**Title:** **Operations & Administration Manager (temporary / fixed term)**

**Reports to:** Headteachers at Walsall Studio School and The Ladder School

**Grade:** Grade 8 (NJC Scale Points 26 - 31

**Salary:** £36,124 - £40,476 pa FTE £33,103 - £37,091 pro rata

**Hours of work:** 37hrs per week, Term Time Only PLUS 10 Days (directed by Headteachers)

Monday to Friday 8:00am – 4:00pm

Please note that this role is shared across both Walsall Studio School and The Ladder School, two atypical educational provisions on the same campus in the centre of Walsall. This is a temporary role until 31 August 2025.

***Key Duties and Responsibilities***

Under the direction of senior staff organise and deliver effective administrative systems and support within the schools for the Headteachers and Local Body Governors when needed.

**Managing School Operations**

* Oversight of the administration teams (including Attendance, Reception, Admissions, Exams/Data) at both schools, ensuring they run smoothly and effectively.
* Liaison with key personnel both on campus and with The Mercian Trust to ensure communication is strong and the campus is well run (e.g. Facilities Manager, Head of Estates, HR, Finance, Catering, OLC, Digital Hub Manager etc.).
* Be our Educational Visits Coordinator (EVC).
* Participate in the induction of new staff.

**Confidential HR Administration**

* Checking and processing of LOA/PAR forms onto SIMS to ensure cover and payroll is accurate.
* Liaison with HR to recruit and retain staff effectively and appropriately at both schools.
* Checking of ID forms for new starters / interview candidates in order to ensure accurate and timely DBS and vetting processes.
* Compiling and scanning promptly any HR related paperwork such as timesheets, salary change letters, MAT B1 forms etc.
* Providing initial support to staff for HR queries, either providing information such as policies, wellbeing, payroll or other queries.
* Confidential sending of interview notes for candidates and then secure storage should they be required.
* Responsibility for safeguarding forms for visitors to site.

**Support to the Headteachers**

* To provide Personal Assistant Support to the Headteachers, to include some diary management, confidential note taking, managing complaints and correspondence.
* To attend staff meetings, quality assure/take notes, prepare and distribute minutes/notes.
* Undertake other confidential administration.
* Make and receive telephone calls for the Headteachers as required.
* Manage and quality assure the work and operations of the Reception and Admin Team.
* Be the schools’ point of contact with Mercian Central Services.
* Lead the management of the local calendar including meetings rooms.

**Support Strategic Management**

* Lead the co-ordination of specific school events as directed by the Headteachers, deploying staff appropriately and ensuring all events are executed professionally, on time and within budget.
* Work in collaboration with Central Services in the marketing and promotion of the Academy.
* Strategic Line Manage the Reception & Admin Team.
* Submit relevant information to SLT, the Governing Body and outside agencies e.g. DfE when required.
* Other duties as may be appropriate to achieve the objectives of both schools and the Trust.

**Safe Working Practices for Adults working with Children** – It is the responsibility of each employee to carry out their duties in line with Mercian Trust’s ethos and culture of safe working practices for adults working with children, and be sensitive and caring to the needs of the disadvantage, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

***The Academy is committed to safeguarding and promoting the welfare of children.***

***All post holders are subject to a Satisfactory Disclosure & Barring Service Check (DBS) and satisfactory employment references, as well as identification and qualification, prohibition and barred list checks which will be required before commencing duties.***