
• JOB DESCRIPTION
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- Job Title : **Operations Manager Full Time**
- Grade : PO3
- Hours: 35 hours per week. 41 weeks per year (Term time +2)
- One year fixed term
- Line Manager: **Headteacher**

• Main purpose of the job
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- To provide strategic leadership and direction on the operational management of curricular & non-curriculum functions within the school.
- To act as a professional adviser to the Headteacher and Governing Board on school HR and site management.
- To lead and manage whole school projects (collaborating with other relevant staff).
- To contribute to the safeguarding and protection of all pupils.

• Supervisory responsibility

- To be responsible for the line management and performance management of administration, medical, and site/premises staff. To lead on recruitment and work familiarisation for new members of these teams.
- To assist in work familiarisation of new members of staff or volunteers.

• Main responsibilities and tasks
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Financial Management

- To work with the Headteacher and Finance Manager to evaluate service level agreements, keeping them under review by comparison with alternative providers, and negotiating, managing and monitoring contracts, tenders and agreements to ensure best value and identify any cost savings.
- To work with the Finance Manager to investigate the availability of funds/grants to be bid for on behalf of the school and advise the Headteacher on the completion and submission of these bids.
- To promote and extend the use of the school site as a method of income generation.
- To supervise and accurately record existing methods of the site use in generating income.
- To oversee the school's lettings and charging policies and ensure they are effectively managed in conjunction with the site manager.
- To ensure the school has obtained the necessary licences and permissions.

- To manage, organise and process weekly bacs payments ensuring all outstanding invoices to the school are cleared.
- To manage school credit card expense.
- To oversee the school's insurance policies in all forms, including arrangements for their review in conjunction with the Headteacher.

Human Resources

- To work with the Finance Manager to provide advice and guidance to the Headteacher on the assessment of salaries, expenses, sickness and maternity procedures.
- Inform LA of changes to individual staffs' pay or terms and conditions.
- To monitor staff absence and support the Headteacher with the management of absence process.
- Manage and update the school's Single Central Record, in conjunction with the School Information Officer, ensuring it is kept up to date and compliant.
- To manage a rigorous recruitment process, in line with the school's safer recruitment policy.
- To be responsible for the recruitment of all staff across the school, in conjunction with other relevant staff
- To lead on ensuring accurate and appropriate adverts for vacancies are published and participate in the recruitment and selection process for staff.
- To participate in the shortlisting, recruitment, selection, appointment and development (including probation periods) of staff as directed by the Headteacher.
- To lead in the accurate and timely completion of the school censuses
- To monitor the accurate completion of DBS application forms and ensure that appropriate supporting evidence is obtained.

GDPR Lead/Manager

- To be responsible for all aspects of payroll administration within the relevant deadlines including the preparation of timesheets, submitting variances or changes, new employee details, leavers and dealing with pension and tax enquiries.
- Act as the school's coordinating the implementation and monitoring of the school's data protection framework and ensuring compliance with the requirements of the UK GDPR and the Data Protection Act 2018.
- Serve as the school's day-to-day **Data Controller representative**, ensuring personal data is collected, stored, processed, retained and disposed of in accordance with legislation, school policies and best practice
- Work closely with the school's Data Protection Officer (DPO) to implement recommendations, coordinate audits, respond to queries and maintain compliance with statutory requirements

- Maintain and regularly review the school's data protection policies, privacy notices, records of processing activities and information governance procedures
- Coordinate responses to Subject Access Requests (SARs), Freedom of Information (FOI) requests and other information rights requests within statutory timescales.
- Investigate, record and manage data breaches, ensuring appropriate reporting, mitigation and lessons learned, including escalation to the Information Commissioner's Office (ICO) where required.
- Deliver or coordinate GDPR awareness training and guidance for staff, ensuring that all employees understand their responsibilities regarding information governance and confidentiality.
- Carry out Data Protection Impact Assessments (DPIAs) for new systems, projects and processes where required.
- Ensure appropriate data sharing agreements, consent arrangements and information security measures are in place when working with third parties
- Monitor compliance through regular audits and report on GDPR and information governance matters to the Headteacher, School Business Leader and Governing Body as required
- Promote a culture of confidentiality, information security and good data governance across the school.

Health and safety

- Lead on the day-to-day coordination and monitoring of the school's Health & Safety arrangements, ensuring compliance with all relevant legislation, Local Authority guidance and school policies.
- Oversee the completion, review and monitoring of risk assessments across the school, ensuring that appropriate control measures are implemented and regularly reviewed.
- Coordinate Health & Safety arrangements for all educational visits, residential visits and off-site activities, ensuring that risk assessments, approvals and documentation are completed in accordance with the school's Educational Visits Policy and Local Authority requirements.
- Support the Educational Visits Coordinator (EVC) and trip leaders to ensure all school trips are planned and delivered safely, with appropriate staffing, safeguarding and emergency procedures in place.
- Monitor and coordinate statutory compliance, including fire safety, first aid, asbestos management, legionella, COSHH, contractor management and premises inspections, liaising with the Site Manager and external contractors as required.
- Ensure that accidents, incidents and near misses are accurately recorded, investigated where appropriate, and that any recommendations are implemented to improve safety.
- Promote a positive Health & Safety culture by providing guidance and training to staff and ensuring that Health & Safety policies and procedures are communicated and adhered to throughout the school.
- Prepare Health & Safety reports for the Headteacher and Governing Body, monitoring actions arising from audits, inspections and compliance visits.

Facilities and Premises Management

- To work with the Headteacher, Site manager and Governing Body to establish a rolling programme of maintenance work within budgetary restraints.
- To oversee in conjunction with the Headteacher, Site manager, the maintenance, refurbishment and development of the school premises and grounds.
- To monitor the quality of work of contractors in liaison with the site manager.
- To co-ordinate the records of fire practices and alarm testing with premises staff, ensuring emergency procedures are current and timely and know what the elements of fire safety are and the associated risks to the school through the process of risk assessment.
- Oversee the negotiation, evaluation and management of contracts for works and services to the site and have overall responsibility for the co-ordination and management of work and communicating with architects, contractors and the Local Authority with regard to the maintenance, refurbishment and development of the school site.
- To have knowledge and understanding of the main health and safety issues specific to the school and how they relate to pupils, staff, visitors, contractors and lettings to external organisation, working with the Site manager to act as the Health and Safety and Fire Coordinator, as identified by the school's Health and Safety policy.
- To implement risk management and loss prevention strategies in the school to reduce insurance costs, and in the management of any third-party contracts.
- Ensure the school's Health and Safety Policy is clearly communicated to all staff and is available to all.
- Contribute to governor reports / visits related to matters of health and safety.
- To be a key holder for the school site.

Curricular Administration

- In conjunction with other staff, to manage and lead the sourcing of new & exciting clubs that children will enjoy and ensuring they are profitable. To liaise with parents, club tutors / providers on content and to regular monitor clubs to ensure they are well run and led.
- To be responsible for the planning of the club timetable through liaising with relevant staff.
- To review and ensure all invoices submitted for school payment are correct.

- **General and Administration**

- To provide administrative support to the Headteacher and Governing Body as needed.
- To attend meetings as required e.g. Full Governing Body, Home School Partnership, Resources & Health & Safety / Premises.
- To lead and manage marketing of the school, such as school prospectus and virtual tours.
- To liaise with the attendance officer to be responsible for the arrangements for Internal school photos, and liaise with ICT staff and SLT regarding the update of the school website.
- To use the school's management information system to provide reports as required and as an information source.
- To use ICT effectively in order to manage own workload and the work of those for whom you have supervisory responsibility and to work with the school IT lead & external provider on all ICT aspects within school
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be the main liaison with BHSA for school events, including compiling risk assessments & obtaining any necessary licences.
- In collaboration with the ICT manager, to lead and manage the school's responsibilities in line with GDPR & data protection, ensuring the school remains compliant at all times.
- To manage, resolve and report any data breaches within the school.
- To lead on ensuring school policies (relating to finance and HR) are reviewed on time and adhered to as appropriate.
- To assist with the supervision of pupils out of lesson time, as necessary for their safety.
- To attend relevant meetings and participate in training opportunities and performance development as required.
- To undertake site any other broadly analogous duties as directed by the Headteacher including play ground duties and off activities such as trips with children

Responsibility for Resources

Responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role.

School Standards

Equal Opportunities

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. The Orchard Primary School is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

Health and Safety

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality, Data Protection

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

Safeguarding / Child Protection

The school is committed to maintaining appropriate professional standards at work and safeguarding children. It expects all staff to familiarise themselves with and adhere to the 'Code of Conduct' and all safeguarding and child protection guidance, policies & procedures.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

Signatures – line manager and job holder

Signed.....

Dated:.....

Headteacher

Signed.....

Dated:.....

Postholder

The duties of this post will change and develop over time. It is the jobholder's responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.

Job Advert: Operations Officer

Operations Officer 35 hours per week, 8.30am- 4.30pm

PO3

Term-time only plus 2 weeks | Orchard Primary School (Hounslow, TW4)

Closes: Friday 18th September

Interview: TBC

Are you a proactive, value-led professional looking to make a difference in a thriving primary school community?

The Orchard Primary School, set in a vibrant and diverse area, is seeking an Operations Officer to oversee all aspects of our school's operational management. You'll play a key role in ensuring our large, multi-cultural school runs smoothly and efficiently, supporting our commitment to inclusion and community engagement and aspiration by all.

We offer:

Fantastic outdoor space

A supportive, stable staff team

Professional development opportunities to help you grow

Wellbeing support for all staff

Parking on site

A friendly community atmosphere

Term-time working with two additional weeks for planning and transition

As our Operations Officer, you'll manage day-to-day operations, human resources, health & safety, site management, supplier relationships, and budget monitoring. You'll also contribute to strategic planning as part of a dedicated leadership team.

If you're a team player, strategic thinker, are willing to go that extra mile and have experience in school or education settings, we'd love to hear from you.

How to apply: E-mail completed application forms and supporting statements to

recruitment@tops.hounslow.sch.uk CVs will not be accepted

Safeguarding: The Orchard Primary School (Hounslow, TW4) is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory safeguarding checks.

The Orchard Primary School (Hounslow, TW4) is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Person Specification

Qualifications and Training

- Relevant professional qualification or equivalent experience in operations, facilities, or business management
- Evidence of ongoing professional development
- Health & safety qualification (desirable)

Experience

- Experience managing operations in a school or education setting (preferred)
- Experience of human resources processes and site management
- Experience working in a large, diverse organisation
- Budget monitoring and financial administration

Skills and Knowledge

- Strong organisational and problem-solving skills
- Excellent communication and interpersonal skills
- Sound knowledge of health & safety and HR practices
- Ability to manage multiple tasks and priorities effectively
- Ability to build effective working relationships with a wide range of stakeholders
- Proficient in using IT systems relevant to school operations

Personal Qualities

- Team player with a collaborative approach
- Strategic thinker, able to contribute to school-wide planning
- Value-led and committed to inclusion and community engagement
- High professional standards, integrity, and attention to detail
- Flexible, resilient, and able to work under pressure
- Understanding that the children are at the heart of all we do
- Able to meet deadlines and prioritise workload

Safeguarding Statement

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