JOB DESCRIPTION: Operations Manager

Campus          Pretoria Campus
Direct Supervisor   Operations Director
Starting Date     1 November 2014

Position Overview
In collaboration with the Operations Director, the Operations Manager will oversee all operations departments at the Pretoria campus to ensure an accurate, expedient and efficient delivery of service to all staff, students and AISJ’s parent community.

REPORTS TO: Operations Director.

Qualifications
- Undergraduate degree in a related field
- Previous supervisory experience in an administrative position, managing complex operations with multiple departments and large budgets
- Experience implementing policy regulations and operational procedures that promote organizational efficiency and internal controls
- Extensive people management skills
- Strong written and verbal communication skills
- Excellent computer skills

Preferred Skills and Experience
- Graduate degree in a related field
- Management experience within a multi-national environment
- Ability to understand and speak the local South African languages
- Previous experience working in an education related environment
- Previous experience working in an international school
- Knowledge of local laws and practices
General Responsibilities
The Operations Manager will oversee Transport, Maintenance, Landscaping, Security and Human Resources, within the Pretoria campus to provide a safe, clean environment in which the staff and children can perform to their maximum in all areas of education. The Operations Manager will ensure all operational departments support AISJ’s Mission Statement and Core Values.

Performance Responsibilities
The Operations Manager will:

1. Manage, develop and supervise direct report staff, including the transportation, security, human resources, maintenance, and landscaping departments.
2. Establish and maintain respectful and good working relationships with all staff.
3. In cooperation with the Operations Director, establish and maintain good communication with the parent community.
4. Oversee the development of operational strategy in cooperation with the Operations Director and other department managers. Establish and maintain appropriate systems to monitor, evaluate and report on all operational departments.
5. In cooperation with the Assistant Operations Director, ensure that all construction projects adhere to building regulations and codes.
7. Ensure daily cleanup of the grounds, classrooms and offices.
8. Ensure the secure opening and closing of buildings.
9. Liaise with public utilities to ensure that the School water and electrical services are working.
10. Supervise the maintenance of all gardens, grass and trees.
11. In cooperation with the Maintenance Manager, purchase all maintenance related equipment and supplies.
12. In cooperation with the Operations Director, manage all contracts related to custodial, maintenance and security services.
13. Participate in the development of the annual operational and capital budgets for the Pretoria campus.
14. Monitor the expenditure of budget funds allocated to the Pretoria campus.
15. Assist with recruitment, screening, hiring and orienting of operations staff.
16. Ensure all AISJ operational activities meet health and safety, legal, environmental and general duty of care standards, be they national, local or organizational.
17. Serve as a member of the school’s Operations Management Team and meet and consult with them and/or other administrators to support division or school-wide initiatives.

18. Serve as a liaison between the operations departments and the education departments of the school.

19. Liaise with the school’s Service Learning Coordinator with regard to cross over between the school's community outreach initiatives and the operations departments.

20. Other duties as assigned by the Operations Director, the School Director or the Pretoria site Principal.

**School Hours** 7:30 am to 4:00 pm Monday through Friday

**Contact** For more information contact the Mike Schuetze, Operations Director, at recruitment@aisj-jhb.com