

## VILLA REAL SCHOOL

**POST:** Operations Manager (N6712)

**HOURS:** 37 hours per week Whole Time

**Salary Scale:** Grade 7

### **Main Purpose**

In consultation with the Headteacher and School Business Manager, to:

- Have overall strategic management for the Whole School Site and resources in order to provide a safe, efficient and effective learning and working environment for pupils, students and staff.
- Operational support regarding grounds maintenance. (School holiday time work)
- Manage, develop and support the cleaning team and the school to ensure high standards and to contribute to the aims of the school.
- Ensure the safety of the pupils, students and premises by writing, overseeing, monitoring and updating risk assessments for individual pupils/students, groups of pupils/students and staff and specific areas of the school, working alongside the leadership team to ensure that these are accurate and current.
- Create, monitor and evaluate a Premises Plan which reflects the priorities of the School Improvement Plan and contributes to the aims of the school.
- Manage all elements of health and safety including fire safety and associated risks to the school through the process of risk assessment.

### **Specific Responsibilities Include:**

#### **Health and Safety:**

- Acting as the main Health and Safety Officer for the School, ensuring a safe working and learning environment in accordance with relevant legislation.
- Preparing Health and Safety reports for the Governors.
- Keeping appropriate records, ensuring that they are available for inspection and provide statistical and other returns, as required, to the Headteacher, Governors and Local Authority.
- Keeping up to date with changes to legislations, (especially health and safety) and best practice in facilities management.
- Lead and ensure classroom staff complete individual pupil/student risk assessments including complex feeding plans and staff medical risk assessments.
- Monitor and evaluate the quality of all risk assessments with the SMT.
- Support key staff in the writing and implementation of key area risk assessments e.g., Visits, Alternative Provision, Evolve Lead.

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- Support with transitions of high-risk students around school.
- Hydrotherapy pool deputy.
- Provide ad hoc cover for the caretaker re: small house keeping issues and locking up.
- Attend SMT meetings on a monthly basis to report on health and safety throughout the school.
- Accurately record and upload accidents to the health and safety team, liaising with them when necessary and ensuring that any recommendations are actioned.
- Attend safeguarding monitoring sessions with SMT & Governors.
- Be a member of the First Aid team.
- Drive mini bus or own vehicle as cover.

### **Premises:**

- Line management of the cleaning team.
- Ensuring continual coverage within specific times during both term time and school holidays. Carrying out Performance Management and ensuring that staff receive appropriate and adequate training.
- Ensuring effective and efficient deployment of staff including medical risk assessments.
- Responsibility for ensuring the security of the site and buildings both in term time and or wrap around care if required on a rota basis.
- Managing and monitoring the maintenance of the site.
- Ensuring that the servicing of equipment such as heating, lighting, air-conditioning and alarm systems is carried out on a regular basis including moving and handling equipment.
- Overseeing any new building works and refurbishment programmes and acting as appoint of liaison between contractors and the school.
- Initiate and keep records of regular fire practices and alarm tests. Complete and manage PEEPs.

### **Traffic Management (on a rota with the Caretaker):**

- To be responsible and oversee on a daily basis the safety of students, staff and visitors ensuring that appropriate access/egress arrangements are in place.
- To liaise with members of the local community ensuring areas around the school are kept clear for residents.
- Management of the school mini buses and MIDAS training.

### **General:**

- Carrying out any other duties which may reasonably be required by the Headteacher or other members of SMT.