



## **Job Description: Operations Manager**

**Reports to:** Principal  
**Start date:** September 2021 (or earlier if available)  
**Location:** Ark Alexandra Academy, Hastings  
**Salary:** Ark Support Scale 12: Pay Points 37-44, £40,876 to £48,115 per annum dependent on skills and experience  
**Closing Date:** Monday 28<sup>th</sup> June 2021  
**Interviews:** Thursday 15<sup>th</sup> July 2021

### **The Role**

To provide the overall strategic and operational leadership and management for all aspects of Health and Safety, the ICT estate, community usage, catering, and operations support in the academy.

To develop, lead and manage operational staff ensuring that the resources and systems of the academy are deployed effectively and efficiently to achieve the educational aims of the academy.

To work with Ark Central and other academies in the Ark network, to develop high quality systems and services throughout the network, offering support where required.

### **Key Responsibilities**

#### **Leadership**

- Be a member of the Senior Leadership Team, contributing to strategic planning and decision making, leading staff training, task groups (
- Lead on the school's operational requirements, including contract procurement, systems set-up, staff training and implementation of policies & procedures
- Work closely and liaise with the Ark, Finance and Premises to ensure that in-school processes, as applicable, are implemented and followed
- Manage the academy's operational budget, ensuring that spend is managed in line with approved budgets and input into termly forecast/budgeting process, analysing and reviewing strategic plans for Academy's operational areas
- Support the leadership team in developing the strategic approach for lettings and community links and lead on establishing links with the community in this regard
- Work with the Regional/Central Facilities Manager/Central team to project manage capital building projects and other fundraising projects, identifying & ensuring appropriate funding sources, writing proposals for expenditure and delivery within scope, time and finance

#### **Managing People & Services**

- Manage Office, Reception, Premises, Catering and Cleaning staff to ensure they are motivated, have high levels of commitment and productivity and perform well in their roles
- Manage the Catering/Cleaning contract and ensuring all aspects of the service level agreement are met
- Manage the service and contract/SLA delivery for IT, including ensuring IT assets are security marked and maintained through working closely with Ark Central IT



## **School Operations**

- Achieve the most competitive pricing for goods and services for the academy, complying with current and relevant procurement legislation and Ark's policies
- Ensure the academy is compliant with all the Ark policies, rules and procedures, including Fire and Health & Safety legislation, and ensuring the accurate maintenance of the Single Central Record
- Establish and maintain effective administration systems throughout the academy, including systems for monitoring and reporting on all operational functions
- Be responsible for the day-to-day management of Health and Safety (H&S) within the academy, working with Ark's central Head of Premises & Estates, ensuring that there is a H&S policy and Emergency Plan in place, and reporting back regularly to the Principal

## **Other**

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.



## Person Specification: Operations Manager

### Qualifications

- Educated to degree level or equivalent
- Professional management qualification desirable

### Knowledge, Skills and Experience

- Experience leading, coaching and motivating staff, ensuring professional development and effectively challenging and managing any underperformance
- Ability to manage budgets
- Able to work with a range of internal and external partners
- Knowledge and experience of managing procurement and contracts for services
- Confident in implementing procedures and processes within operational departments, and using Management Information Systems (MIS)
- Able to manage several projects at once, prioritising accordingly to meet deadlines
- Strong IT, systems, administrative and organisational skills
- Excellent written and oral communication skills.
- Understanding of relevant legislation, policies and procedures, and the ability to apply this understanding to real situations

### Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

### Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*