



## JOB DESCRIPTION

<b>Job Title:</b>	Operations Manager	<b>Job Ref:</b>	
<b>School:</b>	Earley St Peter's CE Primary School	<b>Salary:</b>	Grade 7 SCP 25-29 £33,945-£37,336 Actual Annual Salary from £16,331-£17,963
<b>Reports To:</b>	Head of School		

**Employment Status:** Permanent – Term time only (plus two weeks)

**Hours of Work:**

Part Time – Term time only – 20 hours per week  
Monday to Friday (working pattern to be agreed)  
Plus 2 weeks during school holidays.

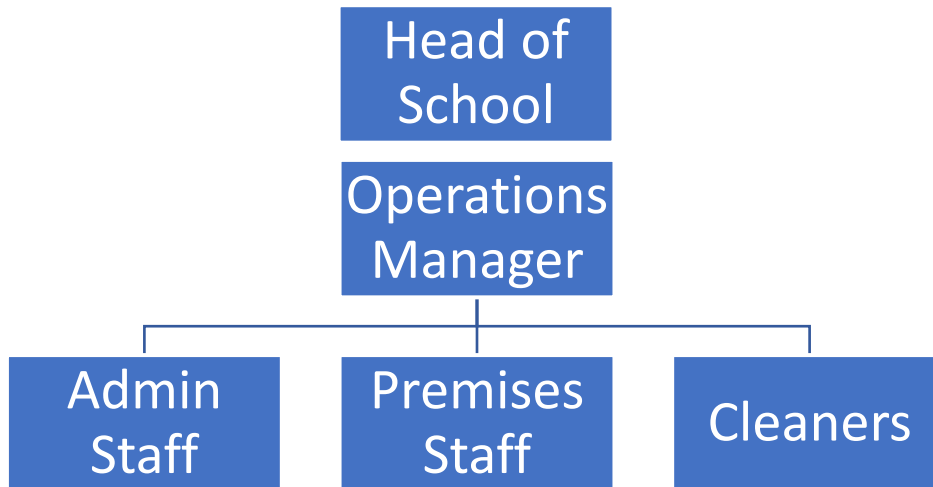
**Job Purpose**

To be responsible for all, or the majority, of the 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**



<b>Staff responsibilities</b>	Yes
<b>Summary of Main Contacts</b>	
<ul style="list-style-type: none"> <li>▪ Parents</li> <li>▪ Teachers</li> <li>▪ Governors</li> <li>▪ Other school staff</li> <li>▪ Other professionals</li> <li>▪ Pupils</li> <li>▪ HR Manager</li> <li>▪ The Keys Academy Trust</li> </ul>	
<b>Safeguarding statement</b>	
<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"> <li>• providing a safe environment for children and young people to learn in</li> <li>• 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.</li> </ul>	
<b>Main Tasks/Accountabilities</b>	
1. To provide leadership and guidance for support staff, including direct line management responsibility where appropriate for administrative, premises and cleaning staff.	
2. To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services for the school.	
3. To monitor the Cyber Security of the IT Network in partnership with the IT provider. To ensure Staff and Governors are up to date with their training.	
4. To assist the Head of School in the drawing up and implementation of the Business Continuity Plan.	
5. To update and review the Good Estate Management Plan (GEMs) with the Head of School and Governors.	
6. To be responsible for the arrangements for school facilities including catering, transport, bookings for school facilities.	
7. To be responsible for seeking professional advice on RPA insurance and advising staff and governors on the appropriate insurances for the school. Handling any claims as they arise.	
8. To assist the Head of School with the formulation and implementation of the school’s Health and Safety policy.	
9. To liaise with Wokingham Borough Council (WBC) with regards to Health and Safety Seeking Assurance self-evaluation tool and implement any actions that arise from the audit.	

10. To act as the school's Health and Safety co-ordinator and Fire Warden.
11. To project manage capital projects and oversee contractors on site. Including proposals for Condition Improvement Fund (CIF) projects.
12. To assist the Head of School with the Net Zero action plan and be responsible for its implementation.
13. To prepare and monitor risk assessments.
14. To maintain all assets, contracts and IT on Parago, the school's asset management software.
15. To update and review the Risk Register with the Head of School and Governors.
16. To negotiate, manage and monitor contracts, tenders and agreements for the provision of goods and services for the school in line with the Trust's Finance Manual and the Academies Trust Handbook.
17. To be responsible for the maintenance and security of the school site and the buildings.
18. To be responsible for securing sponsorship funding and for promoting the school to different audiences and raise the profile within the local community.
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.