



Paulet High School & 6th Form College Business & Operations Manager

Reporting Relationships

Responsible to: Headteacher and Local Governing Body

Key Relationships: School Staff Team / Other professionals across the Trust / Local Governing Body

Liaising with: Staff/Parents / External Agencies/Trust professionals

Statement of Purpose

Be a member of the school leadership team and contribute to the strategic direction and ethos of the school.

Under the overall direction of the Headteacher, to take the delegated responsibility for the following:

Support Strategic Management

- Contribute to the aims and objectives of the school.
- Implement the Trust policies and school improvement plans through which they will be achieved.
- Manage and lead and monitor staff towards continuous improvement, including a leading role in staff meetings and staff training.
- Oversee the quality of support staff teams, ensuring they provide a quality learning and teaching environment, and a quality administrative, secretarial and financial service both to the leadership team and teaching staff of the school.

Support Financial Management

- Manage the financial resources, including budgeting, budget modelling and maintenance of financial probity in line with Trust issued packages and procedures.
- Meet all Trust issued deadlines around finance matters.
- Support the Headteacher, governors and staff to better understand financial matters, bringing greater openness and transparency to financial issues
- Ensure the leadership group development planning incorporates genuine financial forward planning.
- Carry out appropriate budget modelling, benchmarking and providing costed reports to Headteacher, leadership group and Local Governing Body.
- Undertake and/or oversee the work of the finance and administration staff so that an administrative and financial service is provided for the school.
- Undertake monthly payroll report checking ensuring accuracy and responsibility for resolving any discrepancies
- Oversee the spending of the budget so that funds are spent with scrupulous financial probity, in line with the Trust's Scheme of Delegation and that audit recommendations are implemented.
- Look for opportunities for the school to bid for funds, contributing to and leading bids as required by the Headteacher.



Support Estates & Facilities Management

- Oversee the school premises, including school housekeeping, repairs and maintenance, development of buildings and the provision of furnishing.
- Line management responsibility for the school site staff as appropriate within the staffing structure.
- Make recommendations to the Headteacher and Local Governing Body on the spending of repairs and capital budgets, according to an agreed development plan wherever possible, and once authorised, oversee the spending of these funds, consulting school and Trust staff to ensure that both repairs and improvements are fit for educational purpose.
- Write and oversee tendering arrangements on behalf of the governors, where they take delegated responsibility for contracts, liaise with relevant external agencies around contracts under best value arrangements.
- Ensure improved service, value for money, and fitness for purpose.
- Liaise with contractors and maintenance staff.

Support HR Management

- Supporting the Headteacher with all aspects of HR Management, including but not limited to; staff recruitment, absence and cover management, all JT MAT staff related policies implementation and adherence, ensuring best practice in all aspects.
- Ensuring all payroll changes are submitted to the required deadlines and in line with internal procedures
- Managing and developing the support staff who provide administrative, technical and teaching assistant support to teaching staff.
- Ensure that all support staff understand their key roles in supporting the primary purpose of the school to raise pupil achievement and to provide quality learning and teaching.
- In consultation with the Headteacher and relevant Trust colleagues, develop a programme of development and training for support staff.
- Create a climate where discussions and observations to share good practice, and to monitor the implementation of policy, are commonplace. Take a personal role in spreading good practice.
- Line management responsibility for facilities management staff, finance and office staff. Line management will include regular meetings, mentoring, co-ordination, monitoring of these colleagues, and will include the requirements of the school's performance management scheme.
- Liaise with heads of department about allocations of tasks and duties to teaching assistants and technicians in accordance with the conditions of service and development needs of support staff.
- Make a major contribution to writing the school development plans, ensuring that support staff are consulted and involved in the development plan process, and that proposals for their development and training are built into the plan.
- Be familiar with support staff conditions of service and will be responsible for their development.
- Liaise with and advise relevant teaching staff managers who will direct day-to-day work of support staff.
- Liaise with and consult these heads of department as part of the agreed performance review arrangements for support staff.



Support to Marketing

- Manage of the school website including conceptual development, liaison with developers and relevant JT MAT colleagues
- Manage the input and content of information, images and news items onto the school's website, monitoring of use and updating content, ensuring compliance at all times
- Management of information boards within school including statutory notices and promotional materials
- Ensure management of the school's social media accounts is professional and appropriate to enhance and protect the reputation of colleagues, the school and the Trust.
- Liaison with the Trust's Marketing Officer to ensure consistency with house style.

Support to Health and Safety and Educational Visits

- Act as School Health & Safety Co-ordinator – providing reports to the leadership team and governors, conduct risk assessments, co-ordinate annual PAT testing, fire system tests and bi-annual fire risk assessment. Liaise with the County Health and Safety Officer and the JT MAT Estates Team to ensure compliance with health and safety legislation
- To act as School Educational Visits Co-ordinator – conducting appropriate risk assessments, booking transport and venues and liaising with internal and external colleagues as required
- Provide advice and guidance to staff, pupils and others.
- Support to Pupils, Parents and Staff.
- Produce regular reports to meet statutory requirements and deadlines.
- Undertaking research on the Headteacher's behalf.
- Ensuring statutory and other deadlines are met by forward planning and reminding the Headteacher of deadlines and other action required.

Support to Operations

- Manage the Finance and Administration staff
- Manage the school lettings/rentals ensuring compliance with policies and procedures
- Maintain the official school diary of events/visitors etc
- Taking an active role in duty and supporting students during social times and as and when required by the Headteacher

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.



The content of this job description will be reviewed with the post holder on an annual basis in line with Trust's performance management process. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder.

Person Specification Business & Operations Manager

Criteria	Essential or Desirable	Measured By
<p>Experience & Knowledge</p> <ul style="list-style-type: none"> • Significant experience of working at management level • Experience of managing, motivating, and developing and team members • Experience of school/academy business/office management work • Line management experience of a team • High level of computer literacy • Knowledge of relevant policies/codes of practice and awareness of relevant legislation and understanding of its application and advise others • Experience of translating strategic objectives into clear objectives and practical actions, ensuring resources and activities are aligned to inform day-to-day work priorities of self and others • Experience of making decisions and considering risk using initiative • Experience of coaching and training colleagues • Understanding of school improvement plan and how strategic objectives translate into team objectives • Experience of working in a school/academy 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>I</p> <p>A</p> <p>A/I</p> <p>I</p> <p>A/I</p>
<p>Qualifications and Training</p> <ul style="list-style-type: none"> • Degree Business and Administration, NCSL Diploma in School Business Management or NVQ4 in Business & Administration or equivalent qualification or experience in relevant discipline • Management qualification • Undertake mandatory training and training relevant to role as required and directed • Well-developed literacy and numeracy skills • Recent relevant CPD training • Safeguarding Training 	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A</p> <p>I</p> <p>A/I</p> <p>A</p> <p>A/I</p>
<p>Personal Skills</p> <ul style="list-style-type: none"> • Ability to manage own work independently with minimal supervision • Ability to identify the service needs of stakeholders and responding appropriately 	<p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>A/I</p>



<ul style="list-style-type: none"> • Interpret statutory and advisory information and provide verbal and written advice and documentation 	E	I
<ul style="list-style-type: none"> • Analyse complex data and information and translate into working planning over longer term 	E	I
<ul style="list-style-type: none"> • Exercise initiative, skills and judgment based on knowledge and experience to respond to complex problems and situations 	E	I
<ul style="list-style-type: none"> • Excellent interpersonal skills with evidence of ability to establish effective working relationships internally and externally 	E	I
<ul style="list-style-type: none"> • Ability to communicate complicated or sensitive information orally (including via presentation) and in writing internally and externally, with a range of audiences 	E	I
<ul style="list-style-type: none"> • Identify and anticipate the need for change and proactively introduce systems and procedures to ease and support transition 	E	A/I
<ul style="list-style-type: none"> • Personal resilience to meet demands of work pressures 	E	I
<ul style="list-style-type: none"> • Develop and maintain personal relationships with stakeholders through regular contact and consultation 	E	I
<ul style="list-style-type: none"> • Develop and promote culture of trust, where honest and constructive conversations and feedback improve performance of self and others 	E	I
<ul style="list-style-type: none"> • Able to remain calm under pressure, overcoming obstacles and barriers 	E	I
<ul style="list-style-type: none"> • Manage conflicting and demanding workload to meet commitments 	E	I
<ul style="list-style-type: none"> • Ability to focus for prolonged periods, balancing day to day priorities with achievement of long-term objectives and meeting deadlines 	E	I
<ul style="list-style-type: none"> • Methodical with good attention to detail 	E	A/I
<ul style="list-style-type: none"> • Manage own and others' performance within inclusive working environment, that values everyone's contribution, coaches others, and maintains effective team working 	E	A/I
<ul style="list-style-type: none"> • Interpreting information within procedures to provide information, advice and guidance 	E	I
<ul style="list-style-type: none"> • Negotiating and persuading skills 	E	I
<ul style="list-style-type: none"> • Physical dexterity and co-ordination to ensure precision and swift action 	E	A/I
<ul style="list-style-type: none"> • Ability to operate and/or maintain relevant equipment/IT packages applicable in the role 	E	I
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Able to adapt professional style and behaviours to respond to others and meet their needs, valuing diversity 	E	I
<ul style="list-style-type: none"> • Create opportunities for self and others to acquire and apply new skills by involving team in setting appropriate personal development objectives 	E	I
<ul style="list-style-type: none"> • Works with others to resolve differences of opinion and conflict, handling sensitive issues constructively 	E	I

