



JOB DESCRIPTION

Job Title: LMaS Operations Manager
Grade: SO2 SCP 26-28
Reporting to: The Principal

Job Purpose:

To ensure that Leeds Mathematics School (LMaS) optimises its resources through effective planning and financial oversight. This role involves advising the Principal and Governing Body (GB) on all non-teaching activities of the academy. This role is central to the successful operation of LMaS, ensuring efficiency across all non-teaching functions while supporting the academy's strategic objectives.

Key Responsibilities:

- Oversee daily operations and ad-hoc projects as required.
- Maintain a high-quality 'front of house' experience.
- Provide advice and recommendations to the Senior Leadership Team (SLT) and GB on non-teaching matters.
- Prepare proposals, costings, and reports for projects, initiatives, and grants for the principal and GB to review.
- Attend GB and committee meetings as appropriate.
- Manage sensitive situations with professionalism and discretion.
- Support the implementation of change management initiatives within LMaS.
- Ensure the smooth operation of LMaS, particularly in administration, budgeting, personnel management, premises maintenance, lettings, and Health & Safety.
- Lead the provision of First Aid and medical support, serving as a designated First Aider.

LINE MANAGEMENT

Oversee and manage administration, premises, examinations, and cleaning staff, ensuring effective coordination, daily operations, and performance management.

Duties include:

- Training and developing the administration team.
- Delegating tasks appropriately and setting priorities with clear timescales.
- Implementing induction and training plans for support staff.
- Managing attendance, absence, cover, and holiday systems.
- Supporting effective communication throughout the academy, ensuring that information flows smoothly and is aligned with the Principal's directives.
- Leading recruitment for administration and non-teaching staff and assisting with teaching staff recruitment.
- Monitoring and improving the effectiveness of non-teaching staff through regular appraisals, feedback sessions, training opportunities, and performance management.
- Preparing staff rotas and timetables.
- Coordinating LMaS lettings and liaising with the external catering agency.

WHOLE ACADEMY ADMINISTRATION

Ensure that all administrative systems are up-to-date, efficient, and aligned with LMaS' strategic goals.

Duties include:

- Managing admissions procedures and student records.
- Overseeing administration functions, including phone systems and secretarial support.



- Coordinating external examinations.
- Producing and maintaining records and reports for the Local Authority, Department of Education, and GB, including CENSUS and pupil performance data.
- Managing service contracts and monitoring performance.
- Handling additional duties as reasonably requested by the Principal.

FINANCIAL MANAGEMENT

Ensure smooth financial operations in collaboration with GORSE central finance officers, maintaining proper management of income and expenditure.

Duties include:

- Managing financial administration and ensuring compliance with deadlines.
- Overseeing payroll accuracy and reporting errors.
- Supporting delegated budget holders with financial control.
- Managing procurement and bidding processes.
- Providing financial reports for the Principal and GB as needed.

HR AND STAFFING

Ensure smooth HR operations in collaboration with GORSE central HR team, ensuring compliance with employment law and best practices.

Duties include:

- Managing personnel and payroll administration.
- Overseeing recruitment, including references, pre-employment medicals, and DBS checks.
- Implementing and coordinating staff attendance policies, including return-to-work and sickness management meetings.
- Monitoring timekeeping and preparing reports for the Principal.

PREMISES MANAGEMENT

Ensure the effective use and maintenance of LMaS premises, ensuring Health & Safety compliance and operational efficiency.

Duties include:

- Collaborating with site and cleaning teams to maintain building standards.
- Completing relevant Health & Safety training and maintaining certification.
- Ensuring emergency procedures and drills are implemented effectively.
- Managing tenders, quotes, and contracts as required by the GB.
- Overseeing lettings in accordance with LMaS policies.
- Managing Smartlog administration and asset inventory for audit compliance.

Data Protection (GDPR):

Ensure full compliance with GDPR as LMaS' Chief Privacy Officer (CPO).

Duties include:

- Implementing Trust policies and procedures.
- Managing staff training and stakeholder awareness campaigns.
- Supporting data protection processes, including breach reporting, Subject Access Requests (SARs), and Freedom of Information (FOI) requests.
- Collaborating with the Trust's CPO group to shape GDPR policies.

HOSPITALITY AND PROMOTING LMaS ETHOS

Act as a welcoming and professional representative of LMaS for parents, carers, and visitors.

Duties include:

- Assisting parents with applications and general inquiries.
- Providing a professional and welcoming reception experience.
- Upholding and promoting LMaS' ethos, aims, and policies.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

Person Specification

Every member of staff at LMaS must be:

- committed to working as part of a whole school team and supporting the vision and aims of Leeds Mathematics School, and
- excited by the opportunity to be part of a 'start up' school but also accepting that working on a 'blank slate' demands flexibility, resilience and creativity above and beyond 'the day-to-day' in an established school or college.

Criteria	Essential/ Desirable
Qualifications	
• Grade C/4 and above in GCSE English and Mathematics (or equivalent).	E
• A relevant Level 3 qualification.	E
Knowledge and Skills	
• Strong verbal and written communication skills, with the ability to interact professionally with a range of stakeholders, including staff, parents, and external contacts.	E
• Excellent time management and organisational skills, with the ability to prioritise and manage competing deadlines effectively.	E
• High level of accuracy and attention to detail.	E
• Ability to work under pressure and identify solutions independently, referring to senior staff when necessary.	E
• Demonstrated flexibility and adaptability to meet the evolving needs of the academy.	E
• Proficient in Microsoft Office, including mail merge and database management.	E
• A solid understanding of office procedures and working practices.	E
• A commitment to equality and diversity.	E

• Knowledge of performance management, appraisal, and HR procedures, including absence management, grievances, and disciplinary processes.	E
• A basic understanding of financial audit standards.	E
• Working knowledge of SIMS, ParentPay, payroll systems, and other educational software.	D
• ICT qualification (RSA CLAIT, European Computer Driving Licence, or equivalent).	D
• Experience with site management, particularly in the context of financial constraints.	D
• Knowledge of Health and Safety legislation, including COSHH and the use of online systems such as SMART LOG.	D
• Experience of managing site projects and change management processes.	D
• Familiarity with the Evolve (Educational Trips) administration process and Health and Safety Risk Assessments.	D
Experience	E/D
• Proven experience in a supervisory or management role.	E
• Experience working within a team and contributing to team objectives.	E
• Strong experience in maintaining accurate records using both manual and electronic systems.	E
• Proven ability to manage and develop a team.	E
• Experience in dealing with complex queries and working collaboratively to meet deadlines.	E
• Previous experience working in a school or educational environment.	D
Behavioural & Other Related Characteristics	
• Strong commitment to providing high-quality service and fulfilling all job responsibilities.	E
• Integrity and honesty, with a strong ethical approach to work.	E
• Ability to motivate and lead staff, with high aspirations for both self and others.	E
• Strong customer orientation, with the ability to interact well with both adults and children.	E
• Ability to maintain confidentiality and handle sensitive matters discreetly.	E
• Confidence, enthusiasm, and flexibility, with a proactive approach to change.	E
• A passion for learning and professional development, with a willingness to contribute to the overall success of the academy.	E
• A positive personal image that contributes to creating a welcoming environment.	E
• Strong team player, committed to supporting colleagues and fostering collaboration.	E
• Strong commitment to providing high-quality service and fulfilling all job responsibilities.	E
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• Enhanced DBS Clearance	E

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

GORSE