

Job Profile

Post: Business & Operations Manager

Grade: £30,897 - £35,500

Responsible to: Business & Operations Director

JOB PURPOSE

Under the direction and leadership of the Business & Operations Director, the post holder will manage the operational business of the UTCs in relation to Facilities and Estate Management, Health & Safety and support in the management of Administration and Data Management and will provide some HR admin to support the Executive Team with recruitment across the Trust.

MAIN DUTIES

Health & Safety

In conjunction with the Health & Safety Consultant and Local Principals:

- Act as the Trust's Health & Safety Co-ordinator and Fire Officer.
- Plan, instigate and maintain records of fire practices and alarm tests.
- Ensure the Health & Safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Enable regular consultation with people on health and safety issues.
- Ensure systems are in place to enable the identification of hazards and risk assessments.
- Ensure accidents are investigated and reported as necessary.
- Ensure the maximum level of security consistent with the ethos of the UTC.
- Ensure that statutory and non-statutory Health & Safety checks and inspections are conducted and that records of checks have been made and are safely stored.
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Ensure the safe maintenance and security operation of all UTC premises.
- Ensure the accident reporting database, including near misses and violence to staff is maintained.
- Assist in record keeping with regard to Health & Safety, ensuring standards are met and records are up to date and accurate.

Facilities & Estate Management

- Ensure a safe environment for the stakeholders of the UTCs to provide a secure environment in which due learning processes can be provided.
- Manage the letting of UTC premises to external organisations, for the development of the extended services and local community requirements.
- Liaise with the Estates Team to ensure estates management is effective and planned maintenance is carried out.
- Manage the directly employed facilities and estates staff including BSOs and cleaning staff.
- Be the first point of contact for external staff in relation to BSO provision, cleaning and catering.
- Check and compile reports, returns and inventories to comply with statutory requirements related to staff attendance and remuneration, sites and buildings and student related issues.
- To support the Trust in adhering to GDPR, law, guidance and all UTC and Trust policies and procedures.
- Manage the maintenance of the UTC sites including the purchase and repair of all furniture and fittings.
- Ensure the continuing availability of utilities, site services and equipment.
- Follow sound practices in estate management and grounds maintenance.

Administration and Data Management

- To produce monthly Key Performance Indicators (KPIs) as requested in relation to UTC business, i.e. lettings/out of school activities, etc.
- Maintain a record of subscriptions, service level agreements, contracts and leases and review as and when required.
- Undertake document and report preparation, storage, format, retrieval, amendment and transmission using ICT skills and a range of technology to support information processing and communication.
- Maintain manual and electronic indexes, filing and information storage and retrieval systems to record, process and report information.
- Process, format and assemble documents records, information and data. Manipulate information and undertake routine analysis to produce reports and analysis of student data and statistical returns.
- Collate and prepare information for review from a number of sources, within the UTCs and from outside the UTCs to a specific deadline.
- Assist with policy review and ensure the UTCs web-sites are updated.

Human Resources

- To support the Executive Team in relation to HR and recruitment across the Trust.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

The UTC has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the corporate branding.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work.
- Participate in training and other learning activities as required.
- Support UTC activities including assemblies, attending appropriate UTC events as directed.
- Any other duties deemed reasonable, as directed by the Business & Operations Director.
- Participate in the UTC's Performance Management / Appraisal process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the UTC and beyond.
- Represent the UTC at events as appropriate.
- Support and promote the UTC ethos.

Experience	Essential / Desirable
Experience of working in a secondary education environment.	E
A minimum of two years in a relevant discipline to the post.	E
Prior experience of HR.	D
Experience of producing documentation, presentations and reports to a high standard.	E
Experience of planning and organising events.	E
Prior experience of managing and leading projects.	E
Prior experience leading others.	D
Knowledge/Skills	
Knowledge of estates management.	E
IOSH, or willingness to successfully undertake.	D
GCSE Level 2 English and Maths or equivalent.	E
Excellent interpersonal skills.	E
Knowledge and skills in the use of ICT packages such as word, excel, PowerPoint and database/management information systems.	E
Ability to work alone and on own initiative.	E
Ability to work effectively and develop relationships with other adults and pupils in school, professionals from other agencies, parents/carers and local governors.	E
Ability to work accurately and with attention to detail.	E
Ability to work to deadlines and manage workload effectively.	E
Evidence of appropriate and recent professional development related to the nature of the post.	D
Ability to manage multiple tasks and manage time effectively.	D
Self-motivated and ability to effectively prioritise competing demands to meet strict deadlines associated with the post.	D
Project management and organisation skills.	D
Resilience to deal with the challenges faced in developing this area of work.	E
Work Related Circumstances	
Ability to manage working hours flexibly to meet the demands of the role.	E
Willingness to undertake further development.	E
Willingness and ability to travel to other work locations within the Trust and other venues.	E
Demonstrate a positive team approach to work.	E
Commitment to providing a customer focussed service.	E
Commitment to equal opportunities and ability to recognise the needs of individuals and groups.	E