

Job Description

Job title:	Assistant Operations Manager – Estates and Facilities	Contract Type:	Permanent, full-time
Responsible To:	Operations Manager- Estates and Facilities	Grade & Spine Point:	PO3 £44,826 - £48,063 per annum
Location:	UST Schools and Head Office		

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

JOB PURPOSE

Working as part of the Central Office Estates Team, the role of our Assistant Operations Manager – Estates & Facilities is to provide strategic operational Facilities Management assistance of our 4 schools Based in Tower Hamlets and Greenwich.

Contributing to the overall Strategic Planning of the Trusts' Facilities Operations and to provide support and assistance to our Facilities Teams within the schools, whilst Deputising for the Operations Manager – Estates and Facilities as required.

Your role will be based within our Central Office in Tower Hamlets and will require frequent travel between all our schools.

Facilities and Estates

Regular Liaison with our School Facilities Managers to establish and prioritise the current operational need.

To assist with the coordination and day to day management of the school Facilities and Estates Teams.

1. To assist with the management of an effective Planned Preventative Maintenance programme across the Trust. Liaising with School FM's to ensure that regular checks of buildings, grounds, furniture, fittings are undertaken and to take appropriate action.
2. To contribute to the development and implement of policies, procedures and processes concerning Health and Safety (including risk/emergency management).
3. To promote and monitor safe working practices within the Trust and to provide regular reports to Senior Management.
4. To assist in the procurement of costs for goods and services. ensuring that orders placed for approved site works/services are in accordance with approved procedures, specifications, timescales and that the work is supervised and completed satisfactorily.
5. To assist in the management of the performance management of the external cleaning contract across the Trust to ensure that the Trust buildings and site are clean and accessible.
6. Assist with the management and data associated with the Trusts CAFM systems. Using the data analysis to suggest improvements to current processes.

Health and Safety

1. Liaising with the Groups H&S lead and Trust Operations Manager as necessary:
2. To assist in undertaking cyclical school H&S audits to ensure compliance across the Trust.
3. To monitor systems relating to minor maintenance/health and safety/accommodation/resources requests from staff.
4. To coordinate H&S the training requirements and opportunities for Facilities and wider Trust staff.
5. To actively monitor developments and changes in legislation in respect of health and safety requirements and advise on appropriate action as required.
6. To establish, monitor and review a list of contractors and ensure appropriate checks and insurances are in place.

Fire and Security

1. Coordinate with the School Facilities Teams to ensure all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures reviewed and updated;
2. Assist school FM's with the preparation and maintenance of the fire risk assessments;
3. Assist in ensuring Trust and non-Trust personnel are fully aware of all fire safety and evacuation procedures in all settings;
4. Support schools with the development of personal emergency evacuation plans (PEEP) for people with disabilities;

Lettings

1. To liaise and the external lettings contracts across all schools in the Trust, advising the external contractors on a timely basis as to when the school premises are available and unavailable due to school events.

Catering

1. To assist with managing the catering managers/contract across the Trust;

Other:

1. To provide support and assist in problem solving

2. Coordinating, consultants and contractor appointments
3. Assisting in the procurement of Maintenance contracts
4. Assisting School FM's in procuring Emergency & reactive works requirements
5. Meeting with Senior Leadership as directed by the Operations Manager
6. Assist with the procurement of and mobilisation of new contracts

JOB DESCRIPTION AGREEMENT

The post holder will be line managed and appraisal managed by: Operations Manager – Estates & Facilities

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

Signed by (Post holder)

Signed by (Trust Leader)

Person Specification

Assistant Operations Manager

Education and Qualifications	Essential	Desirable
• GCSE passes in Maths and English or recognised equivalent.	✓	
• 3 years' experience within Operations and FM	✓	
• IWFM/BIFM qualification or working towards	✓	
• IOSH managing safely	✓	

Key Skills and Abilities	Essential	Desirable
• Ability to prioritise, plan and organise with meticulous attention to detail	✓	
• Understanding of the educational environment		✓
• Ability to manage time effectively, to meet deadlines and work under pressure	✓	
• Ability to take responsibility and work on own initiative	✓	
• Ability to procure contract services, evaluate performance and negotiate solutions with supplier	✓	
• Excellent ICT skills with the capacity to learn to use new systems and software	✓	
• Excellent communication skills, both oral and written, including presentational skills	✓	
• Ability to form good working relationships both within the Trust and with external bodies and suppliers	✓	
• Ability to be discreet, discerning and maintain confidentiality; awareness of data protection issues	✓	

Knowledge and Experience	Essential	Desirable
• Good knowledge and understanding of Health & Safety policy and practices preferably in an educational environment	✓	
• Working knowledge of H&S software systems		✓
• Knowledge of contract administration	✓	
• Good working knowledge of MS Windows and Office Suite including MS Excel	✓	

Personal Attributes	Essential	Desirable
• Commitment to the aims of the schools working together as a Trust	✓	
• Self-motivated with drive, initiative and high degree of pro-activity	✓	
• Sense of humour and equable temperament	✓	
• Commitment to working as a positive and constructive team member	✓	
• Commitment to Equal Opportunities	✓	
• Confidentiality and diplomacy	✓	
• Strategic and analytical thinking	✓	
• Organisation wide holistic approach	✓	

