

Job Description

Trust Operations Officer

Responsible to: Trust Operations Manager	Grade: 8
Hours: 30 hours per week, 52 weeks	Duration: Permanent
Main Location: Vale Academy Trust (VAT) Offices or an VAT School; Faringdon Learning Trust (FLT) Offices or an FLT School. ¹	

Context: Under the direction of the Trust Operations Manager, this role is responsible for supporting the day-to-day administration of operations and facilities, in particular the reporting and monitoring of compliance activities across the Trust, to help support the provision of an excellent environment for outstanding teaching and learning.

Organisation

- Provide Facilities Management, Health and Safety and Compliance data and support to the Trust Operations Manager and Trust Facilities and Compliance Manager.
- Provide Project Management and Contract Management support to the Trust Operations Manager.
- Meet with the Headteachers and LGB representatives on a termly basis, with a focus on health and safety and compliance, to assist and support the school and LGB with their responsibilities in these areas and to monitor performance. Using templates, document performance in relevant areas including but not limited to policies and procedures, risk assessments, incidents and accidents, lettings and statutory health and safety and fire inspections in a suitable format to report to the Board Committees.
- Point of contact with key stakeholders including Head teachers, office staff, caretakers and governors as required, providing support, advice and guidance on health and safety and compliance matters.
- Contribute to the planning, development, organisation and monitoring of facilities management support service systems, procedures and policies, where required.
- Develop and maintain effective working relationships across the Trust with other external parties/professionals.
- Attend team meetings and contribute to discussions relating to facilities management.

Administration

- Use manual and computerised record/information systems, including the Trust business management system, and support with staff training on the business management system where required.
- Support with maintaining a contract register and asset register across all Trust schools, using the Trust business management system.
- Analyse, evaluate data/information, and produce reports/information/data as required.
- Undertake research and obtain information to inform decisions.
- Provide support and advice to the Trust schools on facilities management related matters.

Health, Safety and Security

- Support with regular reporting on Health and Safety and compliance matters across the Trust, including but not limited to accident and incident reporting, first aid, fire safety and risk assessment, liaising with the Trust external health and safety consultant where required. Support with

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administering associated paperwork, using the Trust business management system, and other systems as required.

- Support with ensuring that all compliance checks, statutory and non-statutory testing and inspections are undertaken to the correct frequency and standard as dictated by the Trust external health and safety consultant and Trust Board Committees. Support with ensuring that they are completed in a timely manner and by staff/contractors who are appropriately qualified, and the results recorded on the Trust business management system.
- Support with accident, incident and near miss reporting any analysis including ensuring appropriate follow up actions have taken place.
- Support with maintaining a central register of risk assessments. Support Headteachers and the premises team with documentation of risk assessments where required.
- Support with ensuring that COSHH records are appropriately maintained and that associated procedures are adhered to.
- Support with ensuring systems are in place for weekly checks of the Trust/school minibuses; servicing/MOT testing and driver training/testing as necessary.
- Under direction of the Trust Operations Manager, support with development and delivery of appropriate health and safety training for premises, catering and cleaning staff in Health & Safety and good working practices.
- Assist with ensuring a safe environment for the stakeholders of the school including school building security.
- Support with administering any Trust insurance claims.

Contracts and Projects

- Support with the monitoring of facilities-related contracts and all associated paperwork, using the Trust business management system.
- Support with arranging and supervising small-scale improvement works across the Trust.
- Support with monitoring of a rolling programme of repairs and maintenance.
- Under direction of the Trust Operations Manager, support with Trust and school premises and facilities projects including general administration, attending meetings and monitoring progress.
- Support with the implementation of policy and guidance on the administration of lettings and hire agreements across the Trust, liaising with the schools to ensure security arrangements are robust.
- Liaise with external contractors on reactive and planned works as required.
- Assist with management of central Trust contracts, including attending review meetings and performance management meetings, where required.

Finance

- Liaise with Finance regarding placing orders and processing invoices following due process.
- Assist with procurement where requested.

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet) including the Trust business management system.

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Responsibilities

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Develop constructive relationships and communicate with other agencies /professionals.
- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

The duties and responsibilities in this job description are not exclusive or exhaustive and the post holder will be required to complete such duties as may be reasonably be expected within the scope and grade of the post.

Qualifications and Experience

Qualities	Essential/Desirable
Experience	
Experience in health and safety, compliance, facilities management	D
Experience within a school or similar environment	D
Experience in project or contract administration	D
Experience in general administration	E
Qualifications & Training	
Excellent numeracy/literacy skills	E
Excellent ICT skills	E
Knowledge & Skills	
Strong communication skills, written and oral	E
Effective use of specialist ICT packages	D
Full working knowledge of Health & safety policies/codes of practise/legislation	D
Ability to produce reports and analyse data	D
Ability to implement systems, processes and procedures	D
Ability to self-motivate, organise and prioritise	E
Solutions focussed, initiative driven, problem solving approach to tasks	E
Ability to relate well to children and adults	E
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E
Ability to self-evaluate learning needs and actively seek learning opportunities	E
Access to own transport, full clean driving licence	E

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