



Job Description

POST:	Deployment Manager
TEAM:	Oasis Restore
RESPONSIBLE TO:	CFO
RESPONSIBLE FOR:	Deployment Officer
SALARY:	L1 (£51,773) – L5 (57,137) + Local Government Pension Scheme
LOCATION:	The role will be located at the Oasis Restore secure school in Rochester, Medway, Kent
WORKING PATTERN:	Full time Weekday
DISCLOSURE LEVEL:	Enhanced

About Oasis Restore

Oasis Restore is the country's first secure school that is a proof-of-concept policy initiative funded by the Ministry of Justice (MoJ) and the Youth Custody Service. Oasis Restore's mission is to transform the life chances of children aged 12-18 years in the criminal justice system through delivering psychologically informed, integrated practice that centres on trusted, safe relationships between staff and children. Oasis Restore is a learning community that embeds hope, stability, and opportunity for children beyond the secure school.

Job Purpose

Job holders will be responsible for managing the administrative processes within the deployment team, ensuring that staff are supported through training, detailing and all deployment processes. Preparing clear and concise staff deployment information both verbally and in written form to a range of audiences.

The post holder will ensure that the residential staffing team is deployed consistently and accurately in line with the requirements of the leadership team.

Specific Responsibilities

The job holder will be required to carry out the following responsibilities, activities and duties:

Manage the transactional activity associated with the deployment team. This includes ensuring the following paperwork is complete, checked, systems updated and ready for onward transmission where applicable:

1. Manage and assist the deployment officer with the transactional activity associated with the deployment team.
2. Manage, organise, produce and maintain accurate records for the deployment team. This includes but is not limited to the below.
 - a. Training / Learning & Development
 - b. Attendance Management
 - c. Daily deployment of staff
 - d. Deployment forecasting
 - e. Staff Leave
 - f. Overtime tracking
 - g. Staff availability for escorts
 - h. Work Life Balance
 - i. Staff Engagement
 - j. Sickness and absence checks
 - k. Employee Relations
 - l. Immunisation/First Aid co-ordination
 - m. Enrichment planning and commissioning
 - n. Shift swap management
 - o. TOIL Management
3. Produce detailed management information enabling the management team to clearly understand the deployment of staff.
4. Manage the deployment officer.
5. Lead on updating policies, processes and procedures related to the deployment of staff. .
6. Act as contact point for all communications to the team. Prioritise and distribute communications to the appropriate person or relevant department in establishment

Systems

- Implement, develop, and transactional processes.
- Ensure that the school is compliant with group policies.
- Provide systems support to non-deployment users.
- Develop and implement robust systems to manage deployment, supporting the Leaders to ensure that staffing deployment is accurate.

Duties

- Implement, Contribute towards the development of local policy, procedures and practice and ensure consistency of application
- Manage devolved budget in accordance with the financial procedures outlined in the budget delegation
- Manage the achievement of KPIs and standards within the work area, verifying and signing off documentation as appropriate
- Attend relevant meetings as and when required to provide feedback on good practice examples, to promote awareness for better and more efficient ways of working
- Analyse and act on data collected by the team and produce any relevant reports to show findings
- Ensure that data entered into systems is accurate and in accordance with agreed timescales
- Monitor performance of the team
- Draft all external and internal communications on behalf of the team
- Provide SLT with management information relating to the relevant area
- Be responsible for the management of all staff within the team. This includes staff performance, development and annual appraisal through to sickness absence management
- Act as first point of contact for relevant external stakeholders
- The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks

of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder

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Health and Safety Statement

- So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Oasis Community Learning Health and Safety policy, departmental policies and codes of practice.

Safeguarding and Compliance

- Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.
- You will need to take an active role in ensuring that we are meeting our safeguarding and Keep Children Safe in Education statutory obligations through attending regular training and following the principles learned at all times.

Other

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- This job description is not intended to be exhaustive.

Signed

Employee		Line Manager	
Print Name		Print Name	
Date		Date	

Person Specification

Our Purpose

Oasis exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each academy community.

	Criteria (Essential and Desirable)	How it will be assessed
Values and Ethos	<ul style="list-style-type: none"> An unwavering commitment to safeguarding children. An enthusiasm for demonstrating commitment to the values and behaviours which flow from the Oasis ethos. Understands the importance of cohesion, diversity, and inclusion for a team to be effective and transformative. 	A, I
Competencies	<ul style="list-style-type: none"> Ability to build strong relationships with colleagues, clients, and general school stakeholders while maintaining professional boundaries. This includes being approachable, a team player and diplomatic. Self-motivated, with a 'can do' approach to problem-solving. Demonstrates initiative to continually seek out areas for own and business improvement. Able to work unsupervised. Adaptable to changing circumstances and able to respond quickly to challenges, keeping their head in a crisis. Able to change priorities, manage unexpected situations, and handle difficult situations with composure. Ability to exercise discretion in their work. Trustworthy and able to always maintain confidentiality. Excellent leadership, able to inspire their immediate team and motivate staff. Emotional intelligence, empathy and authority in working with challenging behaviours and attitudes, modelling non-violent ways of communicating to maintain a safe environment for their self and others. 	A, I, AC, UT
Qualifications	<ul style="list-style-type: none"> Demonstrate experience that is appropriate to the role. (Essential) 	A
Experience, Skills, and Knowledge	<ul style="list-style-type: none"> Experience of working in education, care, or local government sector (desirable) Excellent and up to date proficiency in MS Office and Microsoft 365. Familiarity with accounting software and financial management systems. Experience of using video conferencing technology, digital platforms and ICT software in business, marketing, and communications (desirable) 	A, I, UT

	Criteria (Essential and Desirable)	How it will be assessed
	<ul style="list-style-type: none"> • Good numeracy and analytical skills necessary for analysing data and using data to improve outcomes for the organisation. • Well-honed decision-making skills. • Strong attention to detail • Excellent written and verbal communication skills, active listening skills, and the ability to convey information clearly and concisely in accurate spoken English. 	

*A= Application form
I= Panel interview
AC= Assessment Centre
UT= Unseen task, Mini Teach, Presentation