



HATTON ACADEMIES TRUST

JOB DESCRIPTION

Job Title:	Operations Manager
Responsible to:	Director of Finance & Operations
Responsible for:	Estates and Catering Teams and Facilities across the Trust
Salary:	NJC Scale point 27 to 31 (£31,346 to £34,728)
Working Hours:	37 hours per week, 52 weeks per year

Job Purpose:

- As a member of the Trust Central Team, to be responsible for the development, implementation and management of a comprehensive range of support services within budgetary constraints throughout the Trust including:
 - Trust Buildings / Asset Management and Development
 - Site Maintenance and Security
 - Premises Environment, Cleaning and Hygiene Services
 - Health and Safety
 - Catering Services, Food Hygiene and Standards
 - Contracts and Contractor Management
 - Operational Risk Management and Business Continuity Planning
 - Vehicle Management
 - Academy Lettings Management
- The post holder will line manage Estates and Catering Teams within the Trust, to support teaching staff and management in their responsibility to enable pupils to reach their potential and achievements, by providing a safe and appropriate working environment and an economic, efficient and effective range of support services.
- To develop a knowledge and understanding of systems and processes relating to each academy.
- To monitor Health and Safety issues and secure compliance with HAT Health and Safety policies and risk assessments and wider Health and Safety laws and regulations.

MAIN DUTIES AND RESPONSIBILITIES:

1. Management and Development of Estates and Catering Teams

- a) To lead Estates and Catering Teams within the Trust taking responsibility for all aspects of staff management (Including recruitment, target setting, appraisal, absence management, discipline, health and safety (and other) training and development)

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

- b) Co-ordinate all holiday entitlements for Estates and Catering Teams across the Trust ensuring that works planned in school holiday periods are adequately supervised and delivered to programme.
- c) To prioritise and allocate work to meet deadlines of self and the Estates and Catering Teams, and provide support and guidance where necessary in such a way as to maximise staff motivation, morale and productivity in support of Trust and Academy priorities and improvement plans.
- d) To ensure that personal development programmes are in place for all estates and catering staff to ensure they have the required knowledge, skills and attitudes to provide efficient and effective support services.

2. Trust Site and Buildings Management

- a) To lead, supervise and monitor caretaking staff in all academies to ensure that daily, weekly, and monthly operational tasks routines are completed in a safe and effective manner in support of the efficient day to day running of academies.
- b) In conjunction with the Estates Teams, ensure that all Trust and academy site and buildings (including school external grounds and playing fields) are maintained in good working order to provide a safe environment for staff, pupils and visitors.
- c) To ensure that all sites and buildings have in place an up to date security risk assessment in line with insurance requirements and that academy estates staff and senior leaders are aware of the security risks identified. To ensure that adequate controls are identified and implemented on a daily basis in all security routines and that academy resources are adequately safeguarded.
- d) To support the DFO to develop and implement a Trust-wide Asset Management Plan and condition survey of all Trust sites and buildings.
- e) To identify, with the DFO and Estates Teams, a program of preventive buildings and grounds maintenance work, linked to the priorities identified in the Trust-wide condition survey and within budgetary constraints and to oversee its completion.
- d) Ensure that building development projects are planned, tendered in accordance with the Trust's Competitive Tendering Policy, risk assessed and project managed in such a way as to minimise disruption to academy life and to ensure that projects are completed on time and in a safe manner.
- e) Ensure that all necessary specifications for work to be undertaken are properly formulated prior to tender and to ensure that outside contractor tenders meet best value criteria.
- f) Liaise with outside contractors as necessary and as required, placing orders for work within delegated limits and giving instructions with regard to the commencement of the work.
- g) To support the DFO to write and submit Condition Improvement Fund and other bids for the improvement of Trust and Academy grounds, buildings, infrastructure and facilities. To project manage successful bids from tender award to completion.
- h) To support Academy Principals with all development plans to change or improve the learning environment ensuring that minor premises improvement projects are actioned in line with the Academy's educational needs (e.g. redecoration, relocation of furniture and resources and minor refurbishment).

- i) To support Academy Principals, in conjunction with Academy estates staff, to ensure that effective cleaning and hygiene services and infection control routines are in place, to make our academies a healthy and hygienic place for pupils to thrive.

3. Management of Catering Services, Food Hygiene and Standards

- a) Line Management of Catering Manager.
- b) To monitor staff food hygiene training and compliance with minimum standards.
- c) To ensure that all Health and Safety requirements of catering outlets are met and are audited as appropriate.
- d) In conjunction with the Catering Manager, to develop catering services and facilities within Academies to ensure that all students (including those on Free School Meals) in all academies have access to a range of good value healthy food options which meet the Government's food standards.
- e) In conjunction with the Catering Manager to ensure that all school food provided in Trust Academies meets food hygiene and safety standards and that all Trust catering outlets secure a good public reputation for exceptional food hygiene through the achievement of good ratings on the council's food hygiene ratings.
- f) To ensure in conjunction with the Catering Manager that catering facilities are well maintained, regularly and thoroughly cleaned in accordance with specified cleaning regimes and statutory requirements, and that equipment is regularly maintained in good working order.
- g) In conjunction with the Catering Manager, to support Academy Principals with the effective management and operation of contracts with external catering providers, ensuring that the quality of food provision is not compromised and that a high quality offer exists for students on free school meals.
- h) To identify with the Catering Manager innovative plans and ideas and to maximise uptake of school meals (including those taken by students eligible for free school meals).
- i) To support Academy Principals to ensure that adequate dining facilities exist for students to enjoy their school meal with their peers.
- j) At the direction of the DFO, to support the Catering Manager and Academy Principals with budget setting and the ongoing financial management of both in-house and externally provided catering services, ensuring that in house catering services are financially self-sufficient and cost pressures on catering contracts are proactively managed.

4. Direction and Development of the Trust

- a) To provide information for the CEO, DFO and Senior Leadership Teams and to facilitate strategic asset management planning.
- b) As a member of the Trust central team, to have direct input into the strategic direction and long term planning of the Trust assets and estates.
- c) Participate in the monitoring and evaluation of Trust and academy effectiveness.

- d) Attend meetings of the Central Trust Team, Senior Leadership Teams and relevant Directors Finance, Premises and Audit sub-committee meetings from time to time and where required, staff meetings in each academy.
- e) Participate in the review of Trust or Academy policies and procedures.
- f) Participate in regular reviews of the Trust and Academies' business continuity plans and arrangements.
- g) In conjunction with the DFO and Academy Principals, ensure that each academy meets its responsibility in respect of Health & Safety regulations.

5. Change Management

- a) Complete feasibility studies to identify areas of improvement or new ventures.
- b) Produce assets management proposals outlining the purpose of change, the aims, objectives and recommendations.
- c) Plan how changes are going to be managed, producing actions, objectives and processes via a project management plan.
- d) Produce communication plans to ensure that people are consulted and understand change and why it is occurring.
- e) Implement change and review.

6. Data Protection

- a) Work in conjunction with the Data Protection Officer to ensure that all aspects of estates and catering services work is compliant with data protection policy and regulation.
- b) Monitor data management procedures and compliance within Estates and Catering services.
- c) Under the direction of the Data Protection Officer, to address all queries from data subjects within legal timeframes.
- d) Deliver training on data protection compliance to Estates Teams and Catering teams as required.
- e) Follow up with changes in law and issue recommendations to ensure compliance.

7. Administrative Duties

- a) To ensure that robust and efficient administrative and filing systems are developed, implemented and maintained regularly in relation to all aspects of the role and duties (e.g. risk assessments, safety records, maintenance records, reports to management etc).
- b) At the direction of the DFO, ensure that all relevant legislative requirements are communicated to the appropriate people.
- c) Prepare documentation and reports to support the CEO, DFO and Academy Senior Leadership Teams as required.

- d) Support the CEO and DFO to maintain and update Trust policies in line with statutory requirements related to the job role and duties.
- e) Ensure all Health and Safety requirements and risk assessments relevant to the role within the Trust are documented and understood by staff and students.

8. General

- a) Maintain confidentiality at all times.
- b) The nature of the work may involve the post holder carrying out work outside of normal working hours including supporting the On Call rota for estates staff in all academies.
- c) Responsibility for safeguarding and promoting the welfare of children at the Trust academies. The Board of Directors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- d) The Trust has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- e) Share and actively promote the Trust’s commitment to promoting equal opportunities and tackling discrimination.
- f) Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars. Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Line Manager.
- g) In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- h) Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Trust academies.
- i) To carry out other relevant duties as may be reasonably requested by the DFO and Board of Directors commensurate with the pay and grade of the post.

Signed by the Post Holder

Date

Signed on behalf of the Trust

Date