



Job Description

Job Title:	Operations Manager
Location:	Hall Park Academy
Salary:	The Redhill Academy Trust Pay Scale Band 14, scale point 66-70
Hours of Work:	37 hours per week, all year round
Responsible to:	Headteacher
Post Objective:	<p>To support the raising of standards of student achievement through the provision and line management of efficient and effective business and support services.</p> <p>To take the delegated responsibility for:</p> <ul style="list-style-type: none">▪ Leadership, management and development of all support staff, providing administrative and technical support to teaching staff. The post holder will contribute to operational and strategic planning processes and will take responsibility for embedding a high performing culture in a healthy, driven and motivated workforce.▪ The Operations Manager will ensure the school complies with all legal and regulatory duties through sound management and strong planning, underpinned by progressive systems, policies and procedures.

Main Duties and Responsibilities:

Strategic

- Provide strategic operational support to the Senior Leadership Team of the Academy.
- Support SLT with managing students (e.g. duties, supervision, etc.) at the discretion of the Headteacher.
- Meet senior leadership team members for strategic planning of support functions.
- Disseminate and explain key strategic decisions to staff, according to agreed timetables where applicable, and be aware of the need for confidentiality on some issues.
- Represent the Headteacher at meetings as requested.
- Take part in staff meetings, training sessions, governor meetings and working parties of the school.

- Be involved in such staff appointments as the Headteacher may determine.
- Embed performance management to all support staff and observe and monitor support staff performance both formally and informally.

Finance

- Budget forecasting and setting in conjunction with the Finance Business Partner and Head of Financial Planning. Managing allocated financial budgets.
- Manage the budget and spending in school and advise the Headteacher of potential variances.
- Ensure insurance arrangements are adequate and in place.
- Work closely with the Finance Business Partner and Head of Financial Planning on budget monitoring.
- Work closely with the Trust Finance Director and Head of Procurement on recommendations for purchasing outsourced service.
- Work with the Trust Head of Financial Planning to prepare the annual budget plan and make recommendations on annual priorities to leadership team and governors.
- Work with the Finance Business Partner to update budget plans in the light of spending/staffing decisions.
- Liaise with the Finance Business Partner to monitor budget spending and administration of School fund.
- Carry out medium- and long-term budget modelling with the Trust Head of Financial Planning to anticipate future trends and priorities for development.
- Liaise with auditors and facilitate all audit arrangements. Ensure recommendations are implemented.
- In the light of best value principles, make recommendations on the purchasing of outsourced services.
- Make recommendations on priorities for allocating capital funding.
- Seek opportunities to bid for additional funding opportunities, liaising with relevant organisations as necessary.

H.R.

- Ensure compliance with legislation and regulations in relation to HR and implement necessary changes.
- Oversee the whole school recruitment process ensuring compliance with Safer Recruitment and a professional image.
- Complete and submit monthly payroll return (including additional hours, expenses, staff absence, starters, leavers, contractual changes etc.)
- Approve the monthly payroll to ensure all payments to staff are accurate.
- Take an overview of the teacher recruitment process in conjunction with the Head Teacher.
- In liaison with Trust HR, take responsibility for delivering support staff recruitment.
- Participation in interview panels as a Safer Recruitment trained manager.

- Take overall responsibility of the accuracy of the internal School Single Central Record (SCR) including governor/visitors/casual, liaising with Trust HR in highlighting issues.
- Share SCR with safeguarding governor at least three times per year.
- Take part in regular audit of SCR against staff files.
- Utilising SAM People, manage the Staff Attendance processes within the academy, including arranging welfare meetings, making Occupational Health Referrals, arranging Sickness “trigger” meetings, and taking part in meetings as appropriate.
- Support the Headteacher in the co-ordination of performance management review programmes and records for all staff, attending to resultant changes to job descriptions and training records.
- Monitor and advise about staff probationary periods, issue relevant paperwork and conduct probationary period reviews for admin. staff.
- Liaise with Trust HR on new appointments and provide support as necessary with Safer Recruitment Checks.
- Take Ownership of Mandatory Training Records, ensuring all staff members are recorded as being trained appropriately.
- Advise on maternity/paternity leave and preparation of relevant paperwork.
- Provide manpower reports in relation to recruitment/turnover, absences, training, and other statistical information as appropriate.
- Arrange CPD for support staff as required.
- Ensure all staff are supported through the appropriate line management. Organise and deliver where appropriate Performance Management of support staff.
- Liaise with Trust H.R and H.R. Legal Advisors as necessary.
- Support the Headteacher and senior staff with staffing issues in a proactive manner and attend meeting as required, including support in the preparation of papers for such meetings.
- Liaise with Trade Unions on behalf of the Headteacher as required.

I.T.

- Liaise with the Trust ICT Manager and Trust Network Managers to ensure the delivery of effective ICT provision across the Academy.
- Liaise with the Central ICT team to produce and co-ordinate a refresh plan.
- Take ownership for the School Website and always ensure compliance.

GDPR

- Lead on the delivery of GDPR across the school, ensuring necessary practices are in place and all staff are fully trained in their application.
- Take the lead with all FOI requests and SARs ensuring they are responded to within timescales and suitably redacted.
- Report data breaches to the DPO and take advice on any remedial action required.

Technicians

- In conjunction with Faculty Leader(s) carry out line management of technical support staff, such as science technicians, DT technicians etc.
- Respond to staff queries as necessary, acting as a conduit between teachers and technical support staff.

Estate

- Line manage the site team to ensure that site issues are dealt with in a timely manner, to the school's satisfaction and to ensure efficient use of this resource.
- Perform regular site inspection with the Site Manager to monitor and address any site issues, repairs and health and safety concerns and ensure that appropriate action is taken to rectify any problems.
- To be responsible for the overall maintenance and cleanliness of the academy's site and buildings.
- To overview the establishment and maintenance of a premises development plan that prioritises work required and estimates costs.
- To overview the preparation of an annual maintenance plan and relating schedules and to have overall responsibility for the efficient operation of all facilities on the premises.
- To be responsible for the overall security of the academy site and all aspects related to this.
- To ensure, in conjunction with relevant staff, the responsibility for Health and Safety, ensuring that all Health and Safety risk assessments, systems, policies and procedures are in place.
- To encourage the investigation and implementation wherever possible of ecological, renewable and sustainable friendly solutions
- Ensure all statutory compliance checks are undertaken and required maintenance check records are always maintained.
- Represent the academy at estate related meetings and address any issues that have come to light.
- Liaise with site manager regarding schedules of work and priorities during school holidays.
- Ensure compliance with site security arrangements and work with the site manager where potential problems arise.
- To notify the trust of any major/serious accidents, incidents, structural defects or security alerts.
- To manage the school's SCA (School Condition Allocation) bids and submit timely applications for funding.
- To accommodate and provide relevant information for surveyors, architects, engineers, etc. as may be required by the DfE or trust.

Health and Safety

- Establishing and maintaining a proactive Health and Safety provision across the academy including designation as the 'Responsible Person'
- Monitor health and safety matters on the site, oversee relevant actions, ensure safe systems of work are implemented and provide appropriate reports to leadership team and governors.
- Ensure staff and students are familiar with their health and safety responsibilities, and appropriate information, instruction, training and supervision is provided.
- Ensure the Every Compliance system is updated regularly and school compliance report is shared with LAB 3 times a year.
- Review the health and safety policy and update as necessary. Make arrangements for audit and implement recommendations
- Liaise with the risk assessment advisor to implement proper procedures
- Arrange meetings regarding health and safety as necessary; meet trade union representatives and health and safety executive staff where appropriate.
- Oversee fire drill / lockdown / business continuity procedures and ensure staff receive appropriate training on actions to take.
- Review and update health and safety policy, fire procedures policy, access plan and emergency plan.
- Arrange first aid training and other training, to comply with health and safety requirements, for staff as required.
- Ensure the quarterly Health and Safety Committee Meetings are undertaken, with all meeting minutes shared with the LAB and uploaded accordingly.
- To obtain the IOSH Managing Safely qualification as a minimum to perform their duties.
- To investigate, record and report any accidents, incidents, ill health or near misses as deemed necessary.
- Ensure any Personal Protective Equipment (PPE) is provided, monitored, and replaced as necessary.
- To actively promote a positive health and safety culture and encourage staff to report hazards and safety concerns.
- Manage the school minibuses ensuring they are maintained, serviced, MOT'd, taxed and insured. Ensure drivers have the necessary licence and training and that a Permit 19 is in place.

Support Staff

- Ensure effective support for teachers and students by overseeing the work of the support staff.
Liaise with and advise teaching staff who direct day to day work of relevant support staff.
- Ensure whole school communication is delivered to all support staff.
- Make arrangements for appointments as necessary.
- Administer and implement the annual performance management reviews for support staff and provide training opportunities as needed.
- Arrange regular meetings of the support staff to ensure effective communication and consultation.

- Ensure necessary training of staff to enable them to perform their roles
- Ensure necessary admin systems and technology in place to enable staff to perform their roles

General

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.