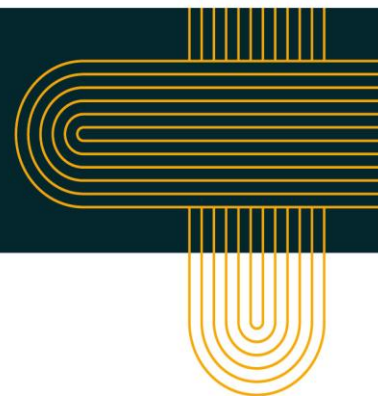




JOB DESCRIPTION

Job Title: Operations Manager HR & PA
Grade: SO1 SCP 23-25
Reporting to: Business Manager

Job Purpose:

To take full responsibility for ensuring that comprehensive secretarial and administrative support is provided to the Principal and wider Senior Leadership Team of The Farnley Academy.

To line manage, delegate to, and oversee the work of the PA to Senior Leadership Team, HR & Finance Admin Assistant, ensuring that discretion and confidentiality exist at all times when executing allocated tasks.

To line manage, delegate to, and oversee the work of the Reception Team.

To take responsibility for specific academy wide projects as directed by the Principal / Senior Leadership Team.

To take responsibility for the processing and accurate completion of all aspects of academy specific Human

Resources management, liaising as required with the GORSE Central HR team wherever required.

Key Responsibilities:

Line Management Responsibilities

- Line manage PA to Senior Leadership Team, HR & Finance Admin Assistant, Receptionists and providing clear day to day direction on tasks to be completed.

Human Resources Responsibilities

- Complete payroll updates, including changes to job titles and salaries as directed by the Principal. Ensure that an audit trail exists and that all requests are accompanied by a signature from the Principal.
- Take responsibility for checking and issuing new contracts once received from payroll. Ensure all contracts are in line with the principal's requests, and all new starter paperwork is completed in full.
- Complete monthly checks on payroll reports, ensuring accuracy with any changes that have been processed.
- Keep track of leave of absence requests, providing guidance to the Principal. Ensure that the requirements of the leave of absence policy are met in full and process forms accordingly on payroll
- Manage all aspects of staff absence management, including issuing return to work forms, completing Stage 1 and 2 meetings, Occupational Health referrals and liaising with GORSE HR and the Business Manager, when required for long-term absence / more complex cases.
- Complete WASP's where required for staff members.
- Oversee probationary processes including issuing paperwork, issuing passed probationary letters and ensuring that where issues exist, to keep the Business Manager and GORSE HR informed and the relevant meetings and letters are issued as required.
- Ensure staff SIMS records are updated and maintained for staff.
- Complete all maternity and paternity paperwork as required.
- Complete the annual workforce census as required.

- Complete risk assessments around volunteers within the academy, keeping the Principal up to date at all times.
- Maintain in full all aspects of the academy Single Central Record, ensuring DBS checks are conducted for all staff.
- Review and maintain all electronic HR records and ensure they adhere to data retention requirements, as well as have everything required to demonstrate excellent safer recruitment practices.
- Be the first point of contact for HR related queries for staff and offer support / advice, liaising with GORSE HR when required.

PA Services Responsibilities

- Provide a comprehensive secretarial and administrative support to the Principal, which includes managing the diary and scheduling meetings for the Principal.
- Work alongside the Community Engagement Officer to have oversight of all formal complaints raised, keeping the Principal informed of progress.
- Ensure that the Principal / Senior Leadership Team's personal administration and itinerary requirements are met effectively and reliably, through management of the PA to SLT.
- Take responsibility for the successful completion of all of the administrative requirements of the Senior Leadership Team, including the Principal, delegating as required to members of the team.
- Completion of recruitment packs, including ATV submissions, forwarding to GORSEHR for advertising.
- Manage the TFA Recruitment Inbox, compiling shortlisting packs for the Principal and Senior Leadership Team as required.
- Manage the TFA References inbox, ensuring references meet safer recruitment standards.
- Plan in full recruitment days, ensuring that they are executed to the highest standards at all times, in collaboration with the PA to SLT.
- Take responsibility for the execution of the academy induction programme for all new staff. Working alongside the Assistant Principal for Teaching & Learning for Teaching staff.
- Keep all staffing structures for the academy up to date, and update TFA SharePoint with the key documents as required.
- Where required, provide a high level, full and confidential dictation, word processing and office administration service.
- Take minutes / arrange for minutes to be taken for Senior Leadership Team Meetings and Governor Exclusion Panel Meetings.
- Ensure that correspondence, papers and other material are produced to high standards of timeliness, accuracy and presentation.
- Compile high-quality presentations, reports, correspondence and other documentation on behalf of the Principal and Senior Leadership Team.
- Undertake research and compile relevant briefing papers as required.
- Maintain, monitor and review personal filing, record keeping and administration systems, whether manual or computerised, and to ensure that the Principal and Senior Leadership Teams correspondence, papers and other items are current, accessible and secure.
- Working with the relevant member of the Senior Leadership Team, to oversee arrangements for Open Evening, Transition and Prize Presentation Evening.
- Arrange travel and accommodation, take notes or dictation at meetings and provide general assistance during presentations as required.

GORSE

- Meet and greet visitors at all levels of seniority.
- Ensure an outstanding reception service is offered to all stakeholders throughout the year.
- Ensure that members of the team manage the diary, schedule appointments, organise meetings and bring forward items of business which assist the Senior Leadership Team to prioritise activities and secure the most effective use of time. Administer meetings as required.
- Prepare and assemble agendas and service meetings as required, working in close liaison with other team members as necessary.
- Take responsibility for the organisation of Governors meetings including any administrative / catering requirements from the meeting.
- Have an oversight of the organisation of Leadership Board Meetings / Other GORSE Meetings including any administrative / catering requirements from the meeting.

General Duties:

- Take responsibility for the compilation of the Whole School Calendar.
- 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.
- Complete break and lunch duties during the day as required by the Principal.

Accountability Key Performance Indicators:

- Accountable for ensuring that the academy complies with all GORSE and Government HR expectations.
- Accountable for ensuring that all employment checks are completed and that the Single Central Record is complete and kept up to date at all times, ensuring we safer recruitment principles are followed.
- Accountable for ensuring the administrative needs of the Senior Leadership team are met in full.

Personal Responsibilities:

- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the Trust'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 by the academy.
- 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.

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 the Trust.
- The Trust operates a No Smoking Policy.

Person Specification

Criteria	Essential/ Desirable
Qualifications	E/D
• 5+ GCSE C/4 and above (or equivalent) including English and Mathematics.	E
• A Level 3 (or above) or equivalent qualification.	E
• Degree or HND/foundation degree.	D
Knowledge and Skills	E/D
• Ability to lead others and manage a busy team.	E
• Ability to communicate with people at a high level, e.g. Executive Principle, Trust Board Members.	E
• Ability to exercise judgement in dealing with visitors and telephone enquiries.	E
• Flexible approach to working in a team.	E
• Ability to build and maintain mutually beneficial relationships with other organisations and individuals.	E
• Excellent organisational skills, and ability to effectively prioritise time and work	E
• Ability to develop filing and administrative systems with minimal guidance.	E
• Ability to work under pressure to meet strict deadlines.	E
• Ability to solve problems in a constructive manner.	E
• Ability to set and work within quality standards.	E
• Ability to deal sensitively with confidential information.	E
• Ability to research information and prepare briefing notes.	E
• Good numeric and literacy skills.	E
Experience	E/D
• Minimum of two years' relevant experience in HR.	D
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• 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.

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.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.