Job Description	
School/Department:	The Warriner School
Post Title:	**School Operations Manager**
Level/Salary Range	Grade 11 Points 31-34 £43,150 - £46,580
Hours and working pattern	37 hours per week Term time only plus 2 weeks Annual leave to be taken during school holidays
Location	The Warriner School
Posts Responsible to:	Warriner Head of School
Posts Responsible for:	School Operations Administrator

Job Purpose:
The School Operations Manager provides leadership and oversight of key operational, administrative and compliance functions to ensure the safe, efficient and effective day-to-day running of The Warriner School. The role strengthens operational ownership within the school while maintaining effective partnership working with Central Services.

As a key link between school leaders and Central Services, the School Operations Manager ensures that operational responsibilities are delivered effectively and in accordance with Trust policies, statutory requirements and best practice.

Key Responsibilities:

Line Management Responsibilities

- Directly line manage the School Operations Administrator and other posts identified by the Head of School in accordance with the Trust's line management policy

Contractor and Service Management

- Act as the school's operational lead for contractor and service management, working in partnership with the Trust Premises Manager to ensure the effective delivery, monitoring and compliance of estates, facilities and contracted services across the school site.
    - Ensure contractors and third parties comply with Trust safeguarding, health and safety, security and conduct requirements.
    - Coordinate contractor induction, site access arrangements, permits to work, signing-in

procedures and site safety requirements, ensuring contractors are briefed on emergency procedures, safeguarding expectations and site-specific risks
    - Maintain accurate records of safeguarding checks, insurance documents, risk assessments, method statements and compliance documentation.
    - Monitor contractor performance, service delivery and compliance with contractual requirements, escalating concerns relating to safeguarding, quality, conduct, health and safety, estates compliance or contractor performance to the Trust Premises Manager as appropriate.
    - Liaise with site staff, contractors, the Trust Premises Manager and school leaders to plan and coordinate works, minimising disruption to teaching and learning.

- Act as schools operating lead for cleaning contractors
    - coordinate additional or deep-cleaning requirements as necessary.
    - Attend contractor review meetings and monitor service performance.

- Act as the school's operational lead for the catering contract.
    - Liaise with catering providers regarding day-to-day service delivery issues.
    - Support resolution of parent and pupil enquiries relating to catering services and free school meal provision.
    - Maintain oversight of catering compliance matters including biometric registration processes.
    - Attend contractor review meetings and monitor service performance.

- Support procurement exercises and contract renewal processes as required.

Emergency Planning and Business Continuity

- Coordinate the development, review and implementation of emergency response procedures.
- Maintain and review arrangements for fire evacuation, lockdown and emergency evacuation during the school day.
- Support the planning, implementation and evaluation of emergency exercises and incident responses.

Allergy Management and Medical Needs

- Work closely with the member of SLT appointed as the school's designated allergy lead.
- Coordinate the implementation of school procedures relating to allergies, anaphylaxis and medical needs, ensuring compliance with Trust policies and guidance provided by the Trust Strategic Compliance Officer.
- Maintain accurate records of pupils with severe allergies and oversee administrative processes relating to Individual Healthcare Plans.
- Ensure appropriate arrangements are in place for the storage, accessibility and monitoring of emergency medication.
- Coordinate allergy awareness and anaphylaxis training for relevant staff in partnership with the Trust Strategic Compliance Officer and other specialist advisers.
- Liaise with parents, healthcare professionals and school leaders regarding operational aspects of allergy management.
- Escalate significant concerns, incidents or compliance issues to the Trust Strategic Compliance Officer and Headteacher as appropriate.

Health and Safety Administration

- Coordinate the administrative aspects of health and safety compliance across the school.
- Maintain systems for recording accidents, incidents, near misses and hazards.

- Ensure health and safety records are accurate, up to date and compliant.
- Support monitoring and completion of risk assessments.
- Monitoring and management of PEEPS in the school
- Coordinate compliance activities, inspections and audits.
- Ensure required incidents are escalated promptly in accordance with Trust procedures.
- Support implementation of Trust health and safety policies and procedures.
- Assist school leaders in maintaining a safe working and learning environment.

Staff Absence and Workforce Administration

- Oversee school arrangements for recording and administering staff absence, ensuring compliance with Trust procedures and guidance issued by the Central HR Team.
- Manage the school's absence reporting processes, including the absence line, timely notification of absences to managers and relevant teams, and accurate maintenance of absence records within the MIS
- Coordinate administrative arrangements for return-to-work meetings, welfare contact and attendance management processes in accordance with Trust HR guidance.
- Work closely with the Central HR Team on complex attendance matters, Occupational Health referrals and other employee wellbeing processes.
- Maintain accurate staffing records within the MIS and implement changes as directed by Trust HR.
- Collate and submit approved casual claims and overtime documentation to Trust HR in line with payroll deadlines.
- Coordinate and submit the annual School Workforce Census, ensuring data accuracy and compliance with statutory requirements.

Staff Induction and Operational Compliance

- Coordinate operational elements of staff induction programmes in partnership with school leaders and Trust HR in accordance with Trust HR procedures and guidance
- Ensure new staff receive appropriate information relating to safeguarding, health and safety, emergency arrangements , site security and other operational compliance requirements

School Minibus Fleet Management

- Lead the operational management of the school's minibus fleet and associated transport arrangements.
- Maintain records relating to vehicle servicing, inspections, maintenance, insurance and driver compliance.
- Coordinate driver authorisation processes, licence checks and record keeping requirements.
- Ensure appropriate systems are in place for vehicle bookings, defect reporting and routine compliance monitoring.
- Maintain records relating to mileage by department to enable charging for minibus use
- Investigate and report vehicle incidents and compliance concerns, escalating significant issues to the Trust Strategic Compliance Officer and Headteacher.
- Support educational visit leaders to ensure transport arrangements meet Trust requirements and operational standards.

Parent Pay

- Provide line management and operational oversight of the administration of parent pay systems and process
- Ensure effective systems and communication are in place with the Trust's finance teams to enable their management of collection, reconciliation and monitoring of student payments

Financial Authorisation and Budget Management

- Review and authorise invoices, expenditure claims, mileage claims and financial journals within limits delegated by the Head of School and set out within the financial scheme of delegation
- Monitor allocated budget headings and ensure expenditure remains within approved budgets.
- Ensure appropriate coding and financial controls are maintained across operational budgets.
- Monitor the raising of purchase orders, required for Warriner staff, by the School Operations Administrator

Educational Visits

- Provide line management and operational oversight of educational visits administration
- Ensure robust systems are in place for the planning, costing financial administration and record keeping associated with educational visits
- Support and challenge designated staff to ensure educational visits are administered efficiently and effectively
- Ensure effective systems and communications are in place with the Trust's finance team to enable their trip reconciliation, processing and payment of supplier invoices, financial monitoring of trip balances invoicing and trip end accounting processes.
- Ensure compliance with Trust financial regulations and audit requirements.

Lettings and Community Use

- Provide line management and operational oversight of the school's lettings and community use function.
- Ensure effective systems are in place for bookings, contracts, invoicing and customer liaison through the management of designated staff.
- Monitor performance, income generation and compliance associated with lettings activities.
- Ensure appropriate operational arrangements are in place for activities taking place outside normal school hours including ensuring user compliance with H&S, site and safeguarding requirements
- Ensure effective and time systems in place to enable Trust Finance Team to complete invoicing, receipting income and accounting journals.

General Responsibilities required of all employees

- Undertake other duties commensurate with the grade and nature of the post as reasonably required and requested by their Line Manager.
- Support and promote the vision, values and ethos of the School and The Warriner Multi Academy Trust.
- Safeguard and promote the welfare of children and young people.
- Comply with the Trust's Health and Safety policies, procedures and risk assessments and take reasonable care for their own health and safety and that of others who may be affected by their actions.
- Demonstrate behaviour and conduct consistent with Trust values, professional standards and the Staff Code of Conduct.
- Engage with training opportunities, and commit to developing and maintaining appropriate knowledge and skills relevant to the role

The Warriner Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment. This post involves regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974. The successful

applicant will be subject to an Enhanced DBS check with Children's Barred List check, together with other relevant pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity with children. Online searches may be conducted on shortlisted candidates in accordance with Keeping Children Safe in Education (KCSIE). We are committed to equality of opportunity and welcome applications from all sections of the community.

Person specification	
Personal requirements	**E = Essential** **D = Desirable**
Experience and qualifications:	
• GCSE English and Mathematics (Grade 4/C or above) or equivalent.	**E**
• Relevant management, business administration, finance or operational qualification, or equivalent experience.	**E**
• Experience of managing operational or administrative services.	**E**
• Experience of working within a complex organisation.	**E**
• Experience of managing compliance records and administrative processes.	**E**
• Experience of coordinating contractors, suppliers or facilities-related services.	**E**
• Experience of working in a secondary school or academy trust.	**D**
• Experience of line managing staff.	**D**
• Experience of school lettings management.	**D**
• Experience of educational visits administration.	**D**
• Experience of contractor management within an educational setting.	**D**
• Experience of health and safety administration.	**D**
• IOSH qualification or equivalent health and safety training.	**D**
Knowledge:	
• Understanding of operational management within a school or similar environment.	**E**
• Knowledge of financial controls and administrative systems.	**E**
• Understanding of health and safety responsibilities and compliance requirements.	**E**
• Understanding of safeguarding requirements relating to contractors, visitors and third parties.	**E**
• Knowledge of GDPR and information governance requirements.	**E**
• Knowledge of school finance systems.	**D**
• Knowledge of Go for Schools, Arbor, Bromcom, PS Financials or similar systems.	**D**
Skills:	
• Strong organisational and planning skills.	**E**
• Excellent communication and interpersonal skills.	**E**
• Strong people management and leadership skills.	**E**
• Ability to prioritise competing demands effectively.	**E**
• High level of accuracy and attention to detail.	**E**
• Strong analytical and problem-solving skills.	**E**
• Excellent IT skills including Microsoft Office applications and management information systems.	**E**
Safeguarding	
• Commitment to safeguarding and promoting the welfare of children and young people.	**E**
• Understanding of individual safeguarding responsibilities and the importance of reporting concerns promptly.	**E**
• Ability to contribute to a safe, inclusive and respectful environment for children and young people.	**E**
• Commitment to maintaining appropriate professional boundaries, conduct and confidentiality.	**E**
• Willingness to undertake safeguarding training and comply with Trust safeguarding policies and procedures.	**E**