

ThinkThe Roseland Multi-Academy Trust
JOB DESCRIPTION

Job Title:	Operations Assistant
Grade	H (Points 1-6)
Employment	37 hours per week, term time, plus 10 additional days Salary paid for 45.6 weeks per year School holidays will be classed as leave. Payment for leave has been included in the calculation of the annual salary, therefore, no leave should be taken during school term time unless specific prior approval has been obtained from the CEO
Responsible to	Operations Manager/Executive Team/Chair of the Trust Board
Supervisory Responsibility	None
Important Functional Relationships	Internal: Executive Team, Operations Manager, Trust Premises Manager, Site Supervisors/site teams, Central Team, Trustees, Governors, teaching and support staff, students. External: Trust partners, other schools and colleges, contractors, suppliers of goods and services, external H&S/environmental/sustainability consultants, parents/carers, visitors to the school.

Main Purpose of Job

As a member of the Central Team at The Roseland Multi Academy Trust ('Trust') you will proactively support the Operations Manager, CFO and site teams with daily administration duties to ensure the Trust is operating safely, efficiently and is compliant with all legal responsibilities and statutory duties. You will be responsible for liaison with other staff, schools within the Trust and contractors to ensure the smooth and effective operation of the business, finance and health and safety functions of the Trust.

Main Duties and Responsibilities

1. Work closely with the Trust's Operations Manager and site teams to support the safe, efficient and well-maintained operation of all Trust sites.
2. Work closely with site teams to coordinate reactive and planned maintenance, ensuring compliance with the Trust's procurement procedures, monitoring progress and identifying outstanding works or delays.
3. Support procurement activity, raise purchase orders and coordinate quotations on behalf of site teams.
4. Manage the Trust's approved contractors and procurement records, ensuring required documentation, certifications and checks are in place and up to date. Obtain and prepare quotations for identified works and order supplies as required.
5. Develop, maintain and update the Trust's asset management, compliance systems and contracts records. Becoming a super user of the Trust's compliance software, supporting the Operations Manager with its ongoing development and ensuring it is used effectively and consistently across all schools.
6. Use operational and compliance data to produce reports, identify trends and highlight areas requiring attention, supporting the Operations Manager in prioritising actions.

7. Monitor Trust-wide operational and compliance actions, supporting schools and site teams to ensure actions are progressed and completed within agreed timescales, escalating overdue or significant issues to the Operations Manager.
8. Monitor and support schools in maintaining accurate Health & Safety records, including site checklists, Legionella and Asbestos Risk Assessments and associated documentation.
9. Support the Operations Manager and external Health & Safety Consultant in ensuring Trust schools comply with relevant Health & Safety legislation, regulations and guidance, including preparation of documentation and monitoring resulting actions.
10. Support the Operations Manager in assisting schools with the development, review and monitoring of Health & Safety Risk Assessments.
11. Monitor site team training records and support the Trust's HR team with the allocation and monitoring of Health & Safety-related training.
12. Maintain and monitor records of contracts and service level agreements, including contractor attendance, servicing and certification requirements.
13. Support the development and implementation of consistent operational procedures, systems and standards across the Trust's schools.
14. Identify opportunities to use technology and digital systems to improve operational processes, record keeping, communication and efficiency across the Trust.
15. Maintain the shared Operations Drive, ensuring information is accurately filed, accessible and kept up to date.
16. Work with the Central Team to monitor and analyse the Trust's energy and utility contracts, including fuel and feed-in tariff meter readings, and reconcile invoices and receipts where appropriate.
17. Support schools with carbon baseline calculations and energy consumption monitoring, and assist with environmental and sustainability initiatives where appropriate.
18. Monitor the Trust's electric vehicle charging software and coordinate the resolution of issues as they arise.
19. Work with the Central Team and site teams to coordinate the Trust's minibus permits, licences, taxation, servicing and maintenance schedules.
20. Manage smaller delegated projects across the Trust and its schools, where appropriate, and support the Operations Manager and CFO with larger capital and externally funded projects.
21. Produce reports and information as required by the CFO and Operations Manager.
22. Provide appropriate cover and support for other members of the Central Team when required.
23. Keep up to date with relevant developments in education, finance, estates, Health & Safety and associated legislation and guidance.
24. Be aware of and comply with all applicable rules, regulations, legislation, Trust policies and procedures, including those relating to Health & Safety, safeguarding, equality and diversity and data protection.
25. Maintain confidentiality of information acquired in the course of undertaking duties on behalf of the Trust.
26. Take responsibility for personal and professional development, undertaking relevant training and development opportunities as appropriate.
27. Undertake other duties appropriate to the grade and nature of the post, as required.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Our Leaders and Trustees act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including Disclosure and Barring Service (DBS) checks, barred list checks, online searches and prohibition checks, together with references and interview information. The level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved. As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information, will be required.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
<u>Relevant Experience</u>	Practical experience of working in an office environment. Practical experience of ICT, email and other office electronic applications, particularly use of Google Suite and Microsoft 365.	Relevant work experience within a school/college environment. Experience of compliance based software.
<u>Education & Training</u>	Attainment of GCSEs or equivalent (educated to level 2 standard) to include Maths and English.	Attainment of level 3 qualifications or equivalent (eg: A Levels).
<u>Special Knowledge & Skills</u>	Excellent communication and interpersonal skills, with the confidence to liaise effectively with people at all levels and across a range of roles, including school leaders, site teams, contractors and Central Services colleagues. A proactive and forward-thinking approach to the use of technology, with the ability to identify and introduce systems and processes that improve efficiency, effectiveness and consistency. Strong organisational skills, with the ability to manage multiple tasks, competing priorities and deadlines while maintaining accuracy and attention to detail. Ability to build positive working relationships and work collaboratively with a wide range of people. Ability to use initiative, identify problems and find practical solutions. Driving licence.	Level 2 or 3 Health & Safety certificate.
<u>Any Additional Factors</u>	Professional, tactful and sensitive. Brings warmth, positivity and a good sense of humour to their work and relationships with others. Flexible. Ability to work independently, use initiative and manage own workload, while working collaboratively as part of a wider team.	