



JOB DESCRIPTION

Post title:	Academy Operations Manager
Academy:	Oxclose Community Academy
Reporting to:	Headteacher
Salary/pay range:	P03 NJC pay points 32 - 35
Hours of work:	37 hours per week, all year round

Job purpose

The Academy Operations Manager will oversee the operational management of the academy, ensuring they remain financially sustainable, comply with regulations, and that all facilities are effectively managed. They will work closely with the Headteacher and LST Shared Services functions to support strategic planning and resource management.

The Academy Operations Manager will provide effective leadership to the academy's administrative functions, ensuring a strong customer service is provided to parents, students, visitors and staff.

Main duties and responsibilities

- Support the Senior Leadership Team within the academy to manage the effective running of the academy.
- Accountable for the onsite administrative function including reception, reprographics and records; allocating and monitoring work as required, ensuring provision of high-quality customer service and efficient administration support including all aspects of school communication.
- Support with safeguarding coordination of visitors, contractors and others, including checking of Disclosure and Barring Service (DBS) and other appropriate documentation.
- Provide coordination and planning of operational functions within the academy in line with academy development plans.
- Coordinate operational issues as they arise, involving key stakeholders to manage and provide solutions to ensure the smooth running of the academy.
- Work closely with Finance Business Partners to oversee effective financial management within the academy. Ensure the academy's budget is financially sustainable, being mindful of future pupil numbers and funding streams and their impact on in-year changes.
- Support the day-to-day finance administration by assigning budgets to relevant staff members and authorising orders and payments as appropriate.
- Responsible for the authorisation of purchase orders and requests within the academy. Ensure all requests received are within budget and in line with financial regulations.
- Accountable for the accounting for cash within school for lunch money, school trips and other donations.
- Act as the primary point of contact for financial matters with parents, staff, local authorities, and external partners and ensure systems and processes are operating efficiently.
- Work closely with the site team and Estate Partners to ensure a smooth operation in regards to site maintenance. Inform site staff as required of any immediate and projected issues which may impact the running of the academy site. Support the team with any internal communications as required.
- Coordinate with the estates team in regards to planned maintenance and optimal timings for work in line with educational timeframes, school closure periods and any other agreed plans.

- Ownership and oversight of health and safety matters on site. Ensure systems are in place for effective management, monitoring and reporting of health and safety issues, including risk assessments, First Aid arrangements, Accident reporting and response to Health and Safety Audits.
- Responsible for the catering function within the academy. Manage the catering budget effectively and support the Chef to deliver a nutritional and sustainable menu for students and relevant staff. Support the lunchtime operation as required.
- Oversee human resources related administration, ensuring that recruitment and payroll documentation is shared with the LST People team in a timely manner. Collaborate with the People Partners as required to ensure smooth operations.
- Work with the Trust's payroll provider and Shared Services Operations team to ensure the School Workforce Census is submitted accurately and in a timely manner.
- Ownership and oversight of the Academy single central register. Ensure compliance with KCSIE and Trust guidance.
- Oversee high level administrative duties e.g. updating and ensuring website compliance, policy management and liaising with the Trust Data Protection Officer on all data protection requests.
- Ensure that the academy complies with all relevant regulations and standards, including safeguarding, GDPR, and health and safety.
- Manage and co-ordinate academy events with key stakeholders ensuring they run safely, and the requirements of the events organiser are met.
- Support internal audit requirements as appropriate including drafting and implementing action plans.
- Assist in the preparation for internal and external audits and act as Academy Training Co-ordinator, ensuring records related to academy staff statutory and mandatory training are appropriately maintained in accordance with policy.
- Generate correspondence and reports of a routine nature including creation and completion of relevant policies, forms and returns required by Department for Education and other external agencies.

Other duties

- Carry out any other duties in accordance with the expectations of an Academy Operations Manager at the reasonable request of the Headteacher.
- Ensure that the area of work complies with legislation relating to health and safety, and observe and implement specific responsibilities in relation to these matters as detailed within the Trust's policy.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.
- Be aware and familiar with policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action in accordance with policies and Keeping Children Safe in Education where required.