



## Job Description & Person Specification

**Job Title:** LMaS Operations Manager

**Grade:** SO2 SCP 26-28

**Reporting to:** The Principal

### Job Purpose:

To ensure that Leeds Mathematics School (LMaS) makes best use of resources through effective forward planning and financial consideration, working as part of the Senior Leadership Team (SLT) and advising the Principal and the Local Governing Body (LGB) on the non-teaching activities of the academy. This role is central to the successful operation of LMaS, ensuring efficiency across all non-teaching functions while supporting LMaS' strategic objectives.

### Key Responsibilities:

- Be routinely involved in day-to-day issues and one-off projects.
- Ensure an exceptional 'front of house' experience, every day.
- Offer advice, guidance and recommendations to SLT and LGB on non-teaching aspects.
- Prepare proposals and costings for projects / initiatives / grants for the Principal and LGB.
- Attend whole LGB and committee meetings as appropriate.
- Handle difficult / sensitive situations without supervision.
- Contribute to the management of change within LMaS.
- Ensure the successful and smooth running of LMaS in many areas, particularly the supervision of all administrative support, budget and statistical control, personnel management and premises maintenance, lettings and Health and Safety.
- Lead the provision of First Aid and medical support, including being a First Aider.
- Any other duties at the reasonable request of the Principal.

### LINE MANAGEMENT

To line manage operations, administration, premises, examinations and cleaning staff, including performance management and day-to-day organisation and management.

#### Duties include:

- Training and development of the operations team.
- Delegating duties as appropriate.
- Setting priorities for other staff, including timescales.
- Providing an induction and training plan for operations staff.
- Managing systems related to attendance, absence, cover and holidays.
- Ensuring clear communication within the academy.
- Recruiting administration and non-teaching staff (including preparation of advertisements etc.) and assisting with the administration process for teaching staff recruitment.



- Quality assuring the effectiveness of non-teaching colleagues, alongside the relevant manager for that role.
- Preparing staff rotas, timetables etc.
- Arranging the staffing and smooth running of LMaS lettings.
- Liaising with the external catering agency in order to provide smooth operation of the service on a day-to-day basis.

## **WHOLE ACADEMY ADMINISTRATION**

To ensure that all LMaS-wide administration systems are current and efficient.

### **Duties include:**

- Managing admission procedures.
- Managing LMaS' administration functions (and training other administration staff) including phone systems, records, secretarial support.
- Managing external examinations.
- Preparing and producing records.
- Directing and managing the upkeep of student records.
- Overseeing the preparation and production of reports and returns to the LA, DFE and Governors including the CENSUS and pupil numbers and performance data.
- Acting as point of contact for LMaS records and returns.
- Ensuring service contracts are placed and performance standards monitored; preparing relevant reports to the Governing Body.

## **FINANCIAL MANAGEMENT**

To ensure the smooth operation of financial systems, liaising with GORSE Academies Trust's (GORSE) central finance team to ensure that income and expenditure are managed properly.

### **Duties include:**

- Managing financial administrative procedures.
- Overseeing and monitoring the payroll system for all staff, reporting any errors etc.
- Ensuring all financial returns meet deadlines.
- Managing procurement and bidding procedures as requested by the SLT and LGB.
- Supporting and advising delegated budget holders in controlling their budgets.
- Providing accurate and up to date reports for the Principal and Governing Body as required.

## **HR AND STAFFING**

To liaise with Leeds City Council's Business Support Centre (BSC) and GORSE's central HR team to ensure contracts and payroll processes are correct and in line with best practice and employment law.

### **Duties include:**

- Managing the administration of personnel and payroll systems.
- Managing all aspects of employee/personnel administration.
- Managing staff contracts and recruitment administration including references/pre-employment medicals/DBS checks etc.
- Coordinating and implementing procedures for following LMaS' policy for managing staff attendance including organising and leading return to work and formal sickness absence management meetings.

- Managing the automated system for signing in and out.
- Monitoring and addressing timekeeping issues for individuals in the first instance and preparing related information and reports for the Principal as necessary.

## **PREMISES MANAGEMENT**

To manage the use and maintenance of LMaS' premises, ensuring the Health and Safety and smooth operation of LMaS in liaison with site personnel and GORSE's central Health and Safety and Premises teams.

### **Duties include:**

- Working with the site and cleaning team to ensure that the building is maintained to a high standard.
- Completing relevant Health and Safety training and maintain status through necessary refresher courses.
- Liaising with the site team to ensure that evacuation and emergency procedures are in place and that necessary drills are carried out.
- Ensuring quotes and tenders are prepared in line with LGB requests.
- Ensuring arrangements are in place for the booking, staffing and smooth running of lettings.
- Liaising with the site team to ensure the implementation of the Asset Management Plan
- Manage the administration of Smartlog across LMaS.
- Ensuring adequate insurance cover and monitoring of admin claims.
- Managing LMaS' inventory in line with audit requirements.
- Managing and arranging lettings in line with LMaS' Lettings Procedure.

## **HEALTH AND SAFETY**

To ensure LMaS is fully compliant with all GORSE Health and Safety policies and relevant Health and Safety Guidance and Legislation.

- Supporting the management of activities and incidents on Every.
- Ensuring the administration of Every is kept up to date.
- Assisting with Emergency and Critical incident planning.
- Being the lead for Carbon Reporting and Journey to Net Zero.
- Chairing LMaS Health and Safety Committee Meetings.
- Managing parking and minibus / taxi / travel bookings.

## **GENERAL DATA PROTECTION REGULATION (GDPR)**

To ensure LMaS is fully compliant with GDPR.

### **Duties include:**

- Acting as Chief Privacy Officer (CPO) for LMaS.
- Managing the implementation of GORSE policies and procedures, including regularly auditing activities.
- Managing training plans.
- Managing stakeholder awareness of data protection through GORSE GDPR campaigns.
- Ensuring staff are aware of their roles & responsibilities for data protection.
- Managing and supporting the completion of DPIA's for initiatives.

- Working with GORSE CPO group to shape GORSE data-protection policy.
- Supporting the Principal in compiling any data-protection reports.
- Supporting with data protection issues, including:
  - Identifying, reporting and managing recovery actions for data-breaches
  - Identifying and reporting near-misses for any data issues
  - Managing the completion of Subject Access Requests (SAR)
  - Managing the completion of Freedom of Information Requests (FOI)
  - Managing the completion of 3rd party data requests (e.g. police)

### **HOSPITALITY AND PROMOTING LMaS ETHOS**

To welcome and advise parents and carers and visitors as appropriate.

#### **Duties include:**

- Assisting parents and carers who visit LMaS with application forms, general information, liaison with Leeds City Council and GORSE and any other assistance required.
- Ensuring front line welcome and assistance to all visitors.
- Contributing to and promoting the overall work, ethos, aims, vision and values of LMaS.
- Supporting, upholding and contributing to the development of LMaS policies.

### **PERSONAL RESPONSIBILITIES:**

- 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 the GORSE values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with all GORSE Health and Safety policies and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- Willingly engage with training as required by LMaS.
- Treat all aspects of the role with the strictest confidentiality, unless legislation and/or GORSE policy instructs otherwise (e.g. reporting Safeguarding and Child Protection disclosures).
- 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 in the LMaS SLT or in the GORSE central leadership team.
- complete a.m., break, lunch & p.m. duties as required by the Principal.

### **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 LMaS events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking and No Vaping Policy.

*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.**

## Person Specification: Operations Manager

### Commitment to LMaS vision and values

**Every** member of LMaStaff:

- must be committed to working as part of a whole school team to support and achieve the vision and aims of Leeds Mathematics School, and
- must be excited by the opportunity to be part of a 'young' school, but also must accept that working in a still-developing school requires flexibility, resilience and creativity above and beyond 'the day to day' in an established school or college.

Criteria	Essential / Desirable	Evidence
Qualifications	E / D	
<ul style="list-style-type: none"> <li>• A good level of English and Maths GCSE or equivalent, along with a sound knowledge of written and spoken English</li> </ul>	E	<ul style="list-style-type: none"> <li>• Application</li> <li>• Certificates</li> <li>• References</li> </ul>
Knowledge and Skills	E/D	
<ul style="list-style-type: none"> <li>• Ability to communicate effectively, (in a polite, helpful and efficient manner) with a wide range of people, both face to face and over the telephone</li> </ul>	E	<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> </ul>
<ul style="list-style-type: none"> <li>• Good time management, organisation skills and the ability to prioritise</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Ability to communicate effectively, orally and in writing</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Being able to work as part of a team, delegating as necessary</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Accuracy and attention to detail</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Ability to work under pressure and meet conflicting deadlines</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Ability to identify problems, use initiative and refer to senior staff as necessary</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Flexibility in order to adapt to the changing needs of the academy</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Excellent ICT skills (Microsoft Office) including ability to mail merge and use databases</li> </ul>	E	
<ul style="list-style-type: none"> <li>• A comprehensive understanding of office procedures and working practice</li> </ul>	E	
<ul style="list-style-type: none"> <li>• An understanding of equality and diversity</li> </ul>	E	

<ul style="list-style-type: none"> <li>Knowledge of performance management and appraisal procedures</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>Understanding of HR procedures such as absence management, grievances and disciplinary procedures</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>Understanding of basic good financial audit standards</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>Working knowledge of SIMS</li> <li>Working knowledge of ParentPay</li> <li>Working knowledge of payroll systems</li> <li>ICT qualification (RSA CLAIT / European Computer Driving Licence/ or equivalent)</li> <li>Prior site management experience to support the day-to-day operation of an establishment within financial constraints</li> <li>Experience of working with contractors</li> <li>Experience of managing site projects and change</li> <li>Experience of managing Health and Safety, using online systems such as SMART LOG</li> <li>Understanding of Evolve (Educational Trips) Administration Process and Health and Safety Risk Assessments</li> <li>Working knowledge of relevant policies, procedures, codes of practice, and an awareness of relevant legislation such as Health and Safety, including COSHH</li> </ul>	<b>D</b>	
<b>Experience</b>	<b>E/D</b>	
<ul style="list-style-type: none"> <li>Supervisory and/or management experience</li> </ul>	<b>E</b>	<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview and assessment activities</li> </ul>
<ul style="list-style-type: none"> <li>Working as a member of a team</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>Maintain accurate records using both manual and electronic systems</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>Producing reports and using data</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>Dealing with more complex queries from a wide range of people</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>Working in partnership with others to deliver work to set deadlines</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>Managing and developing a team</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>Working in a school environment</li> </ul>	<b>D</b>	
<b>Personal Qualities</b>	<b>E/D</b>	
<ul style="list-style-type: none"> <li>Passionate about education and 'changing the deal' for disadvantaged students</li> </ul>	<b>E</b>	<ul style="list-style-type: none"> <li>Application</li> </ul>

• Commitment to fulfil all the requirements of the job and provide a good quality of service	E	<ul style="list-style-type: none"> <li>References</li> <li>Interview and assessment activities</li> </ul>
• Honesty and integrity	E	
• Ability to lead and motivate staff with high aspirations and expectations of self and other	E	
• Customer orientated and able to relate well to adults and young people		
• Able to maintain confidentiality	E	
• Confidence, enthusiasm, flexibility, and responsiveness to change	E	
• A desire to learn and to work with all to promote the aims of GORSE and LMaS	E	
• Commitment to hard work, teamwork and supporting others	E	
• A positive personal image, contributing to a welcoming environment	E	
• An interest in education and schools	E	
• Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development	E	
• Commitment to Equality and Diversity	E	
• Excellent communicator	E	
• Energy, enthusiasm, sense of humour	E	
• Able to forge effective relationships	E	
• Self-aware, self-sufficient and self-confident, but not self-important	E	
<b>Continuous Professional Development</b>	<b>E/D</b>	
• Evidence of commitment to Continuing Professional Development	E	<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview and assessment activities</li> </ul>
• Knowledge and understanding of Safeguarding, Child Protection and Prevent	E	
<b>Other Conditions</b>	<b>E/D</b>	
• Enhanced DBS Clearance.	E	

***The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be***



*subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*