|  |
| --- |
| **Ernest Bevin College**  **Job Description** |

|  |  |
| --- | --- |
| **Title**: Head of Operations and HR | **Salary Scale: PO6 - PO7 (£48,576- £59,151 depending on experience) Full Time/All Year Round** |
| **Supported by and reporting to:** Principal | **Assisted by:** HR/Finance Officer, Head of Network, Administration and Office Team, Premises Manager |

|  |  |
| --- | --- |
| ***Personal and***  ***Professional***  ***Conduct*** | * Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries as appropriate * Have regard to the need to safeguard students’ well-being, in accordance with statutory provisions * Show tolerance of and respect for the rights of others * Promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs * Ensure that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law * Have a proper and professional regard for the ethos, policies and practice of the college and maintain high standards in their own attendance and punctuality |
| ***Job Purpose*** | * To manage the delivery of all non-academic operations for the college. This role will be critical to ensure that the operational functions of the college are delivered to a high standard. * The role-holder will be part of the college’s Senior Leadership Team and will be the Principal’s main point of contact for all non-academic issues. * The Operational Team have leads for Finance, IT, Facilities and Administration and will work collaboratively on planning and implementation to ensure that the College Improvement Plan and Policies are followed and that the appropriate authorisations are sought. * The role-holder will manage all support staff through agreed line management including the Site/Premises team, Network Services, Administration, Reprographics, Finance Operations and HR and Governance. |
| ***College Senior***  ***Leadership***  ***Team*** | * Be an active part of the college’s Senior Leadership Team, contributing to the setting and delivery of strategy and ownership for the delivery of all business operations tasks. * Promote the college in the local community. |
| ***Business Operations:***  ***Team Leadership*** | * Be responsible for the management and development of all support staff, including the Site/Premises team, Network team, administrative staff (reception, marketing & communications, lettings, reprographics etc.), Finance operations, HR and Governance. |
| ***Facilities / Site***  ***Team*** | * Working with the Premises Site Manager, to develop and maintain an Estate Plan with a clear 3-year strategy for college capital projects and maintenance, detailing a rolling programme of investment * Manage capital projects * Take overall responsibility for the management and maintenance of the site and for the effective implementation of Health & Safety Policy and Procedure to create a safe environment for staff and students. * Ensure school caretaking and cleaning staff undertake maintenance regimes as prescribed and that they facilitate and supervise the work of College-appointed contractors for specialist servicing/testing and maintenance/projects. * Ensure the premises team respond appropriately to resolve reactive maintenance issues. * Where requested by the Premises Manager, appropriately commission site-specific works and keep records. * Work alongside the Premises Manager to support all premises or Health & Safety audit visits. * Select contractors in line with college protocols and create/update central contractor record, ensuring all required documentation is on file (e.g. Public Liability Insurance, Health and Safety records). * Ensure the Asset Register is maintained. * Take operational responsibility for the effective provision of minibus travel. |
| ***IT*** | * With the Network Manager, develop and maintain an IT Resources Plan with a clear 3 year strategy for hardware, software and maintenance, detailing a rolling programme of investment. * Ensure the IT Asset Register is maintained and kept up to date and that device lifecycle procedures are followed. * Ensure helpdesk requests are answered promptly and that a high-quality and effective level of support is provided to the college’s user base. * Ensure the college infrastructure is developed in conjunction with the IT Manager and is implemented and maintained in accordance with the college’s specification. |
| ***Administration*** | * Manage all aspects of college administration, including reception, parental and student communications, website and marketing. * Manage all aspects of premises lettings, in line with the college’s Lettings Policy. * Maintain oversight of all aspects of school trips (costing, communications, planning, risk assessments), in line with the college’s Charging & Remissions Policy. * Ensure the college achieves best value for local contracts and maximum value is extracted from existing contracts. * Be the principal contact for external catering and cleaning providers ensuring all legal and contractual duties are met and managing local operational issues. * With the Finance Officer manage the SLAs with the Local Authority ensuring best value for money * Work closely with the Directors of Learning to ensure the effective management of Free School Meals and provision for students who attract a post 16 bursary. |
| ***Operational Management Team*** | * To lead the regular operational management team meetings and be responsible for the management of the college Events calendar. This will include, but not be limited to, ensuring the smooth running of Parents’ Evenings and other outward facing events. |
| ***Finance Operations*** | * In conjunction with the Finance Officer provide input for budget & forecast modelling. * In conjunction with the Office Manager, manage all local ordering, invoicing and payments. * Manage parental payments, including school trips, minibus charges and catering. * Maintain oversight of local departmental budget-setting and monitoring * Ensure financial monitoring reports are completed within 2 weeks of each month end. |
| ***HR*** | * Manage college transactional HR activity including recruitment, induction and maintenance of job descriptions and records of performance management. * Monitor staff absence and oversee attendance management procedures including return to work interviews. * Co-ordinate CPD for all support staff. * Refer serious staffing issues to the Local Authority HR team for support and guidance following liaison with the Principal * Support the Principal and give advice on HR matters |
| ***Governance and***  ***Compliance*** | * Maintain the College Risk Register and business continuity planning. * Lead on Data Protection and Health & Safety compliance, * Coordinate training for all staff in Health & Safety, as Fire Wardens and First Aiders, ensuring all Risk Assessments are up to date and centrally stored. * Ensure PAT testing in line with requirements, providing training for departments as appropriate. * Provide all reports to the College Governing Board according to the schedule of meetings and ensure all members of the operational team meet deadlines |

This job description does not direct the particular amount of time to be spent on carrying out the above duties and responsibilities and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendments at any time after consultation with the post holder.

**April 2021**

|  |
| --- |
| **Person Specification**  **Head of Operations and HR**  **Ernest Bevin College**  **PO6- PO7 (£48,576- £59,151 depending on experience) Full Time/All Year Round** |

Reporting to : Principal

Assisted by : Finance Manager, Network Manager, Administration Manager, Premises Manager

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | * Minimum L3 qualification in a relevant discipline * 5 x GCSEs at A\*- C or equivalent including English and Mathematics * Qualification in at least 2 relevant areas of the Job Description | Graduate  Accountancy/Finance qualifications  Business and administration Qualifications  SBM qualifications  Health and Safety Qualifications  HR (CIPD) Qualifications |
| **EXPERIENCE, KNOWLEDGE AND SKILLS** | * Self-starter and flexible with the ability to drive change to make processes more robust and/or efficient * School HR experience * Excellent interpersonal skills and gravitas to interact with college leaders on a regular basis * Previous experience of line management of others * Ability to manage multiple work streams concurrently * Previous experience of working in a school environment * Proficient with Microsoft Office applications (Word, Excel and PowerPoint) * Experience of operating school MIS systems * Experience of running operations across a complex organisation * Confident in producing, manipulating, analysing and presenting complex data in appropriate formats for a range of audiences | Working knowledge of SIMS  Experience of running operations in a school  Experience of marketing organisations and utilising social media to promote business growth  Understanding of GDPR legislation |
| **PERSONAL QUALITIES AND CHARACTERISTICS** | * Commitment to own learning and development * Work in ways that promote equality of opportunity, participation, diversity and responsibility * Energetic, enthusiastic and practical * Thorough, organised, conscientious and reliable * Be fully cognisant of Safeguarding in a school environment and recognise the need to abide by the policy at all times. * A commitment to abide by and promote the college’s Safeguarding Equal Opportunities, Health and Safety, Child Protection Policies * The post-holder will require an enhanced DBS check |  |

**April 2021**