

Job Description

Post Title:	Operations Manager
Location:	Brackensdale Spencer Academy
Salary/Pay Range:	<i>NJC21-25 depending on experience and qualifications</i>
Hours of work:	Full time (37 hours), 52 weeks
Reporting to:	The Principal

Purpose of Role

- To provide operational support to the Principal and Senior Leadership Team for the day to day delivery of a range of business support services to the academy relating to; Administration, Human Resources, Finance, Systems, and Facilities. Ensuring an effective customer-focussed service is provided to all stakeholders consistently and in a timely manner.
- To line manage the Administrative team, Mid-day Supervisors, and work with the Trust Estates and Facilities team to direct the Site team.
- Responsible for the development and implementation of systems and procedures which ensure operational excellence across the academy.
- To promote collaborative professional working relationships and developments across the academy.

Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties. The nature of the school year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Leadership and Strategy:

- Attend senior leadership team meetings and briefings as required and other meetings on request
- To work collaboratively with the senior leadership team and contribute to strategic decision making as required.
- Provide leadership and oversight to the line management and performance management of the administrative team and Mid-day Play Leaders, ensuring an effective and highly motivated operational workforce.
- Lead a culture of continuous improvement across the business support services.

Administration/Organisation Management:

- Manage the academy administrative function and office team.
- Manage the Mid-day Play Leaders and organise cover as required.
- Provide strategic direction to the development of the office team and all administrative duties, including: quality assurance of task completion, workload management and rota system.
- Identify and develop procedures and systems of administration throughout the Academy.
- Ensure effective line management, performance management and professional development for the office team and Mid-day Play Leaders.
- Attend confidential staff, ELT and parent meetings; take notes, prepare documentation, and distribute minutes under the direction of the Principal.
- Oversee the organisation of school events, visits, and extra-curricular activities.

- Liaise with school health service/pupils/staff/parents in relation to pupil welfare.
- To oversee the completion of the pupil census returns
- To liaise with the Trust web developer to maintain academy website.
- Work collaboratively with administrative teams across the Trust

HR / Payroll:

- Act as first point of contact for any HR, pay and pension related matters.
- Manage the trust HR and payroll systems including starters, leavers, contractual changes, timesheets (including agency) or other payments according to payroll deadlines. Ensure that all data is accurate and up to date.
- To ensure any changes in contracts for existing staff are advised to Trust HR using the required forms; making sure a new contract/variation letter is issued as appropriate.
- Maintain staff attendance records in line with Trust policies; notifying the Headteacher and liaising with staff where absence limits have been reached, completing occupational health referrals and action any follow up as appropriate.
- Provide management reports from the Trust HR system for the Principal and SLT as required.
- Ensure updated policies are in place and available as appropriate across the Academy.
- To contribute to the production of the School workforce census, working with Trust HR team.
- Book, collate and maintain record of courses and CPD.
- Co-ordinate reference requests for existing employees and ensure exit interviews are conducted.
- Create, maintain, and update personnel files and SIMs teacher access.
- Support with the induction of new staff in accordance with Trust protocols.

Recruitment:

- Manage the recruitment process, completing recruitment approval form for Trust ELT, support with drafting job descriptions, person specifications and adverts for recruitment, placing adverts, and liaising with external advertisers as directed.
- Co-ordinate interviews, process new starters, complete safer recruitment including DSB checks and ensure induction and probation is completed.
- Keep the SCR up to date, ensuring all new staff, governors have completed up to date safeguarding and other required training; logging information in a timely manner. To record others in regulated activity on the SCR as appropriate.

Finance:

- Process routine orders below delegated threshold with suppliers and record through Trust Finance system – check suppliers to ensure best value, co-ordinate approval of orders by Principal and receive and check goods.
- Receive, obtain authorisation and record on Trust Finance system all invoices from suppliers.
- Manage credit card reconciliation and process invoices for payment.
- Liaise with companies regarding lettings, calculate costings, create invoices, and monitor payments.
- Ensure all monies due are collected, balanced, and banked.

Facilities:

- To direct the site team and have an oversight of site resource planning and delivery of projects, liaising with Trust Estates & Facilities team.
- To act as a key holder for the academy, opening and locking the building occasionally as required.
- To ensure appropriate day to day arrangements are in place for the provision of cleaning, catering and other ancillary services for the site.
- Oversight of academy access arrangements for staff and visitors.
- To co-ordinate planning for the effective provision of administrative IT resources liaising with Trust Head of IT Infrastructure

Clerk to Governors:

- To ensure that the governing body receives an efficient and effective clerking service and is managed in line with Spencer Academies Trust policies and protocols.
- Provide advice and guidance to the governing body on governance legislation, procedural matters, changes to its responsibilities and offer advice on best practice. Ensure that statutory policies are in place. Advised on the annual calendar of meetings and tasks.
- Send out new governor induction materials and contribute to new governor induction as appropriate.
- Ensure effective administration of meetings including the preparation of focused agendas, preparation of papers, ensuring meetings are quorate, record attendance and draft minutes indication who is responsible for any agreed actions. Following up on agreed actions and distribute agreed minutes and agendas.
- Advise the governing body on matters of membership including governor's terms of office, maintain a register of pecuniary interests and maintaining all other records as appropriate.
- Manage information and records relating to current terms of reference, nominated governors, minutes, correspondence and statutory policies.
- To escalate any governance issues in school to the Trust Head of Governance and Compliance.

General:

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Work in a professional manner and with integrity and maintain confidentiality of records and information
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder may be required to carry out other duties as required by the Trust.

Additional Information

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	✓	
GCSE Maths and English grade C or equivalent	✓	
Experience of working in a busy office	✓	
Experience of managing staff including recruitment and performance management	✓	
Experience of developing and managing the operation of administrative procedures	✓	
NVQ Level 3 or 4 in Administration or similar IT qualification		✓
Experience of working in an Educational establishment		✓
Knowledge and skills		
Ability to work calmly under pressure	✓	
Ability to communicate clearly orally and in writing	✓	
Ability to work collaboratively with others	✓	
Ability to manage and supervise staff effectively	✓	
Ability to work within school-based systems and specified timelines	✓	
Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems	✓	
SIMS management information system		✓
Academy procedures		✓
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
A diplomatic and patient approach	✓	
Initiative and ability to prioritise own work and that of others to meet deadlines	✓	
Efficient and meticulous in organisation	✓	
Able to follow direction and work in collaboration with the leadership team	✓	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	✓	
Ability to evaluate own development needs and those of others and to address them	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	