

# Liberty Primary School

Liberty opens the doors to opportunities



## Job Description for Operations Manager

**Post:** Operations Manager

**Appointment Start Date:** November 2025

**Contract Type:** Full time, Permanent

**Salary/Grade:** ME9

**Hours:** 35 hours per week, 41 weeks per year

**Location:** Liberty Primary School, Western Rd, Mitcham, Surrey CR4 3EB

**Responsible to:** Headteacher

**Job Purpose:** To ensure the smooth and efficient running of Liberty Primary School's operational functions, including administration, HR, health & safety and lettings. The postholder will play a key role in supporting strategic decision-making and ensuring that support systems are high-performing, compliant, and aligned with the school's vision.

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| <b>Leadership &amp; Line Management</b> | <ul style="list-style-type: none"><li>Lead and line manage non-educational support staff, including recruitment, induction, appraisal, and performance management.</li><li>Establish clear systems of accountability for support staff roles.</li></ul>   |
| <b>Administration Management</b>        | <p>Oversee the whole school's administrative function and ensure efficient systems are in place to support teaching and learning.</p> <ul style="list-style-type: none"><li>Maintain and develop administrative and financial ICT systems (e.g. MIS, asset management, data returns).</li><li>Ensure statutory returns and information (e.g. DfE, LA, census) are completed accurately and on time.</li><li>Coordinate the 'moving up' of classes and staff responsibilities annually on the MIS.</li></ul> |
| <b>HR &amp; Personnel Management</b>    | <p>Administer and manage all aspects of the employee lifecycle, including:</p> <ul style="list-style-type: none"><li>Recruitment, onboarding, payroll, pensions, contracts, and leavers</li><li>DBS checks, medical clearances, and employment references</li><li>Review staff absences and follow up in line with policies.</li><li>Ensure compliance with safer recruitment, equality, and safeguarding policies.</li><li>Managing CPD bookings for all staff.</li></ul>                                  |
| <b>Health &amp; Safety</b>              | <p>Act as the school's Health &amp; Safety Coordinator.</p> <ul style="list-style-type: none"><li>Implement and regularly review the school's Health &amp; Safety and Critical Incident Policies.</li><li>Conduct regular risk assessments and ensure corrective actions are implemented.</li><li>Ensure that all staff receive appropriate H&amp;S training and guidance.</li><li>Promote a culture of safety and wellbeing across the school.</li></ul>   |

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| <b>Lettings &amp; Community Use</b>                   | <ul style="list-style-type: none"> <li>Administer and schedule school lettings.</li> <li>Promote use of the school's facilities by the wider community.</li> <li>Monitor lettings contracts and ensure compliance with insurance and safeguarding requirements.</li> <li>Maximise revenue through effective management of community use.</li> </ul>   |
| <b>Governance &amp; Strategic Support</b>             | <ul style="list-style-type: none"> <li>Attend Senior Leadership Team (SLT) and Governing Body/Sub-Committee meetings as requested, providing advice on personnel, premises, health &amp; safety and operational matters.</li> <li>Support long-term planning of staffing, facilities, and resources to align with the School Improvement Plan.</li> <li>Assist the Headteacher in strategic decision-making through data analysis and reporting.</li> </ul>   |
| <b>Support to the Headteacher</b>                     | <p>Provide courteous reception and administrative support to the Headteacher, including:</p> <ul style="list-style-type: none"> <li>Handling calls, emails, and correspondence</li> <li>Arranging hospitality for visitors</li> <li>Filing and recordkeeping</li> <li>Prioritising urgent matters</li> </ul>  |
| <b>Joint Administrative Responsibilities</b>          | <p>Work collaboratively with the administrative team to ensure smooth school operations.</p> <ul style="list-style-type: none"> <li>Support pupil data management (e.g., SIMS, filing paperwork).</li> <li>Provide high-quality reception service to parents and visitors.</li> <li>Respond to general enquiries by phone, email or in person.</li> <li>Maintain a tidy, efficient, and safe office environment.</li> <li>Support first aid/welfare procedures for unwell or injured children (as required).</li> </ul> |
| <b>Safeguarding, Data Protection &amp; Compliance</b> | <ul style="list-style-type: none"> <li>Follow all school safeguarding procedures, ensuring that all visitors are appropriately checked and recorded.</li> <li>Ensure the confidentiality and integrity of all school data.</li> <li>Administer DBS and pre-employment checks for new staff and volunteers.</li> <li>Assist with statutory and non-statutory returns and audits (e.g. Census, workforce return).</li> </ul>  |

### Summer & Holiday Responsibilities

As part of the contract, work two weeks in the summer holidays to assist with:

- Set-up of the new academic year (MIS, resources, staffing allocations)
- Updating class information and preparing operational systems
- Planning and implementing summer maintenance schedules