managed in accordance with Trust guidelines and requirements.
15. To work with colleagues in the Trust's Finance and Education Teams, to be able to advise and inform the Headteacher, Governors and Leadership Team of financial implications of proposed or actual initiatives, including proposals for effective use of the School's resources, building and staffing structure.
16. To assist in the preparation of bids for supplementary external funding and to maximise income generation within the ethos of the School by investigating sources of funding and acting as the point of contact with regard to grant applications and other donations and ensuring that best value principals are adopted.

## **Human Resources**

17. To work and liaise with the Trust's HR Team regarding personnel matters, undertaking and overseeing school level HR administration and the implementation of Trust policies and processes in relation to safer recruitment, the recording, monitoring and management of sickness absence and payroll.
18. Be responsible for ensuring that the School's Information System (SIMS) and the School's Single Central Record are accurate and up to date, and oversee the implementation of the School's Visitor Management Policy.

19. Be responsible for the indirect and direct supervision of designated colleagues, undertaking performance management as required, and supporting performance management across the School through the collation and monitoring of performance reviews and information.
20. Seek advice from the Trust's HR Team regarding terms and conditions of employment as required, and refer employee relations casework, including the management of ill health, matters of conduct, capability, grievance or safeguarding allegations to the team
21. Support the recruitment, management and training of any Apprentices as required.
22. In conjunction with the Headteacher ensure that suitable training is identified for support staff, taking in to consideration changing requirements in roles and ensuring that monitoring and evaluation of training is undertaken.

## **Site Management**

23. Through liaison with the Site Services Officers, to establish and maintain a clean, secure, attractive and purposeful working environment, with responsibility for maintenance, development and security of the School site and buildings.
24. Under the guidance of the Trust Estates Technical Manager be responsible for overseeing the preparation of maintenance schedules and efficient operation of all facilities on the property, ensuring that statutory inspections are managed within the correct time frames and compliant with the appropriate legislation.
25. To prepare and submit capital bids for work to be undertaken on the School site.
26. To project manage or work in conjunction with a project manager (for larger projects) for schemes that include refurbishment or developmental work of the premises.
27. Oversee School lettings to external organisations and the development of extended School activities.
28. Working with the Trust's Estates Technical Manager, 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.
29. Monitor and oversee all contracts for services to the School including service level agreements, negotiating, determining and monitoring contract specifications to ensure best value.

## **Catering**

30. To be responsible for the school's Catering Service provision ensuring that the school meal service is delivered to the specification.
31. To monitor performance, pricing, income generation and food standards
32. Ensuring that statutory food safety requirements are met including statutory servicing of equipment.
33. Arranging staff training when required
34. Liaise with appropriate qualified staff seeking specialist advice where required.

## **Cleaning**

33. Through the supervision of the Cleaning team ensure that the cleaning service is delivered to the specification.
34. To monitor pricing of materials and hygiene standards
35. Ensure that COSHH standards are in place, arranging training where required.
36. Liaise with appropriate qualified staff seeking specialist advice where required.

## **Health and Safety**

37. To lead on health and safety and its co-ordination across the School, ensuring that statutory requirements are met, including responsibility for health and safety development and implementation and review of School policies and procedures in partnership with Trust colleagues.
38. Through liaison with the Site Services Officers, and 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.
39. To lead on all accident and assault reporting and investigations, liaising with the parents and the Trust as necessary.
40. To work with colleagues to ensure that the School is compliant with health and safety legislation.
41. To work with the Trust Development Director to maintain and update the Business Continuity Plan and the Risk Register

## **Whole School Administration**

42. To establish and maintain appropriate internal communication, team meetings and briefing sessions, administrative and clerical support procedures and record systems throughout the School, including the administration and operation of related IT systems.
43. To organise, as required, various elections within the School (e.g. staff and parent representatives on the Governing Body).
44. Through supervision of the Administrative Team, ensure statistical returns to the DfE, Local Authority, the Trust and other outside agencies as required by the Headteacher.
45. Through the supervision of the Administrative team ensure that the school's electronic payment system and messaging system is operating to its full potential and well maintained.
46. Work with colleagues to secure the School's compliance with Data Protection Regulations and to respond to Freedom of Information (FOI) requests; referring FOI requests which relate to staffing to the Trust's HR Team.

## **The Keys Enhanced Learning Unit**

The remit of the Learning Unit:-

- Working with pupils at risk of exclusion on fixed-term courses with a view to supporting them within their mainstream school.

- Working with excluded pupils and those at risk of exclusion with a view to a managed move into a new mainstream school.

47. In conjunction with senior staff in the unit, review and maintain the operational needs and capacity of the school to facilitate the daily requirements of running the unit in relation to the following areas:-

Cleaning service  
 Resources for rooms  
 Cleaning materials.  
 Security  
 Health & Safety  
 Safeguarding  
 Utilities  
 Oversee a budget

**Responsible for:** Line manage a range of support staff include Administrative and clerical staff, Cleaning Supervisor and Cleaning Assistants, Catering Supervisor and Catering Assistants:-

- Administrative & Clerical – 5 posts
- Cleaning – 10 posts
- Catering – 6 posts

### Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of School Business and Operations Manager are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

<b>Special conditions of employment</b>
<p><b>Rehabilitation of Offenders Act 1974</b></p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p><b>Safeguarding and Promoting the Welfare of Children and Young People</b></p> <p>The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>

**Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

**Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

**Equality and Diversity**

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

**Training and Development**

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

**The Trust Operates a Strictly No Smoking Policy**

This applies to all School premises and those where School services are provided.

**This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.**

**This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**

**Job description reviewed by: Zoe Richards, Headteacher**

**Date: December 2020**