

Job Profile

Job Title:	Academies Operations Officer
Reports to:	Headteacher
Location:	The Flying Bull Academy but required to work at any academy where business is conducted that is within reasonable distance.

Function of the post:

Provide a professional service supporting the Headteacher in all aspects of Human Resources, Finance, Health and Safety, HR and Payroll administration, in compliance with Trust and statutory policy, regulations and procedures. In addition, undertaking a breadth of administrative duties you will contribute a hands-on and flexible approach to the effective and efficient administrative provision for The Flying Bull Academy.

Contribute to the continuous improvement of the operational effectiveness of the school and to the wider delivery of the School and Trust vision, values and aims.

Principal Accountabilities:

1. Assist Central Finance Team in compiling reports and data required for management accounts and budget purposes, and year-end processing. Manage a breadth of financial transactional activity, including the processing of orders/credit card purchases or school-based income transactions. Oversee the management of the schools' online payment system, parent communications and school meals system. The role includes the need to process data and provide data for returns, working with the Partnership Finance Lead.
2. Support the operational management of the school, including the support and development of staff, negotiating and reviewing the performance of out-sourced contracts and service level agreements in line with Trust guidelines and the principles of value-for-money. Ensure a professional service that is efficient, effective and meets the needs of the School and which enhances working relationships between staff in Professional Services and Teaching staff in line with school and Trust policy and procedure.
3. To be the first point of contact for all school HR and employee related matters. Liaising with the Central Trust HR and Payroll as required. In liaison with the Headteacher and the Trust Central HR take responsibility for ensuring effective and efficient management of the HR processes, administration and the recruitment function within the school, observing both legislative and the Central Trust HR policies and procedures. Communicating HR processes and issues effectively and in a timely manner with the senior leadership team, managers and staff of any changes impacting them.
4. In conjunction with the Central HR team support the Senior Leadership Team in the effective administration of employee relations matters such as maintaining records related to staff absence,

probation, performance management and staff training requirements, variation to contract, preparing the recruitment and selection process. Participate in facilitating school meetings, observing confidentiality at all times in line with the Trust policy.

5. Ensure HR and Payroll administration is undertaken in line with policy and procedure, payroll data is verified each month and staff records are secure and accurate, with statutory reporting and information for the Trust completed on time; ensure payroll is checked and signed off by the Headteacher, act as the lead for the school HR/Payroll system.
6. Management of the Administration team, the Site Maintenance Co-Ordinator, Lunchtime team and Cleaning team to effectively deliver a high quality and professional service, supporting when required, and effectively line managing all teams so that they are engaged and motivated to perform to required standards. This may include developing and enhancing staff skill sets, undertaking recruitment, induction and training, performance reviews and absence management in line with Trust Policy and procedures.
7. Working with the Premises and Health & Safety Manager & Partnership Premises Leads and Site Maintenance Co-Ordinator, ensure that all the Health & Safety Policy and risk assessments are up to date, relevant and adhered to and statutory guidance followed. (examples include asbestos register, water quality and fire risks). Ensure Health & Safety compliance with signing-in procedures for staff, governors and visitors to the school. Ensure Health and Safety training records are maintained and all staff are current with the requirements of their role. Ensure actions are undertaken to ensure Health and Safety compliance for the academy's competent person.
8. Support to the wider team when required, and actively contribute to the wider development and promotion of the Trust through a variety of channels such as Trust team meetings, network meetings, conferences and workshops. In conjunction with the Central Team assist in developing the school business plan and ensure it remains current and fit for purpose. Manage the DfE Census data, and maintain the Single Central Record, carry out DBS and necessary employment checks.
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10. Act as Data Champion for the school
11. Take the lead on admissions – both in-year and new to the school in Reception. Keep pupil role up to date with leavers. Necessary liaison with previous schools.
12. Manage the school's MIS (Arbor) ensuring all information is current and the accounting for trips, clubs, and opportunities is accurate.

Other duties:

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, the Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Diversity:

The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. The Trust is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Trust has a number of

policies that you should ensure you are familiar with and compliant to. All policies are available from the HR Office. Any breaches may lead to termination of employment.

Right to Work:

Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the HR Department.

Health & Safety:

You are responsible for ensuring that workplace responsibilities within the Section are carried out with full regard to, and in support of, the Trust's Health and Safety Policies, which are available from the HR Department.

Sustainability and Environment:

The Trust is in support of sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The Trust will seek to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation; staff are required to support these aims.

Data Protection:

You will be responsible for ensuring that workplace responsibilities, within the Section, are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

Safer Recruitment:

The Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

The majority of Trust staff are required to hold Disclosure Service certification from the Disclosure and Barring Service (DBS). The Trust uses an umbrella organisation and new members of staff will be advised if they are required to apply for Disclosure Service certification as part of the Trust's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dbs

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	E	D	Evidenced through
Knowledge and Qualifications			
Educated to A-level or equivalent with good competence in mathematics	✓		Application Form Interview Process
An understanding of the current thinking and best practice in business and administration management, such as HR, finance, procurement, admissions to enable implementation of effective systems.	✓		
Demonstrable knowledge of a wide range of effective administrative practices and procedures.	✓		
AAT Qualified or CIPD Part Qualified, and evidence of appropriate continuous professional development.		✓	
Current knowledge of academy/schools funding and understanding of the legal and financial regs and procedures relevant to the academy sector		✓	
Awareness of safeguarding practices within a school setting		✓	
Skills			
Excellent literacy, numeracy and ICT skills, including knowledge of MS Excel and Word, and financial systems for business writing purposes including financial reports	✓		Application Form
Well-developed interpersonal skills and proven successful oral and written communication and presentation skills that enables; effective collaboration; complex financial ideas to be articulated to non-financial persons and with an ability to build rapport quickly and effectively with a wide set of stakeholders	✓		Interview Process
Organisational, planning and time management skills that demonstrate an ability to deliver a professional, efficient and effective service in line with the duties of the post	✓		
Experience			
Demonstrable relevant and current experience required for the duties of the post, including compiling accurate, timely and concise administrative and financial information whilst managing competing priorities	✓		Application Form
Experience of administering high volume tasks with accuracy and to tight time frames and competing demands	✓		Interview Process
Experience of undertaking general HR and tasks relevant to the duties of the post	✓		
Demonstrable experience of successfully leading, managing and motivating a team of staff.	✓		
Working experience of an educational or public sector environment, ideally in a school or MAT.		✓	
Experience of effectively working within a business environment relevant to the duties of the post		✓	
Personal Attributes			
Solutions focused with diplomacy, tact and confidentiality and a level of initiative to work confidently with minimum supervision, which drives progress whilst enabling strong working relationships and effective collaboration across differing teams	✓		Interview Process
Accurate, methodical with a strong attention to detail and well organised to enable the maintenance of administrative systems, procedures and records	✓		

Flexible and resilient, with the ability to maintain effectiveness whilst working in a fast-paced environment, adapting to changing needs of a complex workload with multiple deadlines and targets	✓		
Attributes that create a supportive, friendly, helpful and positive environment, empathic and sensitive to the needs of a diverse range of people	✓		
A hands-on, and open-minded approach to working within an Academy Primary School environment, enhancing the pupil experience and provision of assistance where ever is needed to enable our pupils to thrive.	✓		