



## **JOB DESCRIPTION**

**JOB TITLE:** Assistant Academy Operations Manager

**GRADE:** TPLT 7

**Main purpose of the role:**

The Assistant Academy Operations Manager (AAOM) will support the Academy Operations Manager (AOM) with the operational responsibility for Finance, Main Office, IT, HR, Estates and Health and Safety/Risk within the School (Academy), reporting to the AOM. The AAOM will assist in facilitating the delivery of the school's operational priorities under the leadership of the Principal, and will support the leadership team in delivering its objectives.

The AAOM is line-managed by the AOM and has line-management responsibility. The AAOM will deputise for the AOM in their absence by carrying out tasks they normally complete.

**Main Duties and Responsibilities:**

In addition to the following tasks the AOM will carry out such other duties as are required and as are commensurate with the grade of the post.

### **1. FINANCE**

The post holder will support the AOM in leading at the academy for any delegated financial responsibilities necessary to support the centralised finance function.

- Liaise and support the effective operation of TPLTs financial control procedures within the school, with regards to financial queries or issues or on a timely basis that relate to the school;
- Managing Financial Payment Systems for parents/carers & staff; promptly dealing with queries and issues
- Supporting budget holders in navigating the finance system in order to produce requisitions ahead of expenditure & managing their budgets effectively.
- Coordinating school trips from an operational perspective
- Coordinating with the Central Finance Team to confirm the position of orders raised, managing any queries in conjunction with the budget holders.
- Support in the management of bursaries at school level
- Advise the AOM if fraudulent activity is suspected or uncovered;
- Complete other finance ad-hoc tasks when required
- Alongside the AOM seek all opportunities of maximising income to the school including lettings, identifying grants and working within the local community, our neighbours and the business world to promote the school positively

### **2. ESTATES & COMPLIANCE MANAGEMENT**

The post holder, in conjunction with the Head of Estates and Compliance and the school's AOM and Facilities Manager will ensure a safe, secure and compliant environment for the stakeholders of the Trust to facilitate learning and all work processes.

- Ensuring the school's Health & Safety policy statement is clearly communicated, available to all and is appropriately implemented;
- Provide support, guidance and training with regard to Health and Safety queries across the school ensuring that all staff are inducted into the Academies Health and Safety practices as well as receiving relevant on-going training, with records updated accordingly;

- Ensuring systems are in place to enable the identification of hazards and that risk assessments / method statements are completed and are up to date;
- Reviewing and updating existing risks on the risk register in conjunction with subject matter expert and add further risks registers when identified;
- Ensuring systems are in place for effective monitoring, measuring and reporting of health and safety issues;
- Ensure that any Health and Safety issues that arise regarding accidents or near misses in the school are dealt with quickly and efficiently, ensuring that investigations are carried out and issues escalated to RIDDOR and the AOM as appropriate;
- Act as the lead for specific areas including the School's Educational Visits Coordinator
- Undertake training and work with those proposing visits / events in order to ensure that all are coordinated, authorised and planned in accordance with the school policy and procedures so that these run safely, appropriately and efficiently;
- Be a champion of school events and visits to ensure quality, timeliness and safety;
- Provide training, guidance and support to those leaders planning events and visits where necessary and that all necessary planning and associated tasks (including risk assessments) are being undertaken in a timely manner;
- Liaise with others such as the Academy Council, Principal, Leadership Team and other Academies as appropriate; and ensure that resources are best utilised across the Trust so that tasks for joint visits are not duplicated;
- Ensure that activities are compliant with the Trust's insurance policy;
- Review and update the School's Risk Register, liaising with the AOM to ensure it is kept current.
- Review procedures and associated documents to ensure continuous improvement is achieved and that these are communicated to staff.

### **3. STUDENT SERVICES & ADMINISTRATION**

The post holder will support in managing Student Services personnel, which may include prioritising team workloads and arranging cover as a result of high volume or staff absence.

- Provide support, coaching and guidance, ensuring staff are appropriately trained and quality assure their work.
- Ensure all visitor and telephone calls are dealt with efficiently and effectively and that excellent customer service is delivered;
- Contribute when necessary to admin team workflow when volume or absence requires it so that all queries, tasks and projects are achieved to the required standard within required timescales;
- Oversee school communication to ensure deadlines and standards are met.
- Assist the AOM with implementing Trust and review school policies and procedures to ensure they are relevant and current;
- Support the AOM to ensure GDPR compliance across the school, that breaches are recorded and requests for information are coordinated and completed within deadlines.

### **4. HR MANAGEMENT**

- Supporting & where required taking the lead in coordination of interviews and associated administration tasks through liaison with Recruiting Line Manager's and the relevant HR Recruitment Manager;
- Assist the lead interviewer to ensure that school job interviews are conducted professionally and smoothly by carrying out associated admin tasks such as; rooms are booked, ensuring interview packs are printed for all interview panels, candidates are met, identification documents are checked and that interview paperwork is scanned once completed to HR;
- Be aware of and understand the Trust's Equality Policy and ensure at all times that the duties of the post are carried out in accordance with the policy;

## **5. SUPPORT FOR THE SCHOOL**

It is key that the post holder work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner;

- Take an active role in supporting and developing a culture of team working for the benefit of pupils, both individually and collectively;
- Working with the AOM on sustainability projects in the school; liaising with relevant students groups, contractors, stakeholders and other school personnel to ensure that there is continuous improvement with regards to new initiatives and that existing arrangements are effectively maintained
- Participate in staff, team and planning meetings and assist at school events when required;
- Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications;

## **6. WORK DEMANDS**

- Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be protracted to resolve;
- Periods of concentration will be involved to ensure compliance documents and policies are accurate and produced to a high standard;
- Required to work creatively and innovatively into a number of diverse areas within the strategic direction of the Trust and the school. The postholder is encouraged to network with others for inspiration and motivation to develop thinking
- Perform all duties of the role in a professional manner and with integrity, mindful of confidentiality as appropriate

## **7. WORKING CONDITIONS**

- Role is school based but will include attending meetings at other Trust and external locations, for example within hubs;
- May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

## **8. GENERAL EXPECTATIONS**

- Develop and maintain working relationships with other professionals;
- Contribute to the management of student behaviour and security;
- Review and develop own professional practice;

## **SPECIAL NOTES OR CONDITIONS**

The post holder is subject to the provisions of all child protection legislation, and all policies governing staff that work with children and vulnerable adults.

It is essential that all staff/ volunteers share any disclosures with the safeguarding team if they are concerned about a student at the school.

## QUALIFICATIONS AND EXPERIENCE

Area	Essential	Desirable
Education	5 GCSE's grade C or above (or equivalent) including Maths and English	<p>A professional qualification in Business Management</p> <p>A professional qualification in Customer Service</p> <p>Supervision or Management qualification/training</p> <p>A professional qualification in health and safety</p>
Experience	<p>Previous line management experience</p> <p>Three years' experience in an Administration function</p> <p>Experience of developing effective administrative systems and procedures</p>	<p>Experience of project management</p> <p>Experience of producing a variety of reports and correspondence to senior personnel</p> <p>Previous experience working in a school</p> <p>Previous experience arranging events / trips</p> <p>Previous experience of supporting successful Health &amp; Safety systems</p> <p>Experience of using SIMS</p>
Knowledge, Skill and Abilities	<p>Ability to communicate verbally with and write reports for a range of stakeholders</p> <p>Ability to prioritise conflicting demands and thrive under pressure</p> <p>Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner</p> <p>Ability to concentrate and complete tasks to a high standard where attention to detail is required</p> <p>Ability to use computer systems including Word and Excel to produce tables, spreadsheets and financial returns</p>	<p>Ability to manage people effectively by conducting regular meetings, setting targets for performance, delegating tasks appropriately and monitoring the quality of delivery and outcomes</p> <p>Ability to take a problem solving approach to tasks and develop well thought through, valid and financially sound solutions</p>

	<p>Ability to build and maintain effective working relationships with a wide variety of people</p> <p>Ability to maintain strict confidentiality in all matters</p> <p>Willingness to keep up to date on all relevant policies and procedures in line with the duties identified in the job</p> <p>Understanding of GDPR</p>	
Qualities	<p>A commitment to continuous improvement through honest self-evaluation, an acute sense of accountability and a commitment to transparency</p> <p>Commitment to the development of the school as a centre of outstanding practice in the community</p> <p>Adaptability to change and embracing of innovation and creativity</p> <p>Committed to the professional development of colleagues and self</p> <p>Sense of humour and ability to work under pressure whilst maintaining an appropriate work/life balance</p>	
Equality	<p>An understanding, acceptance and commitment to the fundamental principles of an equal opportunities. To work in a way that promotes equality of opportunity and respect for diversity.</p>	
Safeguarding	<p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>To work in a way that promote the safety and well-being of children and young people.</p>	

**SUPERVISION RECEIVED**

- Overall supervision received from the OM.

**SUPERVISORY RESPONSIBILITY**

- The postholder will have supervisory responsibility for other staff.
- There are not budgetary responsibilities attached to this post.

**CONTACTS**

- Staff and pupils within the school, including voluntary helpers and visitors.
- Parents and pupils, under the direction of the Principal.
- Other public agencies and private contractors providing services and support to the school.

**PERFORMANCE MANAGEMENT AND REVIEW**

- Performance management and review of the AAOM is the responsibility of the AOM;
- Objectives and professional development plans will be balanced between TPLT, personal, and school-focused objectives, and will be formally agreed with the OM and Principal at the start of the review period as per the annual appraisal process;
- Ongoing support and monitoring will be provided through regular 1:1s, peer support and development groups, and external mentoring or CPD where required;
- An annual performance review will be used to assess performance against agreed objectives and professional development plans. 360° Feedback may be sought by staff prior to the performance review meeting, and can be used, alongside evidence of work-based achievements and self-reflection, to evaluate performance against initial objectives.

RECEIVED: .....

DATED: .....