



Uffculme Primary School

Job Description

Job Title: Operations Lead
Location: Uffculme Primary School
Pay Grade: NJC point 13 within the range 13 - 19
Salary: Starting Salary £26,743 (£29,064-£32,061 FTE)
Hours of Work: 37 hours per week, term time plus 2 weeks (40 weeks pa)

Responsible For: Operational functions of the school.
Key Relationships: Headteacher and support staff colleagues.
Reporting to: Headteacher

Key Purpose of job:

As a key member of the school's support team to take the lead on all operational functions ensuring they provide a high quality, and efficient service to colleagues, parents, carers, pupils, visitors and contractors. To supervise non-classroom based support staff.

Main responsibilities

- Team Leader for non-classroom based support staff.
- Under the direction of the Headteacher, lead on all operational matters within the school.
- Ensure the provision of an effective administration system for the school.
- Lead "front of house" services to welcome visitors and enquiries to the school.
- Attend the senior leadership team meetings as required and take responsibility for implementing any actions relating to operational matters.
- Organise work schedules to ensure operational functions are appropriately staffed and covered during periods of absence. Verifying and administering any additional hours claims.
- Administer staff recruitment, absence, and contract changes, advising payroll and maintaining accurate records. Support the onboarding and training of new staff. Liaising with the Trust's HR Team when required.
- Administer pupil and staff records on the school's MIS including monitoring pupil attendance. Completing the pupil and workforce census returns.
- Administer parental communication and payment systems, including digital media such as the website and social media, to provide information, to promote the school and to generate income from lettings.

- Administer financial processes within the school including raising orders, completing credit card returns, managing parental payments, administering trips and wraparound care, raising invoices for lettings and other sales. Liaising with the Trust's Finance Team when required.
- Administering school trip arrangements.
- Administer insurance claims.
- Obtain quotes for goods and services, ensuring value for money. Monitor purchased services.
- Liaise with the Uffculme Site Manager on maintenance and safety matters. Support the Uffculme site team and cleaners to ensure the school is well maintained, clean, safe and secure and provides a high-quality learning environments for students. Supervise contractors in the absence of a caretaker.
- Support the Site Manager with safety and compliance processes and reporting.
- Liaise with the Catering Manager to ensure the school's catering provision offers a high-quality service to students and staff.
- Liaise with the Trust's IT team to ensure ICT systems operate effectively.
- Liaise with and support the Pre-School Manager.
- Organise school events, attending as required.
- Assist in the supervision of pupils as appropriate.
- As a trained first aider, administer care and medicine as required. Record accidents and manage H&S risk assessments.

Safeguarding

- To maintain the single central register.
- Attend all safeguarding training as directed.
- Ensure all processes are compliant with safeguarding principles and policies.
- Follow Trust procedures and report all concerns to the designated safeguarding lead.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.

Data Protection

- As the school's data protection lead, report on data breaches, and administer subject access requests.
- Ensure that legislation and Trust policies and procedures relating to confidentiality and data protection are adhered to.

Other responsibilities

- To support the achievement of the school's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.
- Maintain positive, professional relationships with students, parents / carers and colleagues;
- To participate in induction training, staff review processes and professional development opportunities;
- Commit to equal opportunities and anti-discriminatory practice.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures;
- The post-holder must comply with the Trust's Health and Safety requirements;
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Typical working pattern

- Typically, 5 days per week 8.30am – 4.30pm, including a 30-minute unpaid break. There may occasionally be a requirement to work beyond school hours to support events.
- Annual leave will only be taken during school holidays.
- The post is term time but includes an additional two weeks per annum to give some flexibility for peak periods during term-time and a limited amount of school holiday working particularly at the start and end of the summer holiday.
- This working pattern is subject to change and you will be required to work flexibly with colleagues to ensure the operational needs of the school are met.

Special Factors

- This role may involve travel between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of your home school, will be as per the Trust's travel policy.
- There may be a requirement to work beyond school hours particularly in supporting and attending school and Trust based events.
- Working patterns will be aligned with school term dates and holidays must be taken during school closure periods
- The post-holder will support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside their direct area of responsibility as required.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and Policies and Procedures.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To comply with the Trust's ICT Acceptable Use and Confidentiality Agreement for Staff.
- To comply with the Trust's Health & Safety policy, procedures, and statutory requirements.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

Person Specification - Knowledge, Skills & Experience

The successful candidate must be able to demonstrate the following attributes.

Qualifications	Essential	Desirable
5 GCSEs at C or above including a minimum of GCSE grade C in English and maths	✓	
Educated to A level or higher.		✓
Experience		
Working in a busy administration/operations role including organising complex tasks and the supervision of others.	✓	
Working with limited supervision and effectively determining when it is appropriate to change workload priorities	✓	
Experience of building positive professional relationships.	✓	
Experience of the education sector, and an understanding of their operational functions (administration / maintenance / catering / IT / external communications / H&S).		✓
Skills and Knowledge	Essential	Desirable
Strong communication skills both verbal and written.	✓	
Excellent people skills. Positive team player.	✓	
Demonstrate tact and persuasiveness.	✓	
Ability to manage own time to meet deadlines and prioritise work.	✓	
Highly organised with good attention to detail.	✓	
Ability to motivate and supervise others.	✓	
Numeracy, literacy and ICT skills at a level appropriate to the role. Highly competent Microsoft office user and comfortable with technology.	✓	
Behaviours		
Understanding of and commitment to safeguarding and equality and diversity. Able to promote the welfare of children and young people.		
Understanding of and commitment to Trust Values.		
Demonstrate a positive, flexible and pro-active approach to work, focussed on outcomes.		
Commitment to continuous professional development of self and others.		
Able to manage confidential information appropriately and with discretion.		
Resilient, able to respond well under pressure, seeking constructive solutions		
Other		
Suitable to work with children and young people.		
High professional standards and integrity.		