Wessex Learning Trust

Job Description

Post:	Operations Officer
Contract Type:	Permanent
Salary:	Grade 12
Reporting To:	Executive Headteacher

Job purpose:	
• To lead key operational functions of the school including Human Resources, Estates, Publicity, Health and Safety, Data Protection, Events, School Information Systems, school admissions. • Provide effective line management and leadership to operations and premises staff and support the day-to-day running of the school office. • Work in partnership with the Trust Central team withing a flexible workforce to support implementation on central functions such as finance, human resources, procurement and governance	
Duties and Responsibilities	
Facilities and Premises Management	• Ensure the school is always clean, presentable and secure liaising with and managing the cleaning contractors and caretaker. • Monitor hygiene standards and pricing of cleaning materials. • Monitor and oversee all contracts for services to the school including agreeing and monitoring service level agreements and negotiating pricing. • Plan and project manage premises refurbishment or developmental work in conjunction with the Executive Headteacher and Central Team ensuring procedures are compliant and delivered on budget. • Maintain facilities, ensuring statutory inspections are scheduled and actions completed, to ensure the school is compliant with appropriate legislation. Maintain accurate records of inspections and checks. • Plan, organise and administer all routine and reactive maintenance and compliance for equipment and plant and fixed installations, directly liaising with suppliers using relevant software.
Policy Management, Data Protection and Compliance	• Act as the school Data Protection Lead, working in conjunction with the Trust's Data Protection Officer (DPO) to ensure that the school is compliant with GDPR, reviewing policies and practises and ensuring that staff are appropriately trained. • Provide information in response to FOI (Freedom of Information) requests and DSARs (Data Subject Access Requests), working with Wessex Central team as appropriate. • Respond to any data protection breaches appropriately. • Ensure that the school adheres to Trust policies. • Ensure all school policies are up to date and available on the school website.

School Administration, Information systems and Marketing	• Effectively line manage, develop, and support the operations team, distributing workload as appropriate. • Collate relevant paperwork for regular submission to central Finance Officer. • Responsible for ensuring the School's Information Management System (BROMCOM) and the School's Single Central Record are up to date. • Ensure submission of school wide data for statutory returns to the DfE (CENSUS). • Oversee procurement for the office, ensuring best value is obtained. Manage the office/administrative budget. • Oversee the drafting of letters and communication to parents. • Act as a first point of contact for issues with ICT devices and liaising with and managing the IT support contractors. • Oversee content and use of website. • Provide support for school wide events including marketing, sign-in sheets and in-person support, as required. • Oversee the marketing and promotion of the school including newsletters, website, and social media. • Assist with the arrangements for school visits, induction days and major events such as open afternoons/evenings; school plays; awards and events. • Act as the EVC (Education Visits Co-Ordinator).
Health and Safety Management	• To lead on health and safety and its coordination across school, ensuring statutory requirements are met. • To lead on accident reporting and investigations, including identifying and alerting (Executive) Headteacher of trends and suggestions to address trends. • Plan, coordinate, and accurately record termly fire drills and all required fire equipment testing. • Ensure emergency evacuation procedures, including Personal Evacuation Plans are current and fit for purpose. • Maintain a safe and healthy work environment, ensuring that risks are assessed and managed effectively, including events. • Where required, obtain advice from competent persons on legal requirements for health and safety. • Ensure that COSHH standards are in place being followed.
Human Resources, Recruitment and Single Central Record	• Ensure all safer recruitment practices are undertaken (in line with KCSIE and Wessex policies and procedures) for all staff, Governors, volunteers and third parties, keeping clear, organised records. • Be the first point of contact for staff in relation to day-to-day HR queries. • Maintain staff personnel files with contractual and payroll changes, training, absence information and employee relation matters. • Distribute communications from (Executive) Headteacher and Central Bulletins to ensure staff receive timely communication. • Oversee the end-to-end recruitment process for all new appointments. Provide material for job descriptions, adverts, shortlisting, and interviews.

	Post vacancies on various jobs boards. Coordinate and support at interviews. • Monitor and record staff sickness and absence records, ensuring that staff follow the correct procedure. • Coordinate induction processes and probationary reviews for new staff. • Support Senior Leadership team with coordinating cover as required. • Seek advice from the Central HR & People team regarding HR matters where required. • Ensure staff receive suitable information, supervision and training on all areas such as health and safety compliance, safeguarding, wellbeing etc. • Coordinate training sessions, support with inset day planning and keep accurate training records. • In conjunction with Finance, ensure contractual and payroll information is recorded accurately and processes are followed correctly for areas such as contract changes, recruitment, personal information, and leaver's paperwork. • Oversee School's Visitor Process. • Implement suite of Wessex HR policies and procedures, working in conjunction with the (Executive) Headteacher and the central HR team. • Ensure the HR system SAMpeople is kept up to date for the school.
School Admissions and Leavers	• Oversee annual admissions process. • Ensure all in-year admissions and leavers are processed correctly, ensuring that the county council admissions process is followed. • Support (Executive) Headteacher with the planning, advertise and deliver school open days and coordinate school tours to prospective students.
Clerk to Local Partnership Board	• Where the existing clerk is unavailable carry out the role of Clerk to Local Partnership Board, supporting the Local board, and providing relevant paperwork and administration (hours required outside of school hours to be returned in lieu).
Other	• Provide lunchtime cover where needed. • Act as primary contact for PTA. • Undertake and maintain appropriate First Aid training and act as an on-call First Aider for the school. This will involve responding to first aid incidents and emergencies as required, providing appropriate assistance to pupils, staff and visitors, and following the school's First Aid policies and procedures. • Liaise with Wessex Learning Trust Central Finance Team regarding the school budget. • Be committed to the safeguarding and promotion of the welfare of children and young people. • Contribute to the overall ethos and aims of the school and the Wessex Learning Trust. • Uphold the responsibility and duty of confidentiality. • Support short, medium- and long-term strategic planning and direction through the provision and development of all administrative services in the school.

Additional information
• The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. • This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times.

Executive Headteacher/Line Manager's Signature:	
Date:	
Post Holder's Signature:	
Print Name:	
Date:	

Operations Officer – Person Specification

Essential	Desirable
Qualifications	
Relevant degree or recognised professional qualification or relevant experience in a similar role	Administrative/ Business Management qualification
	English and Math GCSE or equivalent (grade A-C)
Experience	
Procurement and negotiation	Experience managing budgets
Working knowledge of • HR and Employment Law • Facilities Management • Health & Safety	Experience of working in the education sector
Experience of working with a range of partners and stakeholders	
Effective line management	
Skills	
Excellent written and verbal communication	
Ability to use initiative and prioritise work	
Strong interpersonable skills	
Skilled at working under pressure to meet deadlines	
Personal Qualities	
High professional and personal standards	
Respect for young people and their needs	
Demonstrates resilience, high level of motivation and passionate 'can do' attitude	
Commitment to always maintaining confidentiality	
Demonstrate strong leadership qualities with experience of building excellent working relationships	