



Brinsworth Academy Academy Operations Deputy

Part of
LEAP
Multi Academy Trust

Post Title: ACADEMY OPERATIONS DEPUTY

We are currently looking to appoint a highly organized and suitably experienced Operations Deputy to join our friendly team.

The successful candidate will support the Academy's Operations Officer to ensure the smooth running of day to day operational services of the Academy and management of the Admin team.

We welcome contact to discuss this post, as well as visits to our academy.

The post is full time, term time to start as soon as possible.

Salary: Band F (£22,183 - £24,491pa FTE) pro rata

Hours: 37 per week, term time only

The closing date for applications is 9.00am on Monday 8th November 2021.

Job Description

Main responsibilities

This post will provide day to day support and direction to the Academy's support teams and will ensure:

- the effective day to day running of operational administration including reception; reprographic services; first aid, etc
- the pro-active management of the Administration Team to ensure the smooth running of these areas of support services which may include the planning and delegation of daily activities and the organisation and supervision of staff and admin systems

Administration

- To supervise the effective operation of the administration function and administrative teams to ensure a consistent high-quality service is provided.
- To monitor staff daily cover including appropriate liaison with supply agencies to ensure best value for money and adherence to appropriate regulations. To liaise with the Operations Lead to manage the cover resources to ensure that funds are spent appropriately in line with the budget.
- To develop the effective operation of administrative procedures including appropriate aspects of SIMS; Evolve and other relevant systems
- Maintain up to date knowledge of guidance and statutory information regarding school trips/visits; ensuring that all required information is provided and that trip leaders have completed all necessary details, quality assuring the process prior to the final signing off.
- Contribute to the planning, development and organisation of the support service systems, policies and procedures
- Produce reports and information as required by SLT / LGB or appropriate external bodies in response to requests and to a high level of quality.
- Monitor and update HR database systems ensuring they are kept up to date in relation to contract and employment information. Maintain associated personnel records for all employees in accordance with the Trust's requirements and in line with GDPR
- Be responsible for the administration of parents evenings, supporting staff and parents in accessing appropriate systems and preparing any supporting documentation as required. Oversee preparation and set up for other Academy events throughout the year and ensure attendance is recorded and reported, as necessary.
- Ensure all communications to parents are prepared and distributed in an appropriate and timely manner

HR

- Work alongside and assist the Operations Lead to ensure that Trust HR policy and practice is implemented at Academy level and to ensure accurate staffing records, attendance records, etc are maintained.
- Be responsible for the accurate completion of all aspects of the selection and recruitment process in line with Trust policy and procedure and statutory requirements
- Organise and co-ordinate the induction of all new staff taking an active role in monitoring appropriate support staff in line with procedures for supporting new staff
- Complete performance management for designated members of the administration team including identifying and providing development and training as required to ensure their knowledge and skills are kept up to date
- Support the Operations Lead in the development, production, recording and communication of HR administration processes which may include personnel records, absence information, training records.
- Provide appropriate higher level administration support for the Operations Lead as and when required maintaining confidentiality in all aspects of the role.
- Demonstrate a professional approach at all times and work to promote and facilitate positive working relationships within the administration team and with other colleagues.
- Maintain a record of staff absence within HR systems and ensure that all absence records are accurately maintained and updated including the circulation and collation of return-to-work documentation.
- Have an awareness of staff terms and conditions and advise staff in respect of any initial HR queries referring to the Operations Lead for additional support as required

Other Responsibilities

- To positively promote the Trust in terms of its vision, values, and ethos. To ensure that all opportunities such as parents evenings promote the Academy and the Trust in a positive light and ensure that all visitors to the Academy receive a professional high-quality experience.
- Deputise for the Operations Lead as required
- To contribute to ensuring that internal school events are planned and managed effectively
- Attend and positively participate in appropriate meetings as required
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with
- Ensure all data protection requirements within your area of control are adhered to at Academy level and comply with Trust expectations in respect of data protection and GDPR

- Be aware of and comply with policies and procedures relating to child protection, health and safety and risk management
- Complete any other duties commensurate with the grade and as directed by the Operations Lead / Academy Principal

This post may require deployment at, and therefore travel to, other academies within the Trust, as directed by the Principal/CE

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the academy and the professional development of the staff.

Person Specification

	Criteria	Essential/ Desirable
Qualification	Level 3 Qualifications – A' levels; BTEC; NVQ	D
	5 GCSE's including Maths and English at level 4 or above	E
Experience	Experience of working in a busy, professional, business support role	E
	To have been involved in planning and delivering effective business support systems and procedures	D
	Experience of staff supervision including prioritisation and delegation of tasks	E
Skills & Abilities	Excellent attention to detail and have an organized and efficient approach to fulfilling the role	E
	Ability to communicate at all levels of the organisation with a professional and helpful approach	E
	Ability to build effective and productive working relationships with both internal and external contacts	E
	Ability to remain calm under pressure ensuring that required deadlines are met	E
	Excellent analytical and problem solving skills with ability to respond independently to unexpected problems and situations	E
	Working knowledge of IT packages including Word; Excel, Outlook	E
	Knowledge of school based systems, eg SIMS	D
	Experience and knowledge of working in a school environment with an awareness of school based policies and procedures	D
Personal Attributes	A commitment to raising student achievement in and supporting the ethos of the Academy	E
	Highly motivated	E
	Conscientious, honest and reliable	E
	Good health and attendance record	E
	A commitment to the safeguarding and welfare of students	E
	Friendly and approachable with a sense of humour	D

* A – Application form; R – Reference; I – Interview; C – Certificates

Brinsworth Academy's mission is to help all students to "Achieve Excellence" via quality first teaching, responsive pastoral care and decisive leadership.

We welcome contact to discuss this post, as well as visits to our academy.

Completed applications should be returned either by post to: Caroline Fullelove, HR at Brinsworth Academy, Brinsworth Road, Brinsworth, Rotherham, S60 5EJ or by email to recruitment@bri.leap-mat.org.uk

The Learner Engagement and Achievement Partnership is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the disclosure of criminal records can be found at <https://www.gov.uk/disclosure-barring-service-check>.

We undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may face.



Brinsworth Academy

Brinsworth Road,
Brinsworth,
Rotherham
S60 5EJ

01709 828383

administration@brinsworth.rotherham.sch.uk

www.brinsworthacademy.org.uk

Part of

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