

SCHOOL OPERATIONS MANAGER

RESPONSIBILITIES:

Coordination of Centralised Head Office Services:

- **IT** – Ensure all staff have laptops and email addresses, learner and teacher laptops are working, connectivity is not interrupted, software updates don't disrupt workflow, and educational software is uploaded on learner laptops. Solve printer problems and ensure glitches are resolved promptly, and measure and control abuse of printing and paper. Facilitate general oversight and speedy IT assistance.
- **Finance** – Sign off on monthly supplier payments and prepare PRs. All sign-offs are budget-approved monthly expenses (limited right of authority). Maintain service provider relationships and respond to enquiries.
- **Facilities** – Coordinate the function.
- **HR** – Ensure new recruits receive their contracts on time and set up necessary onboarding training (policies).
- **Management** – Attend and report on behalf of Arrow Academy at the **weekly HOD** meeting held at Head Office.

School Facilities:

- Ensure that the school is in a good condition – buildings are not cracked, the school is painted when required, the school is clean (passages, toilets, grounds, windows, etc.). Closely monitor and work with Bidvest around cleanliness. Focus on the upkeep of the grass/lawns.
- Ensure the security of the school is up to standard, enforce policies as they relate to security measures and compliance by teachers and all staff, and liaise with the security company about concerns and ensure they are addressed. Keep ERS updated with new parents and remove previously registered parents/staff members. Ensure all gates and doors are locked and develop an efficient system for school opening and closure.
- Manage the repairs, maintenance and development of the school's facilities, fixed assets, e.g. desks, chairs, laptops, TVs, stationery, whiteboards and general school equipment.
- Manage service providers (caterers, uniform suppliers, extracurricular providers, gardeners etc.) to provide quality and timely service delivery to the school.
- Develop and implement a stock-keeping process for school assets, e.g. books, stationery, educational toys, plates, etc.

General Health and Safety:

- Ensure all staff is trained in required areas such as first aid, firefighting, etc.
- Facilitate and implement health and safety requirements at Arrow Academy.
- Ensure timeous servicing of equipment.
- Remove all safety hazards from classrooms and grounds.
- Manage contractors – ensure safety and security of children while contractors are on site, and project manage the process from beginning to end.
- Ensure compliance and facilitate or conduct regular fire and security drills.

Ad Hoc:

- Provide logistic support (e.g. security, parking arrangements, equipment setup, etc.) for school activities, excursions and functions such as Speech Day, Sports Day and Meet-the-

Parents Sessions, Open Days, etc.

REQUIREMENTS:

- Grade 12.
- Three years' relevant experience.
- Fluent in English.
- MS Excel, Word, PowerPoint, Outlook (Basic).
- Basic internet usage.

Other requirements:

- Outstanding interpersonal skills.
- Good written and verbal communication skills.
- Detail oriented.
- Self-driven, initiator.
- Deadline driven.
- Must be able to work in a structured work environment.
- Must have strong prioritisation, organisational, and decision-making skills.
- Must be assertive.
- Must be able to identify and solve problems.
- Must be able to work overtime when required.
- Willing to travel to suppliers and other stakeholders.
- Passion for working with children.
- Understanding how a school operates will be an advantage.

The position is based in Centurion. Salary is market related.

Please send your CV stating the job title in the subject line to recruitment@futurelearn.co.za.