

Job Description

Post Title: Operations Manager

Contract: Permanent, Term Time plus 5 days

Line Manager: Headteacher

Supervisory Responsibilities: Administration/Site Team/Examination invigilators

Pay Range/Grade: Band SO1, SCP23 – 25

Location: Bradford AP Academy

Hours of work: 37 hours per week

Purpose of the Role:

As an experienced member of staff you will organise and supervise whole school administrative and office systems; contributing to the management and implementation of office functions as well as plan and implement new initiatives to ensure an effective service to the school.

The post holder will assume the role of Examinations Officer, holding overall responsibility for ensuring the efficient and effective administration of the examination process for all students. The successful candidate will be able to deal sensitively with a variety of situations with teachers, examination invigilators, pupils, parents and examination board representatives.

In liaison with the Headteacher and Trust; help manage the schools financial resources. In addition, the post holder will plan, develop and monitor support services, including coordination and delegation of relevant activities.

Understand the implications of Government policies and educational trends and developments.

Under the guidance of the Headteacher, you will have supervisory responsibility for the management of contracts, facilities, lettings and health and safety.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Supervision and Guidance:

- To work under the instruction and guidance of the Headteacher.

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Supervisory Responsibilities:

- As an experienced member of staff you will work with minimum supervision; planning and arranging own workloads as well as that of others.

The post holder will be expected to:

- Work under own initiative with limited supervision, working to the priorities set by the Headteacher.
- Contribute to the overall ethos/work/aims of the school.
- Make day to day decisions regarding the organisation of the working area/workload and school priorities; assisting with the planning and development of the support services.
- Participate in in-school training and other training programmes as required, and maintain personal and professional development in order to meet the changing demands of the post.
- To support the Headteacher in the management of their workload, diary and in particular confidential correspondence.
- To manage the administrative work of the Leadership Team; providing organised, complex and advisory support to the Governing Body and other staff.
- Will be expected to autonomously make decisions and exercise considerable initiative in performing delegated duties, escalating complex issues where necessary.

Key Responsibilities:

Support for the School:

- Under the guidance of the Headteacher and Trust Business Manager you will manage, improve, develop and supervise of the whole school administrative function including those which are complex in nature; delegating relevant activities and liaising between other members of the management team/teaching staff as appropriate.
- In liaison with the Headteacher; provide advice and guidance to staff and others on complex issues; undertaking research and obtaining information to inform decisions.
- Attend and participate in regular meetings including senior leadership team meetings, Meetings with the Trust Operations Team and full governing body meetings; recognising own strengths and areas of expertise, share these skills and use these to advise and support others.
- Take a lead role in the recruitment/induction/appraisal/training and development/mentoring of school and agency staff; managing associated employment procedures and Human Resources matters as well as liaising with external organisations to ensure appropriate clearance and checks are received. This includes full responsibility for the Single Central Record for the school.
- Have input into procurement, selection, management, maintenance, repair and safe keeping of resources.
- Oversee all arrangements for all public examination entries eg GCSE and equivalent.
- Co-ordinate the team of examination invigilators, with the support of the Lead Invigilators, including recruitment, training, management and deployment of invigilation staff.
- Co-ordinate the preparation and submission of entries to examining bodies.
- Under the guidance of the Headteacher and Trust Business Manager; you will be responsible for the planning, development, organisation and administration of

procedures and policies including those relating to safeguarding, security, data protection, HR and payroll; liaising with the Trust, Headteacher, Senior Leadership Team and Governing Body as and when appropriate.

- Under the guidance of the Headteacher; oversee the management and maintenance of the school site, premises, lettings and associated income. Prepare maintenance schedules and ensure the efficient operation of all facilities on the property in liaison with the site manager. Be responsible for the regular minibus safety checks and ongoing maintenance.
- Act as the schools lead Fire officer; ensuring emergency procedures are current and timely; plan, instigate and maintain records of fire safety practices and alarm tests in liaison with the site manager.
- As the schools Health and Safety lead officer; ensure compliance with all Health and Safety requirements including clear communication to all staff and pupils as well as recording and reporting health and safety matters to the Trust, Senior Leadership Team, Governors and other agencies as required.

Administration:

- Be responsible for the completion and submission of complex forms.
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required.
- Take a lead role in marketing and promoting the school including taking responsibility in seeking sponsorship and funding.
- Take a lead role in the development and maintenance of the whole schools recording/information systems and ensure confidential data is retained in accordance with legal requirements.

General:

- Use good common sense and exercise considerable initiative in all matters relating to the conduct and behaviour of individuals, groups of pupils and whole classes; the correct use and care of materials by individual and small groups of pupils, the safety, mobility (if required) and hygiene and well-being of the pupils.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Take a lead role in one off projects, e.g. participating in the development of new computerised systems.
- Make travel arrangements.
- To be responsible for reporting building maintenance in accordance with health and safety requirements; taking a lead in health and safety management working collaboratively with the caretaker/site supervisor.

Environmental demands/working conditions:

- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- May be a key holder and have security responsibilities.
- The post holder may occasionally be subjected to antisocial behavior from members of the public/parents/site users.

- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.
- Promote and maintain an efficient, safe, and attractive environment for the children within school generally whilst being aware of and supporting difference to ensure equal opportunities for all.

Working in Partnerships with Parents/carers and external agencies:

- Internal contact with staff at all levels across the school and Trust, Parents/Carers, Governors, Community Groups, Social Services, Police, Local Education Authority, Contractors and External Agencies.
- Will appreciate and support the role of other professionals; developing constructive relationships.

Maintaining Professional Competencies:

- To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them.
- Ensure high level of professional competences by attending regular training, undertaking further qualifications and self-study.

Safeguarding and Compliance:

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Safeguarding the welfare of pupils and reporting any concerns to the Deputy Headteachers and/or Headteacher.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times.
- Promote the safeguarding of all pupils in the school.

Intermediate Threshold Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.



Person Specification

Area of specification	Essential/ Desirable	Method of Assessment
<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • GCSE grades A-C (or equivalent) in English and Maths • Evidence of continual professional development. • NVQ Level 4 or degree level management/business qualification. • School Business Manager specific qualification e.g. DSBM, CSBM, ADSBM or Msc.School Business Management. 	<p>E E D D</p>	<p>Application and interview</p>
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • 2 years experience of working in a school office environment at a senior/decision making level (or relevant transferable skills/experience) to include development, management and operation of administrative/ICT systems as well as the full range of reception duties and dealing with a complex workload. • Experience using Microsoft Office and complex databases such as S.I.M.S/Arbour with excellent IT skills. This should include the production of detailed reports and spreadsheets etc. • Experience of supervising and/or managing staff. • Some experience of dealing with HR/payroll/Health and Safety matters. • Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level. • Some experience of financial management. 	<p>E E E E D</p>	<p>Application and interview</p>
<p>KNOWLEDGE/SKILLS/ABILITIES (Core competencies)</p> <ul style="list-style-type: none"> • Will possess a working knowledge of the School's relevant policies and procedures with an outline understanding of relevant legislation. • Have an understanding of national and regional educational services and how an administrative support service within a school is run. 	<p>D D E</p>	<p>Application and interview</p>

<ul style="list-style-type: none"> • Excellent organisational, communicating and problem solving skills with the ability to use own initiative and work proactively both in a team and independently. • Ability to lead, motivate and work constructively as part of a team with a willingness to share knowledge, expertise and experience. • Excellent numeracy/literacy/ICT skills. • Ability to self-evaluate learning needs and actively seek new learning opportunities. • Knowledge and commitment to schools/Trust's Equality policy. • Ability to remain calm under pressure; prioritising conflicting demands. • Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change. • Ability to use relevant equipment/resources/office machinery and able to undertake basic maintenance routines. • Knowledge of Health and Safety/First Aid/Medical/Fire Safety regulations/requirements. • Some experience of maintaining complex financial information systems and making payments. 	E E E E E D E D	
<p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Be committed to raising standards • Be someone who can create an atmosphere in which children can thrive and succeed • Have excellent interpersonal skills • Effective communication and organisation skills • Ability to manage workloads and work calmly under pressure 	E E E E E	Application and interview

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Signature of post holder _____ **Date** / /

Signature of Chief Executive Officer _____ **Date** / /

