



Castle View  
Enterprise  
Academy

**Your Academy....Your Future**

<b>Post Title</b>	Operations Manager
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• The Operations Manager will work closely with the Senior Leadership Team (SLT) to assist the Principal in her duty to ensure that the Academy meets its educational aims.</li> <li>• The Operations Manager is responsible for providing professional leadership and management of key groups of support staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the Academy.</li> <li>• The Operations Manager promotes the highest standards of business ethos within the administrative function of the Academy and strategically ensures the most effective use of resources in support of the Academy's learning objectives, working alongside the finance director.</li> <li>• The Operations Manager is responsible for the Facility management; Health &amp; Safety management and ICT management across the Academy.</li> </ul>
<b>Responsible to</b>	Principal
<b>School Type</b>	The Academy is a publicly funded independent secondary school for pupils aged 11 to 16.
<b>Salary</b>	SCP33 – SCP35 (£41,418 - £43,421)
<b>Working Time</b>	Full Time
<b>Disclosure Level</b>	Enhanced

Key Responsibilities	Key Accountabilities
Leadership & Strategy	<ul style="list-style-type: none"> <li>• To contribute to the vision and achievement of the Academy</li> <li>• Plan and manage change in accordance with school improvement and business planning processes</li> <li>• Provide strategic vision and management</li> <li>• Negotiate and influence strategic decision making working closely with the SLT</li> <li>• Attend appropriate Governors' sub-committee meetings</li> <li>• To lead and manage key groups of support staff.</li> </ul>
Human Resource Management	<ul style="list-style-type: none"> <li>• Manage recruitment, appraisal and development for all support staff</li> <li>• Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the Academy and staff</li> <li>• Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements</li> <li>• Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice</li> <li>• Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the Academy and staff.</li> </ul>
Line Management	<ul style="list-style-type: none"> <li>• Line manage the following non-teaching areas of Academy staff: <ul style="list-style-type: none"> <li>○ Facilities</li> <li>○ Catering</li> <li>○ Technicians</li> <li>○ Cleaning.</li> </ul> </li> </ul>
Governance	<ul style="list-style-type: none"> <li>• Support the preparations of papers alongside Principal/Clerk/Finance Director to ensure Governors receive all their statutory updates and papers</li> <li>• Ensure that the Academy complies with its statutory duties in relation to <ul style="list-style-type: none"> <li>○ Freedom of Information (FOI)</li> <li>○ GDPR / Data Protection</li> </ul> </li> <li>• Support the Principal and Finance Director with legal aspects of the role e.g. lease, building issues, policies and plans</li> <li>• Ownership and Management of the Academy Risk Register.</li> </ul>
ICT	<ul style="list-style-type: none"> <li>• Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the Academy ensuring value for money e.g. cloud usage</li> <li>• Communicate the strategy and relevant policies, including Data Protection for use of technology across the school</li> <li>• Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems</li> <li>• Ensure contingency plans are in place in the case of technology failure</li> <li>• Management of the Academy's ICT contract with external partners</li> <li>• In conjunction with the responsible teaching member of SLT, lead on all matters concerning online safety</li> </ul>

	<ul style="list-style-type: none"> <li>• Management of the Managed Printing Services contract with external partners</li> <li>• Cost analysis of printing solution to help budgeting process</li> <li>• Management of ICT related purchases.</li> </ul>
Website	<ul style="list-style-type: none"> <li>• Carry out regular checking of the website to ensure the Academy continues to meet the statutory requirements and updates for Ofsted</li> <li>• Continue the development of the website.</li> </ul>
PR & Communications	<ul style="list-style-type: none"> <li>• Maintain a PR &amp; Communications strategy for the Academy through social media</li> <li>• Maintain and develop the content of the in-house plasma screens</li> <li>• Production of and publishing of the termly Academy newsletter</li> <li>• Coordinating design and production of any promotional literature for the Academy</li> <li>• Continue to develop the content and usage of the Academy mobile app.</li> </ul>
Facilities inc. Health & Safety	<ul style="list-style-type: none"> <li>• To ensure that there is a safe and secure physical environment at the Academy for all staff and students</li> <li>• To ensure the Academy meets all its statutory requirements</li> <li>• Manage the maintenance of the Academy site including the purchase and repair of all furniture and fittings</li> <li>• Ensure the continuing availability of utilities, site services and equipment</li> <li>• Follow sound practices in estate management and grounds maintenance</li> <li>• Monitor, assess and review contractual obligations for outsourced school services</li> <li>• Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided</li> <li>• Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively</li> <li>• To work with the Academy health and safety provider to ensure a healthy and safe working environment by ensuring health and safety policies, procedures and codes of practice are followed</li> <li>• Ensure all health and safety policy statements are accurate, up to date and clearly communicated to all</li> <li>• To ensure systems are in place to enable the identification of risk and hazard assessments</li> <li>• To assist with the reporting to the Principal and Governing Body.</li> </ul>
Transport	<ul style="list-style-type: none"> <li>• Management and maintenance of the Academy minibuses</li> <li>• Ensure compliance with driver legislation</li> </ul>
Sport & Performance Academies	<ul style="list-style-type: none"> <li>• Co-ordinating morning and evening bus services for Sport Academy students</li> <li>• Monitor and maintain the contract/agreement in place with the Performing Arts Academy</li> <li>• To ensure that facilities used by the Sports &amp; Performance Academies are safe and secure.</li> </ul>

Uniform	<ul style="list-style-type: none"> <li>• Maintain relationship with Academy uniform supplier</li> <li>• Organisation and management of annual uniform sales and Academy stock.</li> </ul>
Sports Centre	<ul style="list-style-type: none"> <li>• Management of third-party liaison meetings for the Sports Centre</li> <li>• Ensure that Sports Centre complies with relevant health and safety legislation e.g. swimming pool</li> <li>• Engagement with external stakeholders and partners.</li> </ul>
Catering	<ul style="list-style-type: none"> <li>• Ensure the Academy complies with the relevant legislation for matters such as food hygiene and nutritional values</li> <li>• Ensure the Academy offers an excellent, value for money service</li> <li>• Ensure that the Academy continues to receive value for money from suppliers</li> <li>• Maintenance and availability of the cashless catering solution for staff and students.</li> </ul>
Policy	<ul style="list-style-type: none"> <li>• Ensure the Academy maintains compliance with the statutory elements, in relation to the policies required to be in place</li> <li>• Maintain and operate procedures to ensure the Academy policies are accurate and up to date</li> <li>• Responsible for policy formulation</li> <li>• Assist the Principal in consultation with Trade Unions on relevant new and updated policies.</li> </ul>
Event Management	<ul style="list-style-type: none"> <li>• To be responsible and effectively run all the external and internal Academy events supporting the Principal and the SLT</li> <li>• Ensuring there is excellent communication between all stakeholders in event planning</li> <li>• Manage carefully the timescales for event planning</li> <li>• Take a full role in the event supporting the Principal and SLT</li> <li>• Organise and manage site and facilities activities in regular occurring events.</li> </ul>
3G	<ul style="list-style-type: none"> <li>• Ensure the Academy complies with the requirements of the Football Foundation, in relation to the funding received</li> <li>• Coordinate and oversee the development of the Academy Football Development plan in conjunction with key stakeholders</li> <li>• Continued maintenance and certification of the facility</li> <li>• Monitor and maintain relationships with external stakeholders.</li> </ul>
<b>Category</b>	<b>Essential</b>
Experience	<ul style="list-style-type: none"> <li>• Experience of leading/coaching people</li> <li>• Experience of working with senior managers and governing bodies</li> <li>• Experience of developing and implementing policies and procedures.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Able to manage own time and workload to achieve deadlines. Self motivated and proactive</li> <li>• Able to adapt to change to meet business requirements</li> <li>• Excellent communication skills (written and verbal)</li> <li>• Disciplined and methodical</li> <li>• Effective people manager and ability to work as part of team</li> <li>• Able to work flexibly and attend meetings and events outside of normal working hours</li> </ul>

	<ul style="list-style-type: none"><li>• Able to think on feet and react effectively to changing priorities.</li><li>• Highly organised.</li></ul>
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***Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.***