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|  | **Job Description** |
| **Job Title** | **Trust Operations Manager** |
| **Grade** | **Scale 7/8 £24,799 to £31,371 Pro Rata** |
| **Hours** | 25 hours per week by agreement, 38 weeks a year (term time) plus 3 by agreement during holidays for contract work – 41 weeks in total |
| **Reports to** | CEO and CFO |
| **Liaison with** | School Headteachers and other Central Trust Staff |
| **Job Purpose** | * To be the point of contact for and to oversee Trust-wide contracts, Health and Safety compliance, Estates maintenance. * To oversee general Compliance and Risk within the Trust. |
| **Duties**  **Health and Safety**  **Estates**  **Compliance and Risk**  **General** | * In conjunction with the Trust’s Health and Safety Consultant ensure there is a consistent and highly effective approach to Health and Safety, including emergency procedures, across the Trust. * To promote and monitor safe working practices within the MAT and to provide regular reports to the CEO. * In conjunction with the CEO and Health and Safety Consultant, formulate relevant policies and risk assessments and ensure consistency across the Trust. * To monitor all accidents, incidents and ‘near misses’ to determine trends and take action if necessary. * To sit on the Trust’s Health and Safety Committee. * To ensure that there is an efficient accident reporting and incident management system in place across the Trust and to report trends/analysis to the CFO/CEO. * Working with Premises/Site Managers, contribute to the implementation of the Trust’s estates strategy with specific responsibility for the management of a rolling programme of maintenance, redecoration, furniture renewal and relocation of subjects/functional areas. * Working with Premises/Site Managers, ensure that regular checks of buildings, grounds, furniture and fittings are undertaken and to take appropriate action, which will include advising CFO, CEO and Trustees on technical issues and those issues with a financial and budgetary implication. * To obtain, when necessary, financial estimates relating to necessary work and advise staff accordingly. * To support the CFO to maintain an asset inventory (excluding IT equipment) across the MAT. * To work with the Trust Surveyors to ensure that best practice in energy conservation in the use of heating, light, water etc. is developed and maintained. * To purchase resources in accordance with MAT policies/procedures. * To demonstrate the potential to manage the use of any Academy's accommodation outside of normal Academy requirements and actively promote income generation and community use through the individual Academy's lettings scheme. * To monitor schools’ general compliance using The Key (web based compliance tool) and liaise with appropriate personnel to ensure compliance. * To regularly visit all the schools in the Trust. * To ensure there are effective risk assessments in place in all of the Trust’s schools and offices. * To support staff across the Trust in compiling risk assessments for their specific locations. * To be the point of contact for Trust-wide contracts e.g Catering Support. * To oversee the procurement process for new contracts. * To formulate and maintain the rolling programme of Trust-wide Contracts. * To attend JCC committee * To maintain the matrix of Trust policies and be responsible for the cycle of policy approval and renewal. * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. * To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. * Ensure that all duties and services provided are in accordance with the Trust’s Equal Opportunities Policy. * The Trust is committed to safeguarding and promoting the welfare of children and young people and expects allstaff and volunteers to share in this commitment. * The duties above are neither exclusive nor exhaustive and the post holder may be required by the CEO to carry out appropriate duties within the context of the job, skills and grade. * Please also note that, due to the geographical locations of all of the Trust’s estates, it is a prerequisite of this job that the successful candidate is not banned from driving and has access to their own car. Mileage will be able to be claimed in line with the Trust’s Financial Regulations. * These duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Chief Executive Officer. This job description does not form part of the conditions of employment: it describes the way in which the post holder is expected and required to perform. |