



## Job Description

<b>Organisation:</b>	Leeds City College
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	
<b>Core Job Role:</b>	Campus Operations Manager
<b>Job Title:</b>	Campus Operations Manager
<b>Reports to:</b>	Director of Curriculum and Operations
<b>Grade</b>	SO2
<b>Date of compilation:</b>	April 2023

### ROLE SUMMARY:

We're are recruiting a Campus Operations Manager to provide a service across our community and foundational learning campuses. We're looking for a dynamic and vibrant professional who can work autonomously and is able to engage with curriculum and support staff, including Health and Safety and Estates teams so that our centres operate safely and ensure a positive student experience.

### SPECIFIC ROLE RESPONSIBILITIES:

1. To support the Campus Directors in ensuring our Community and Foundation Studies delivery locations operate safely for students and staff.
2. To lead the termly campus operations meeting with central health and safety and estates teams.

### CORE RESPONSIBILITIES:

3. To communicate effectively with internal and external stakeholders on all matters relating to the role and ensure that these relationships are managed and improved for the good of the Campus.
4. To play an active role in managing projects as necessary and provide solutions that continuously improve campus systems and processes.
5. To provide excellent customer service to all stakeholders ensuring that a professional service is provided at all times and that Campus KPI's are continuously met. Ensuring that facilities and services are highly efficient on site.
6. Provide data analysis to provide accurate interpretation and reporting in line with campus deadlines in an accurate and timely manner.

7. To plan and deliver training sessions to key stakeholders on all matters relating to the role as required.
8. To ensure that systems and procedures are in place to support the safe and smooth administration of day-to-day activities on the campus. Including risk assessments and business continuity planning.
9. Co-ordinate a response to campus security matters ensuring a safe and welcoming environment.
10. Support campus operation meetings
11. Develop, implement and monitor sustainability on campus and contribute to community outreach.
12. General security, maintenance and safeguarding of the site and grounds
13. Working with and assisting the facilities team based on site and contractors
14. Reconfigure furniture and equipment in classrooms, meeting rooms and social spaces as required
15. Coordinate the support from central services (H&S, Fire, Estates) in order to allow safe running of the site
16. To organise emergency maintenance and cleaning as required, resulting from damage, accident, sickness
17. Support the PC team to ensure all medical / clinical waste is sealed in appropriately coloured bags and made ready for collection
18. Liase with external and internal specialist teams to ensure statutory guidance is followed in line with the SEND Code of Practice.
19. Engage in any additional training required when working within a specialist provision / special school (team teach)
20. Coordinate and be responsible for checking paperwork and reporting is up to date in relation to specialist equipment (rebound / hydrotherapy / oxygen tanks / achiever beds), liaising with central teams

#### **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

**Few rules & clear boundaries**

*The ability to be creative, within areas of focus.*

**Ownership & performance**

*Using our robust business planning model to allow areas to have clear ownership over their vision and remit.*

**Energy & enjoyment**

*Fostering an environment that enables our people and learners to be brave, interact and have fun.*

**Creative & reflective**

*Always hungry to learn and looking ahead to see what is on the horizon.*

**Passion & ambition**

*Encouraging all to think aspirationally, inspiring others to do the same.*

**Collaborative & responsive**

*Proactively seeking opportunities to create synergies and positive outcomes for all.*

## Person Specification

<b>Job Title:</b>	Campus Operations Manager
<b>Department</b>	Adult, Community and ESOL and Foundation Studies

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,  
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. GCSEs including English and maths (or equivalent qualifications)	A, C
E	Q2. Health & Safety training or willingness to undertake training	A, I

D	Q3. Fully qualified First Aider or willingness to undertake training	A, I
D	Q4. Level 3 or above qualification	A
<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Extremely customer focused, with a proven track record of understanding and responding to customer demand.	A, I, R
E	EK2. Experience of leading/managing in an operations focused support service organisation	A, I
E	EK3. proven track record in working to time critical requests and responding effectively.	A, I
E	EK4. Experience of developing and monitoring performance against service quality standards and service level agreements.	A, I
E	EK5. A proven ability to interpret data and produce clear and concise reports.	A, I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
D	<b>SC1. Organisational and Education sector knowledge.</b> Effective knowledge of the college and an appreciation of the wider educational issues.	A / I
E	<b>SC2. Interpersonal and Communication skills</b> Relates effectively to others, both one to one and in teams, effective in giving and receiving messages both face to face and in writing.	I
E	<b>SC3. Critical thinking</b> Ability to make sense of complex issues, identify and solve problems and to think on one's feet.	A / I
E	<b>SC4. Self-management and learning</b>	A / I

	Ability to maintain appropriately directed energy and stamina, to exercise self-control and to learn new behaviours.	
E	<b>SC5. Achievement and Action</b> Focuses on making progress, achieving results. Keen to get going and keep going.	P
E	<b>SC6. Initiative and innovation</b> Creates and appreciates new ideas and perspectives, sees possibilities and challenges established practices in constructive ways.	A / I
<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Support and promotion of equality, diversity and inclusion	I
E	Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	Commitment to the PREVENT agenda	I
E	Commitment to professional standards	I
E	Commitment to restorative practice approaches	I