



Job Title:	Operations Director
Salary:	£42,392 - £46,865 (USTS10)
Accountable To:	CEO & Board of Trustees
Responsible To:	CEO

Accountable For:

To hold overall responsibility for the commissioning, provision and quality assurance of a range of construction, engineering and support services to the Trust including premises, catering, lettings, transport and health and safety. Ensuring that the areas of operation for which I am responsible contribute to outcomes above expectations for the Trust's students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Trust so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Trust's activities and that this in turn ensures that everybody takes pride in all aspects of the Trust's work.

RESPONSIBILITIES

Overall Responsibility

- i. To ensure that the Trust's facilities are a clean, healthy and safe environment for all.
- ii. To initiate, implement, monitor and review Trust wide policies and procedures in relation to premises and plant management, safety and cleanliness.
- iii. To devise and implement a strategic plan for the maintenance and development of the Trust's premises and grounds.
- iv. To market and manage the use of the Trust's facilities by outside agencies throughout the year.
- v. To ensure compliance with all statutory regulations concerning the maintenance and management of the Trust's buildings, transport fleet and sites.
- vi. To secure and maintain appropriate service contracts.
- vii. To actively demonstrate an awareness of, and participate in achieving, cost savings and cost improvements that can be secured in the provision of services.
- viii. To coach and develop the Operations Team to ensure excellence is achieved through collaboration.
- ix. To line manage the Operations Manager.

DUTIES

Strategic

- i. To identify and commission all necessary contracts for the safe and efficient management of the Trust's buildings and grounds and to ensure that all such contracts are tendered/ awarded in accordance with the Trust's Financial Handbook.
- ii. To oversee the work of the Trust's Site Management Team and to line manage the Operations Manager ensuring that the Trust's facilities are open, prepared and staffed for all activities and agreed lettings.
- iii. To develop and instigate a common Trust strategy to market the Trust's facilities to external hirers and to ensure that value for money is achieved.

- iv. To identify opportunities to develop the Trust's buildings and grounds to enhance facilities and to secure appropriate contractors to undertake all necessary construction and remedial works.
- v. To ensure the arrangements for securing the premises and contents are in place.
- vi. To ensure and maintain the smooth operation of any BMS system the Trust may acquire.

Compliance

- i. To be fully conversant with relevant statutory obligations in respect of buildings management including, but not limited to, fire safety and the management of hazardous materials.
- ii. To ensure compliance in respect of the above, and to commission and oversee all necessary ongoing checks and services.
- iii. To instigate and maintain a safe asbestos management strategy for the Trust's buildings.
- iv. To commission fire safety and security equipment, fire safety and security maintenance contracts and staff training as required.

Financial

- i. To develop and oversee a full Trust operations budget.
- ii. To ensure the commissioning of all operations service contracts in accordance with the Academy Trust Handbook and the Trust's Financial Handbook.
- iii. To ensure that any works undertaken are requested and agreed via an approved Purchase Order and awarded in accordance with the Trust's Financial procedures.

Marketing of Facilities

- i. To devise and implement a Trust wide marketing strategy for the hire of Trust facilities by external agencies.
- ii. To hold overall responsibility for the generation of Lets income streams and to ensure value for money is achieved through the hire of Trust facilities.

Maintenance and Repairs

- i. To oversee and ensure the maintenance of any BMS system the Trust may acquire to a standard which ensures compliance with all warranty and contractual obligations.
- ii. To oversee the work of the Operations Manager to ensure that items of damage or disrepair around the Trust's sites are made good or repaired by appropriate service contractors in a timely fashion.
- iii. To oversee the readiness of the Trust's buildings ahead of planned events such as Parents Evenings, lets, etc.
- iv. To oversee the distribution of deliveries around the Trust.

Environment

- i. To direct Parents and visitors around the Trust sites.
- ii. To commission and regularly review the work of the cleaning company.

Vehicle Management – Minibuses

- i. To take overall responsibility for ensuring that the Trust's minibus fleet is properly maintained, taxed, in possession of a current valid MOT and annually serviced as required.
- ii. To promptly engage repairs as required in the event of damage to any of the Trust's minibus fleet.

Health, Safety and Security

- i. Know and comply with all aspects of Health and Safety relating to the premises and site (including, but not limited to, building safety, heating, fire precautions and site cleanliness) and promptly correct any hazards.
- ii. Commission annual safety surveys to ensure prompt identification of compliance and general safety issues and oversee the prompt rectification of any issues identified.
- iii. Challenge intruders.
- iv. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- v. Co-operate with the employer on all matters to do with Health, Safety and Welfare.

Safeguarding

- i. Deal with or report, to the nearest member of the teaching staff or Designated Safeguarding Lead, incidents that are seen or reported regarding students' welfare and behaviour.

Continuing Professional Development

- i. With your Line Manager, take responsibility for personal professional development, keeping up-to-date with developments related to efficiency, which may lead to improvements in the day-to-day running of the Trust's facilities.
- ii. Undertake any necessary professional development as identified in the Trust's Improvement Plan taking full advantage of any relevant training and development available.

Other Requirements

- i. To promote and safeguard the welfare of children at the Trust's academies.
- ii. To maintain confidentiality at all times.
- iii. To be aware of and adhere to all Trust policies and procedures.
- iv. To carry out any other duties as may be reasonably required by the CEO.
- v. To work in support of the Trust's Improvement Plan.
- vi. To take time to read notices, keep to deadlines and carry out duties to the best of your ability.
- vii. To be available for emergency repairs and call-outs as appropriate.