

Job Description

Job Title	Temporary Operations Manager and Central Services Support
Grade	Scale 8 (Point 27-28)
Reports to	Associate Principal
Liaison with	CCHSG staff, Site Team and staff in the Alpha Trust
Job Purpose	To ensure the operational excellence of the school and with some Central Services Support.
Facilities & Resource Management	- To be responsible for all development proposals and for the management of all capital and major development projects at CCHSG. - To ensure that ongoing project costs are regulated and proposed timelines adhered to. - To liaise with the Site Team to develop, establish and manage effective procedures for estate management and maintenance. - To liaise with SLT, Administration Officers, ICT personnel and Site Team to develop and manage the disaster recovery and business continuity plan. - To oversee the development of the lettings of premises to external organisations. - To have an overview of the management of the cleaning and caretaking arrangements. - To act as the lead operational adviser to the Executive Principal, Associate Principals and Senior Leadership Team (SLT) on non-classroom matters - Line Management -Site Team Leader
Central Services Support	- To work in partnership with Trust colleagues. - To support the deployment of Trust resources - To contribute to the project management of centralised trust-wide initiatives, such as the energy-sustainability programmes. - To assist with the building projects across the Trust. A complete list of responsibilities will be dependent on the qualifications, experience and skills of the successful candidate.
Specific Health & Safety	- To act as the designated Health and Safety lead for the school, ensuring compliance with local and national regulations. - To monitor and review risk assessments for school based events. - To oversee business continuity plans, emergency protocols, and fire safety systems. - To act as the Responsible Person (Fire), taking the lead to ensure that the school meets all Health and Safety requirements and that regular review and monitoring is in place. - To oversee health and safety compliance and first aid provision. - To design and deliver staff induction and monitoring completion of mandatory training - To oversee compliance with the operation of the school minibuses
General	- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. - To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

	• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • To comply and support School Policies and Procedures • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade
General Health and Safety	Under the Health and Safety at Work Act 1974 all employees are responsible for: • Looking after their own safety and the safety of others affected by their work • Co-operating with the School, by following safe working practices and carrying out their health and safety responsibilities as detailed in the School's policies, risk assessments and health and safety standards. • Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures. • Taking part in any health and safety training and development identified as necessary by the Executive Principal or their Line Manager. • Using work equipment provided correctly, in accordance with instructions or training. • Ensuring that if they organise projects or activities involving pupils or other non-employees, risks are assessed as part of the planning stage and control measures implemented. • Reporting health and safety incidents, in accordance with the School's health and safety Incident Reporting Procedure. Contributing to the safety education of pupils through the formal and informal curriculum. • Ensuring that any visitors in their care follow health and safety instructions. • Effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

The duties of the post may be varied to meet changed circumstances in a manner compatible with the post held. This job description does not form part of the contract of employment. It describes the way the postholder should perform and complete the particular duties set out above.

Reviewed September 2026

Person Specification

Education/qualifications	Essential	Desirable
Evidence of continued commitment to personal professional development	Y	
Experience and Knowledge	Essential	Desirable
Experience of working as part of a school management team or in an educational setting and implementing service improvement		Y
Experience of initiating, leading and managing cultural change at strategic level in an organisation		Y
A high level of commercial awareness		Y
Experience of leading and supporting teams through processes of continuous improvement		Y
Experience of planning, coordinating and delivering building development projects		Y
Knowledge and understanding of MAT structures		Y
An understanding of the key issues facing schools and MATs		Y
An understanding of school funding including high needs funding	Y	
Experience of procurement systems	Y	
Understanding of buildings and building works		Y
Understanding of capital funding and the ability to make effective use of such funding	Y	
Have an understanding of site issues and site management		Y
Experience and knowledge of Health and Safety at work		Y
Skills	Essential	Desirable
Ability to communicate at all levels both verbally and written	Y	
A high level of presentation skills	Y	
Ability to think strategically and to analyse complex situations, formulating and implementing plans of action	Y	
Ability to handle data and information critically and effectively in line with Trust and schools' development priorities	Y	
Marketing planning and implementation skills developing appropriate strategies and achieving successful results		Y
Able to work with colleagues and contractors from a range of backgrounds	Y	

Effective leadership skills with the ability to motivate and steer others towards achieving successful objectives	Y	
Highly developed organisational skills managing time well to meet competing priorities	Y	
Ability to prioritise workloads and manage the delegation of work effectively	Y	
Self-motivated, flexible and adaptable, with an ability to complete a high and demanding workload in a timely and professional manner	Y	
A proactive approach to change with an ability to think laterally and influence across the Trust	Y	
Strong digital literacy, including experience with School Management Information Systems (e.g., SIMS) and productivity suites.		Y
Ability to lead on the management of school support staff		Y
Meets safeguarding requirements to work with children and young people.	Y	