



JOB DESCRIPTION & PERSON SPECIFICATION

Role: Services Manager

Grade: PO2

Responsible to: Headteacher

JOB DESCRIPTION

Main Purpose of the Job:

1. To be a member of the school's senior leadership team.
2. To be the lead member of support staff.
3. To manage the operations of the following departments/staff:
 - a. Premises (including Cleaning)
 - b. Catering
 - c. Administrative Staff
 - d. Learning Resource Centre
 - e. Cover
4. To line manage key individuals within the above teams.
5. To represent the school in these matters with the East Midlands Education Trust (EMET) central team.
6. To work with the EMET central team on HR and Finance matters.

Main Responsibilities of the Job:

A: Senior Leadership Team (SLT)

1. To be a full member of SLT, attending governor meetings as required.
2. To lead on the implementation and development of operations and services across the academy, including making significant decisions where appropriate.
3. To advise the headteacher, leadership team and governors of such development and decisions.
4. To prepare papers to report to SLT and Local Governing Body as required.
5. To monitor, evaluate and review support services provision, and make key decisions for the improvement of such provision.
6. To attend the EMET Services Manager meetings, representing the academy and feeding back to the headteacher and governors as appropriate.
7. To be responsible for seeking professional advice on insurance and advising the governors on the appropriate insurances for the school. Implementing the approved insurances and handling any claims that arise.
8. Act as systems manager for the elements of the school's network relating to administration, the implementation of appropriate management information systems and the full computerisation of the administration systems.
9. To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
10. To develop the use of the management system across the core administrative functions of the school.
11. To have overall responsibility for the completion and return of data to outside agencies e.g. school censuses, the school workforce census, etc.
12. Prepare and process tender documents for goods and services, when necessary, ensuring compliance with Trust policies and ensuring 'best value' at all times.

13. Negotiate, manage and monitor contracts and agreements ensuring 'best value' at all times.
14. Update the Business Continuity Plan and manage its place within the management procedures of the school.
15. Implement Risk Assessment and Loss Prevention strategies.
16. Maintenance and review of the school asset database.

B: Premises

1. To line manage the school's site manager and the cleaning manager.
2. To work with the EMET Services Director to provide the co-ordinated overview of the maintenance and development requirements of the academy estate and buildings.
3. To maintain the school asset management plan and to produce and present to EMET the annual capital works proposals for the site.
4. To manage and promote the sustainable use and development of the site, to maintain and review the school's energy policy and to be responsible for all energy efficiency measures across the school.
5. To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services and utilities not arranged by the central EMET team.
6. To be responsible for all issues relating to the out of school use of the premises by third parties (lettings).
7. To supervise capital and other premises-related projects, from planning to completion, including project approval and liaison with all outside agencies and interested parties.
8. To oversee the management of the upkeep of playing fields, all-weather surfaces, land drainage and the maintenance of boundaries, footpaths, roads and rights of way.
9. To oversee the purchase, repair and maintenance of all furniture and fittings.
10. To oversee the effective management and maintenance of the school minibus and other vehicles owned by the school.
11. To manage the security of the school site.

C: Health & Safety (H&S)

1. To act as the school's H&S Co-ordinator and Fire Officer. To maintain a working knowledge of H&S issues.
2. To formulate, monitor and implement the school's safety policies to comply with the H&S at Work Act and other legislation.
3. To ensure the continuity of statutory records in respect of the school's legal obligations under current H&S legislation and disability access and to ensure that those obligations are met. This will include, but is not limited to, the academy emergency management plan, risk assessments (Including fire) for activities taking place, use of the school minibus, the management of asbestos and legionella.
4. To conduct regular "walkarounds" to monitor the application of policies and identify any new risks and maintenance requirements.
5. To maintain a skills matrix in relation to H&S for all roles in the school, and to ensure that appropriate training is provided and repeated as required.
6. To be the academy lead person regarding risk assessments. Have a thorough knowledge of risk assessment methods and how to apply them to identify hazards within the academy and assess the risk associated with them.
7. To conduct regular, routine H&S checks.

D: Administrative Staff

1. To line manage the reception/administrative staff.
2. Support the reception/administrative staff in ensuring the highest standards of communication within and outside the academy.

E: Learning Resource Centre (LRC)

1. To line manage the school's LRC manager.
2. Support the LRC manager in using library and reprographics resources efficiently to allow all aspects of the school to function successfully.

F: Cover & Staff Absence

1. To line manage the school's cover manager.
2. Support the cover manager in their deployment of supply teachers and cover teachers.
3. Work with the cover manager to manage staff absence, including the weekly returns to EMET human resources.

G: Finance & HR

1. To manage the finance tasks that need undertaking on site, such as petty cash management, banking, etc.
2. To liaise on all financial matters with the EMET Finance Director.
3. To oversee the collation of timesheets, overtime claims, payroll information, and starter/leaver information for EMET.

H: Additional Responsibilities

1. To carry out lunchtime and other duties as requested.

PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
<ul style="list-style-type: none"> • Degree or equivalent qualification. • Level 2 qualifications in maths/numeracy and English/literacy. • Level 3 health & safety qualification 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	App/Doc/Ref
Experience	Essential	Desirable	How assessed
<ul style="list-style-type: none"> • Experience of working effectively with a range of people and the ability to build rapport and establish positive relationships. • Experience of managing people, including setting objectives, developing staff and managing performance. • Experience of working in schools 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	App/Ref/Int
Skills, Attributes & Knowledge	Essential	Desirable	How assessed
<ul style="list-style-type: none"> • Awareness of child protection and safeguarding procedures. • Ability to set high standards to staff and students by personal example. • Ability to work effectively under pressure. • Ability to prioritise and meet deadlines. • Ability to act quickly and decisively. • Commitment to continued personal development. • Ability to assimilate information quickly and prepare succinct summaries. • Knowledge of Health & Safety at Work management • Knowledge of GDPR & Data Protection regulations 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 		App/Ref/Int

Skills, Attributes & Knowledge (continued)	Essential	Desirable	How assessed
• Demonstrate a commitment to equal opportunities.	✓		App/Ref/Int
• A willingness to relate to the local community.	✓		
• Good presentational skills and the ability to communicate effectively to a range of audiences both verbally and in writing.	✓		
• Good ICT skills.	✓		

App Application form and letter
 Doc Documentation
 Ref References
 Int Interview