

# Job Description

**Greensand Support Staff Salary Scale:**

£32,512 - £34,654 FTE (GMAT 19-23)

**Contract type:** 28 hours per week over 40 weeks per annum (term time plus 2 weeks)**Reporting to:** Executive Head/Head of School

## Operations Manager

### Job Purpose

The Operations Manager at Kingswood Primary School is responsible for overseeing the day-to-day administrative and operational functions of the school. This role ensures that the school runs efficiently and effectively, providing a safe, nurturing, and conducive environment for learning.

The Operations Manager works closely with the Senior Leadership Team to support the school's educational objectives.

### Key Accountabilities

#### Administrative Management

- To be responsible for the procurement of goods and services and contracts, improving economy and efficiency and achieving best value
- Oversee accurately of invoices and manage payments
- Oversee the administrative operations within the school, including record-keeping and compliance with educational regulations.
- Manage the school's administrative support staff, including reception, finance and premises staff.
- Act as Data Protection Lead in the school ensuring that all breaches and requests are forwarded to the Data protection Officer in the Greensand Central Team.
- Support wraparound care to be successful in terms of admin, IT or payment communications
- Monitor school's social media to ensure constant content and attend half termly meeting with HoS

#### Facilities and Maintenance

- Ensure the school's facilities are well-maintained, safe, and meet the needs of children and staff.
- Coordinate with premises staff and external contractors for repairs, maintenance and renovations.
- Manage the school's safety protocols, including emergency preparedness and response plans.

#### Human Resources

- Oversee staff attendance, performance appraisals and professional development plans.
- Manage the Single Central Record

- To be responsible for general personnel matters for e.g. ensuring that required pre-employments check are carried out for volunteers etc
- To manage and monitor the monthly payroll process
- To support the Greensand Central HR Team with HR and recruitment
- To be responsible for accurate input of additional hours and absences
- Lead on the induction process for staff, governors and volunteers
- Responsible for planning and arranging cover as required (in conjunction with the Senior Leadership Team).
- Undertake PA duties for the Senior Leadership Team as directed.

#### Technology and Resources

- Coordinate IT updates, upgrades and network management with the school's IT provider.
- Ensure that IT is effectively utilised to support educational activities.
- Support the Senior Leadership Team in producing and reporting statistical information as required.
- To monitor and maintain the school's website and ensure information and policies are reviewed and up-to-date

#### Health and Safety

- Ensure the school complies with all health and safety regulations.
- Conduct regular safety checks of the building.
- Participate in termly H&S visits with Trust Estates and Contract Manager and link H&S Governor.
- Ensure that all staff receive mandatory health & safety training, for example, fire awareness, and keep records of this.
- Advise and write Risk Assessments where required.

#### Communication and Stakeholder Engagement

- Act as a liaison between the school and external stakeholders, including parents, local authorities and community organisations.
- Manage internal and external communications to ensure timely and effective information dissemination.

#### Lettings and Event Management

- Coordinate arrangements for school events, meetings and extracurricular activities.
- Market the school with the view of increasing lettings income. Ensure correct paperwork is provided for new lettings.

#### Governance:

- Work with the governors to keep policies up to date

## Person Specification:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Educated to GCSE or equivalent including Maths and English (grade A-C/Level 5)</li> </ul>	<ul style="list-style-type: none"> <li>First aid training and/or be willing to undertake it</li> <li>NVQ in business administration and/ or finance qualifications</li> </ul>
Experience	<ul style="list-style-type: none"> <li>At least 3-5 years of experience in operations management</li> <li>Experience in working in an office environment</li> <li>Experience of working within a team</li> <li>Excellent communication skills, both verbal and written</li> <li>Experience in invoicing and purchasing</li> <li>Experience of working with children and families</li> </ul>	<ul style="list-style-type: none"> <li>Worked in a school office environment</li> <li>Experience of school administration systems</li> <li>Experience of managing a team</li> <li>Ability to analyse and evaluate data</li> <li>Experience in undertaking school admissions process</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>Be confident in the use of the suite of MS Office programmes</li> <li>Understand GDPR legislation</li> <li>Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health &amp; Safety and inclusion</li> <li>Ability to communicate with a wide range of people which include pupils, staff, parents, visitors</li> <li>Promote a positive working environment</li> <li>Accurate and efficient record keeping and filing</li> <li>Be able to work under pressure and meet deadlines</li> <li>Produce accurate work</li> <li>Understand the need for confidentiality</li> <li>Natural aptitude for working with ICT systems</li> </ul>	<ul style="list-style-type: none"> <li>Experience in the use of Arbor</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Procurement skills and ability to obtain best value</li> <li>Effective problem solving</li> <li>Warm and approachable manner</li> <li>Be able to prioritise workloads; have excellent time management and organisational skills</li> <li>High level of personal integrity</li> <li>Self-motivated</li> <li>Willingness to learn</li> <li>Smart, professional appearance</li> <li>Commitment to the safeguarding and promotion of the welfare of all children and young people</li> <li>Commitment to Equality, Diversity and Inclusion</li> </ul>	

## Notes:

This job description may be amended at any time in consultation with the postholder.