

GLF Schools - Job Description

Job Title	Trust Business & Operations Manager	Job Reference	
Location	Flexible – any GLF Trust Office combined with remote working	Travel Required	Yes, own car required
Core purpose			
<ul style="list-style-type: none"> To deliver effective and highly responsive Business & Operations guidance to school leaders and teams across all GLF Schools. Deliver projects on-time ensuring quality outcomes. To proactively identify and implement opportunities for increased income generation and/or efficiencies via extended services and leveraging economies of scale. Accountable to GLF Operations Director. 			
Main duties			
<ul style="list-style-type: none"> Work with the GLF Operations Director, to provide <ul style="list-style-type: none"> Business and operational support and guidance to schools Extended services management, including but not limited to wrap-around provision, lettings, licenses, and third-party provisions Contractual and service level agreement guidance and support, working with specialist teams across the Trust School support, where needed Support schools with procurement and contract management below tender threshold (non-IT or Estates) Support schools to maximise Lettings and Extended Services income Work with GLF School Support Manager to implement effective school office administrative processes and systems in line with GLF procedures 			
Business and operational support to schools			
<p>Work with Trust School Support Manager, School Leaders, and Trust teams to provide a highly responsive support to schools to:</p> <ul style="list-style-type: none"> Ensure school operational procedures are effective and robust Establish and deliver guidance on office processes and best practice Conduct training sessions on specialist topics, as needed Establish induction programs for school administrative and operations staff <p>Be able to adapt and work with a variety of IT systems and tools such as SharePoint, MIS systems, Website management tools and other software applications, as necessary.</p> <p>Work with GLF Nursery Operations Manager and Contracts Officer to provide support to schools in specialist areas such as Nursery Management and Contract Management as needed.</p>			
Extended Services Management			

Provide support and guidance to school leaders in extended services management. This includes but is not limited to:

- Adapt template business case to evaluate efficient operational models for implementation and establish break-even points
- Negotiate service level agreements and terms with external providers, in line with GLF legal guidance
- Ensure compliance with statutory and non-statutory guidance
- Develop (and amend) tool-kits, documentation and standardise terms and conditions, in line with GLF policies
- Provide guidance to school leaders on effective on-going management of external services provision (including audit processes and checklists)

Procurement and Contract Management (below tender threshold)

Work with Trust Procurement and Contract Management team to support schools with low-value (below tender threshold) procurement:

- Support Trust and School leaders with the procurement process in compliance with GLF Procurement policy
- Conduct negotiations with suppliers on behalf of School and Trust teams
- Establish and maintain contract management procedures and documentation
- Develop and maintain service level agreements, in consultation with Trust legal guidance
- Ensure value-for-money and establish strategies and procedures to maximise group purchasing to achieve economies of scale

Support with low-level procurement (below tender threshold) will include wide-ranging goods and services such as school uniforms, mini-bus, curriculum packages, consultancy services, etc.

Business analysis and Strategic project management

- Undertake strategic business and system analysis to identify opportunities for increased income generation or process efficiencies. Examples include spend analysis, utilisation metrics, functionality analysis, etc.
- Lead and manage strategic projects, as required, on behalf of a school, multiple schools or Trust.

Other duties

- Keep abreast of government and GLF guidance that will be applicable to operations in schools
- Work closely with Trust and Cluster teams to ensure joined up support for schools
- To work closely with the wider Business & Operations team and COOs to inform, advice and provide support to school and Trust colleagues
- Any other duties commensurate to the post

Accountability

Accountable to GLF Operations Director

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.