JOB DESCRIPTION

JOB TITLE:	**Operations and Compliance Officer**
ACCOUNTABLE TO:	**SLT**
SALARY RANGE:	**NJC 21-26: £34,237 - £38,510 dependant on experience**
CONTRACT:	**permanent - full-time/ part-time/ flexible working**

JOB PURPOSE

To support the effective day-to-day operation of The Boxing Academy by coordinating routine compliance, reception, staff administration, purchasing, contractor liaison and school administration. The postholder will build positive relationships with the school, parents, and community. They will have a can-do attitude, maintain accurate schedules and records, follow up agreed actions and ensure that operational tasks are completed on time.

School office and routines

- Agree weekly working hours with the Site Manager and arrange cover when the Site Manager is absent.
- Ensure weekly and monthly compliance tasks, including fire call point testing and water temperature testing, are carried out.
- Coordinate agreed one-off site tasks, including supervising contractors or equipment removal where required.
- Monitor electricity and water usage and report any significant changes.
- Arrange dates for fire evacuation drills.
- Assist with running the school reception, including answering the telephone and gate intercom.
- Welcome and supervise visitors in accordance with school procedures.

Compliance duties

- Read relevant GOV.UK emails each day and disseminate information to the appropriate staff.
- Coordinate any operational action required to meet new requirements set out in GOV.UK updates.
- Ensure staff complete accident forms within the required timescale.
- Review accident forms to identify any remedial action required and refer matters to the appropriate person.
- Carry out termly checks of The Boxing Academy website against Department for Education requirements and check for broken links.
- Maintain the schedule of school policies and ensure policies are reviewed when due.
- Maintain the schedule of risk assessments and ensure reviews are completed when required.

- Check that first aid box supplies remain in date and order replacements as required.

Staff administration

- Ensure staff absence is recorded.
- Ensure return-to-work interviews are carried out.
- Ensure requests for absence are submitted and cover is arranged.
- Submit staff records for payroll processing.
- Ensure staff complete mandatory training, including annual EpiPen training, and record evidence of completion.
- Book staff training courses, including first aid training.
- Complete risk assessment templates for staff with medical needs for checking by the Estates Professional.

School administration

- Maintain a schedule showing when papers for governing body meetings must be prepared and submitted to the Governance Professional.
- Follow up with staff to ensure governing body paper deadlines are met.
- Ensure notices identifying Designated Safeguarding Leads and trained first aiders are displayed around the school.

Ordering and supplies

- With the Business manager, identify suppliers offering the best value for money, taking account of cost, quality and delivery times.
- Order hygiene supplies, including supplies from Lyreco, kitchen supplies, including GreasePak supplies, stationery stocks and order replacement items, including copier paper.
- Order site management equipment following agreement by the Principal.

Contractor liaison

- Read cleaning audit reports and liaise with the cleaning firm regarding identified issues.
- Monitor the cleaning issues book held at reception and follow up.
- Carry out a monthly kitchen cleanliness audit and report any issues requiring action.

Professional requirements

- Maintain accurate and up-to-date operational records and schedules.
- Complete tasks within agreed deadlines and follow up outstanding actions.
- Refer safeguarding, health and safety, data protection, financial or other specialist concerns to the appropriate senior leader or professional.
- Maintain confidentiality and follow The Boxing Academy policies and procedures.
- Undertake other reasonable operational and administrative duties commensurate with the role.

Behaviour and Safety

- Lead by example by ensuring pupil behaviour and safety.
- Undertake annual safeguarding training with the whole staff.

Professional Standards

- Treat all members of the community, colleagues and pupils, with respect and consideration.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Support the ethos of the school by upholding the Behaviour Policy and uniform regulations at all times including travel to and from school.
- Participate in staff training when provided.
- Reflect on own practice as well as the practices of the school with aim of improving all that we do.
- Read and adhere to the various policies of the school as expressed in the Staff Handbook and Policies.
- Ensure that all deadlines are met as published in the school calendar.

Health & Safety

- Promote and comply with the school's policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others.

Safeguarding

The Boxing Academy is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow our child protection procedures. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

This job description is additional to the basic duties outlined in contracts and reflects the policies agreed by the Governing Body. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Signed…… Date…….
Postholder

Signed…… Date……
Principal

Person Specification - Operations and Compliance Lead

	Essential	Desirable
Experience		
Experience of administrative or operational work in a school or similar organisation	x	
Experience of maintaining schedules, records and recurring deadlines	x	
Experience of liaising with contractors, suppliers or external organisations	x	
Experience of ordering supplies and monitoring stock	x	
Experience of using a visitor management system such as InVentry		x
Skills		
Good organisational skills and the ability to manage a varied workload	x	
Good written and verbal communication skills	x	
Good attention to detail and accurate record keeping	x	
Ability to use Microsoft 365, including Outlook, Word and electronic calendars	x	
Ability to identify when an issue should be referred to a senior leader or specialist	x	
Knowledge and understanding		
Understanding of confidentiality and appropriate information handling	x	
Understanding of safeguarding responsibilities in a school setting	x	
Awareness of routine health and safety and compliance requirements	x	
Personal qualities		
Reliable, practical and able to follow tasks through to completion	x	
Able to respond calmly and professionally to unexpected operational demands	x	
Commitment to the values and ethos of The Boxing Academy	x	
A love of Boxing		x