

## **Assistant Director of Operations**

Job title: Assistant Director of Operations

Salary Range: Band 8

Responsible to: Director of Finance & Operations

Working Hours/Weeks: 37 Hrs. / 42 Weeks

### **Purpose**

The Assistant Director of Operations provides day to day support to the staff of the school and to students in all operational matters. The Assistant Director of Operations will line manage and oversee the site services teams including premises, catering, lettings, cleaning and administration. The Assistant Director of Operations will work in conjunction with the heads of these departments to ensure the most effective use of resources in support of the schools objectives, promote the highest standards of business ethos and ensure the school meets its educational aims.

### **Role and Responsibilities**

In summary these include:

- Overview of the resource management and support the health & Safety management of the school.
- Provide reliable and relevant information as required to enable decision making within the schools Senior Leadership Team.
- Plan and implement change in accordance with operational need.
- Take responsibility for the line management of the heads of the service departments including the annual Performance Management Process.
- First point of contact for any operational queries.
- Take responsibility for ensuring the premises are maintained to the highest standard
- Oversee the letting of the school premises to external organisations in conjunction with the Lettings officer and Finance Administrator maximising income and developing the extended services the Academies offer to the local community.
- Support the Director of Finance & Operations in the review of the annual contracts & SLAs applicable to the departments their responsible for.
- Take responsibility for the procedures relating to accident reporting.
- Take on the role of the Education Visits Co-Ordinator (EVC)
- Develop process measures that are affordable and that will enable value for money and efficiency for those that manage resources.
- Take responsibility for various budget nominals across the Academies.
- Carry out Risk Assessments and audits for all areas of the site and for all working practices of the services teams
- Other ad hoc duties as directed

Person Specification:

The person appointed will be expected to have significant management experience and a track record of delivering operational goals. The appointee will be considered as the lead of the operations across the Academies including risk and compliance. The appointee will need to understand the role of others working within the Academies, be organised and able to work on own initiative account.

| Criteria   | Essential or Desirable | Method of Assessment<br>Application Form (AF)<br>Selection Process (SP)<br>Interview (I) |
|--|------------------------|--|
| <b>Qualification</b>   |                        |  |
| GCSE English and Maths, grade A* to C  | E                      | AF   |
| Recognised management or business qualification  | D                      | AF   |
| <b>Experience</b>  |                        |  |
| Experience of working at a senior management level   | E                      | AF   |
| Successful track record of developing and implementing process to achieve best value and maximising resources    | E                      | I  |
| Extensive experience in one or more particular fields (Premises, Catering, Lettings, Cleaning or Administration) | E                      | AF   |
| Experience of working in partnership with external agencies  | E                      | I  |
| <b>Knowledge</b>   |                        |  |
| Understand and comply with procedures relating to H&S and GDPR   | D                      | I  |
| Knowledge of Safeguarding and Child Protection Policies  | D                      | I  |
| Knowledge of site maintenance and risk assessment methodology  | D                      | I  |
| <b>Skills</b>  |                        |  |
| Strong Oral Presentation and Written Skills  | E                      | I  |
| Highly effective negotiation skills to achieve best possible outcomes and value                                  | E                      | I  |
| Strong Organisation Skills   | E                      | I  |
| Excellent leadership Skills  | E                      | I  |
| Excellent ICT Skills   | E                      | I  |
| Ability to work on own initiative and resolve issues independently   | E                      | I  |
| <b>Personal Qualities</b>  |                        |  |
| Flexible approach  | E                      | I  |
| Effective Time Management  | E                      | I  |
| Ability to work under pressure   | E                      | I  |
| Present "solutions" rather than problems to enable effective decisions to be made                                | E                      | I  |
| A team Player respected by others  | E                      | I  |

