



JOB DESCRIPTION

Job Title: Operation Manager (Finance and Administration)
Grade: SO1 SCP 23 – 25
Reporting to: Business Manager
Responsible for: Administration Team

Job Purpose:

To line manage, delegate to, and oversee the work of the Administration team and reprographics, ensuring that discretion and confidentiality exist at all times when executing allocated tasks. To take responsibility for the processing and accurate completion of all aspects of academy specific Human Resources and Finance management, liaising as required with the TGAT Central HR and Finance team and BSC wherever required. To take responsibility for specific academy wide projects as directed by the Business Manager /Principal / Senior Leadership Team.

Key Responsibilities:

Line Management Responsibilities

- Line manage the Administration Team and reprographics, providing clear day to day direction on tasks to be completed.

Human Resources and Finance Responsibilities

- Support the Business Manager with the college's Finance and administration systems to include overseeing the work undertaken by the administration teams (including finance).
- Ensure that Payroll updates, including changes to job titles and salaries as directed by the Business Manager are implemented. Ensure that an audit trail exists and that all requests are appropriately authorised.
- Take responsibility for the administration checking and issuing new contracts once received from payroll via the Business Manager. Ensure all contracts are in line with the principal's requests.
- Be responsible for the administration of general personnel matters as directed by the Business Manager.
- Complete monthly checks on payroll reports, ensuring accuracy with any changes that have been processed.
- Providing leave guidance to the Business Manager and those that should be processed with / without pay. Ensure that the requirements of the Leave of Absence policy are met in full.
- Support the Business manager in Managing administration of staff Sickness Management, including issuing return to work forms and completing Stage 1 and 2 meetings, Occupational Health referrals and WASP assessments where required.
- Oversee probationary processes including issuing paperwork, issuing 'passed probationary letters' and ensuring that where issues exist, TGAT are kept informed, and the relevant meetings and letters are issued as required.
- Ensure that all new starter paperwork is completed in full and entered onto the relevant systems.
- Maintain staff records on SIMS, ensuring records are accurate.
- Be responsible for the completion and submission of forms and statistical returns etc. including those to outside agencies e.g. Workforce Census. Collate and prepare information from a variety of sources to produce reports such as those relating to staff data etc.
- Maintain confidential staff records, including electronic record systems.
- Ensure DBS checks are undertaken on all members of staff in line with TGAT expectations.

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- Support the Business Manager in facilitating all recruitment and recruitment processes for the college, including ensuring that all HR and safeguarding protocols are followed in the recruitment of staff.
- Manage Staff hours and leave for members of the administration team including management of term time plus days.
- Supervise and record the issue of the school purchasing cards to staff members, ensuring that receipts are provided and authorised for any purchases, and monitoring payments by cheque/purchasing card as required.
- Supervise the administration team in the administration of rewards trips/events.
- Ensure all income and expenditure is adequately documented and supported by relevant invoicing/paperwork, by raising official purchase orders prior to the procurement of goods or services in line with the Trust's Financial Regulations, ensuring coding is correct in line with consistent financial reporting and then to reconcile orders to delivery notes and invoices prior to payment.
- Ensure that the administrative areas of the academy function in line with the expectations of the Business manager. These areas include:
 - General Administration
 - Reprographics

General Duties:

- Communicate with Parents/Carers and outside agencies where appropriate, including via SchoolComms.
- Provide reception for visitors, screen and prioritise telephone calls and incoming mail / email and reply directly or re-assign to others including management of various mailboxes.
- Use IT applications and databases effectively to deliver administrative tasks, and to input and retrieve data using computerised systems including Word, Excel and SIMS.
- Working with the Business Manager and relevant Assistant / Vice Principal, oversee arrangements for Open Evening and Applicant Experience Evenings.
- Assist the Business Manager with Every Administration, such as creating new users.
- Monitor and maintain health and safety within the work area and comply with Health and Safety policies.
- Attend key after school events and fully participate in training days.
- Conduct any duties commensurate with the role and grade.

Accountability Key Performance Indicators:

- Accountable for ensuring that the academy complies with all TGAT and Government HR expectations.
- Accountable for ensuring that the academy complies with all TGAT and Government Finance expectations.
- Accountable for ensuring the administrative needs of the Senior Leadership team are met in full.

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.

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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

Criteria	Essential/ Desirable
Qualifications	
Grade C/4 and above in GCSE English and Mathematics (or equivalent).	E
A relevant Level 3 qualification.	E
A Level 4 qualification (or equivalent) or be willing to work towards a Level 4 qualification.	D
Knowledge and Skills	
Proven ability and experience in leading a team.	E
Excellent time management and organisational skills, with the ability to prioritise and manage competing deadlines effectively.	E
Good ICT skills and proficiency in Microsoft Office, including mail merge and database management.	E
High level of accuracy and attention to detail.	E
Strong verbal and written communication skills, with the ability to interact professionally with a range of stakeholders, including staff, parents, and external contacts.	E
Ability to work under pressure and identify solutions independently, referring to senior staff when necessary.	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
Working knowledge of SIMS, ParentPay, payroll systems, and other educational software.	D
Experience	
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 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
Minimum of two year's relevant experience working in a similar role.	D
Continuous Professional Development	
Evidence of commitment to Continuing Professional Development.	E
Other Conditions	
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.

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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.