



## Role Profile

Job Title

**Operations Manager Further Education**

Salary

Point 50

Contract

Permanent 52 weeks

Main location

Portland College

Hours and basis

37.5 per week

Reports to

Assistant Principal Further Education

Date of issue

February 2025

### Why Portland College needs this role

Portland College is a charity providing education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of small off campus sites in Nottinghamshire. Further Education has been graded as Outstanding. There are 280 learners and citizens and 500 staff.

### What you will be doing

#### **Managing the service:**

- To make decisions about the appropriate allocation of resources to ensure flexible deployment of staff and volunteers across all Further Education to meet learner needs ensuring safe and effective education and support.
- Monitor and regularly review staffing needs to ensure Further Education have a safe, cost effective and flexible workforce on a daily basis through the use of technology.
- Be proactive in identifying and implementing solutions to any staff shortfall, recruitment and retention trends.
- Coordinate and contribute towards initial and baseline assessments for new learner referrals, ensuring resources can meet identified needs.
- Ensuring temporary/agency usage is kept to a minimum and are within the approved rates
- To produce reports and statistics on staffing deployment and resource management as required to the Assistant Principals Further Education.

#### **Staff management and supervision:**

- Supporting and providing administration and documentation support pertaining to training, work performance, financial and HR aspects.
- Scheduling and allocating staff appropriately based on geographical locations, travel times and technical or personal skills required for the role.
- Support Assistant Principal Further Education to identify ongoing training needs and ensure staff are up to date with all mandatory training.

#### **Quality and compliance:**

- In collaboration with relevant Further Education Senior and Middle Managers, monitor and implement changes to staffing in a timely and appropriate manner from regular data, feedback.
- Provide day to day operational management for Further Education services ensuring that support is adequately resourced, professional, of an excellent standard ensuring their continued compliance with relevant legislation and regulatory frameworks.
- Provide assurance to the Principal Further Education that the workforce is fully compliant, reporting any areas of non-compliance immediately.

#### **Safeguarding**

- To act as a Named Safeguarding Professional.

### Key results we want to see from this role

- Efficient deployment and utilisation of staffing resources within allocated budgets.
- A highly trained, well-performing and professional workforce.



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### Dimensions of the role

- Supporting Further Education Managers on resource allocation (e.g. staff levels, day to day expenditure within pre-defined limits).

### Key work relationships

- To work in collaboration and under the guidance and direction of the Principal Further Education and Assistant Principal Further Education and liaise and sustain positive working relationships with relevant internal and external professionals to ensure that the needs of the learner are met.
- Be fully committed to your own continuous professional development (CPD).

### Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties. The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

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**Signature of post holder**

\_\_\_\_\_  
**Date**

I have read and accept the duties and responsibilities outlined in this role profile.