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| **Job Description – Northampton International Academy**  |
| **Job title:** | Operations Manager  |
| **Responsible to:** | Headteacher of Northampton International Academy  |
| **Responsible for support staff:** | Office staffMidday supervisors Minibus drivers |
| **Liaising with:** | Senior Leadership team, central team, Compliance Officer, parents/carers, relevant support staff, lettings partners |
| **Pay range:** | 30-32 |
| **Contract terms:** | Full timePermanent – 41 Weeks  |



All staff should be committed to the school and East Midlands Academy Trust’s purpose to provide a relentless focus on great leadership and management and outstanding teaching. East Midlands Academy Trust is committed to support the school leaders, teachers and support staff to be the best they can be.

**Role of Operations Manager**

The Operations Manager is responsible for demonstrating the commitment required to achieve the highest possible standards and sustain academy improvement that ensures good and outstanding outcomes for the pupils and the academy.

The core purpose being to strategically lead and manage the business innovation, working closely with the central team in managing the health & safety, premises, personnel and administrative aspects of the academy in order that the Headteachers and other senior leaders can focus on teaching and learning and raising standards.

**Main duties**

**Improve standards and to monitor the strategic vision of the Academy**

* Contribute to the strategic and operational leadership of the academy through membership of the Senior Leadership Team.
* Working closely with Site Team, Network Support Team and Catering team liaising with them to ensure good quality of service.
* Working closely with SLT to ensure information about the above services is shared and that each role links strategically to ensure best outcomes for the schools.
* Liaison and policy development with the central team and partner academies.
* Managing professional development for all staff such as course bookings etc.
* Management of first aid training compliance and delivery of first aid and medical support.
* Lead the academy’s fire and lockdown policy compliance and practice, including ensuring training is up to date
* Develop and advance an ambitious income and lettings provision.
* Develop partnerships with outside agencies that enhances the offer for NIA learners and their families.
* Supporting the Headteacher with Academy Risk Management
* Liaison with the local community, the home and other agencies.
* Leading and monitoring the administration team.
* Liaise with the trust to ensure effective support for the safe and efficient running of the academy.
* Lead and quality assure school GDPR compliance.
* Support management of whole school events.
* Support SLT colleagues through management of staff absence.

**Teaching and Learning**

* Advising and co-operating with the SLT on the preparation and development of courses, resources, and pastoral arrangements.

**Professional Development, Improvement and Review**

* Participating in arrangements for the appraisal of performance (performance management policy) as a reviewer and ensuring that staff maintain a career profile.
* Participating in staff meetings, which related to East Midlands Academy Trust, curriculum, HR and administration.
* Formulating an annual improvement Plan indicating priorities within the guidelines produced for staff to include staff professional development needs and implications.
* Keep up to date with the relevant statutory frameworks and guidance and to advise the trust, Headteacher and governing body accordingly.

**Leading, Management and Administration**

* Contribute to the operational leadership of the academies.
* Co-ordinating administration and organisational tasks on a day-to-day basis.
* Providing leadership for the strategic and day-to-day management of resources.
* Take responsibility for maintaining the risk register and academy Business Continuity plan.
* Securing acceptable standards of behaviour within the Academies code of contact and ensuring the maintenance of good order and discipline.

**General Administration**

* Coordinating Admissions, for example in year transfers, updating of pupil numbers.
* Establishing a leading public relations role, building contacts and liaising with the appropriate organisations.
* Leading and co-ordinating, with the administration teams, the monitoring of pupils and providing the relevant statistics for the DFE and the trust central team.
* Co-ordinating lunchtime supervision procedures, the work of midday supervisors, voluntary staff support and staff training in this respect.
* Liaising with all parties and parents concerning Risk Assessments, Health and Safety monitoring, transport arrangements and safety on a day to day basis.
* Managing SmartLog – set up of new staff, relevant training and removing leavers. Annually assigning relevant training for compliance to all staff and ensuring SIMS is updated along with certificates in personnel files.
* Considering means of informing parents, governors and the community about the Academy, its policy and improvements, including the use of the Newsletter. The Leadership Team reports to governors/EMAT and the self-evaluation policy

**HR**

* Work closely with the central HR team in leading on the Staff Workforce Census.
* Working closely with the central HR team in coordinating recruitment, new starter process along with induction and leavers.
* Preparing new starter files and archiving of leavers.
* Working closely with Headteacher and the central HR team and Compliance Officer in managing the SCR.
* Management of SIMS and HR management information system ensuring all information updated such as staff details, staff absences, training etc.
* Staff absences – ensure staff are asked to complete Self-Certificate after period of absence, or Fit Note and ensure this is all updated on SIMS and personnel file in line with the staff absence policy or academy procedures.
* Ensure staff absence insurance is managed by logging claims.
* Supporting SLT on the management of timelines and documentation for staff probation and appraisals.
* Ensure payroll information is correct and shared within the provided timescales.

**Additional duties**

Whilst every effort has been made to explain the main duties and responsibilities please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust’s equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

**Health and Safety**

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and students.

**Safeguarding**

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

**Equal Opportunities**

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

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| Compiled by: **HR** / **Headteacher** | Revision Number: v1 |
| Approved by Headteacher: | Revision Date: \_\_\_/\_\_\_/\_\_\_ |
| Approved by Senior HRBP:  | Date: \_\_\_/\_\_\_/\_\_\_ |
| Signed by Post holder:  | Date: \_\_\_/\_\_\_/\_\_\_ |

**East Midlands Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**All appointments are subject to safer recruitment requirements.**

**This post is subject to an Enhanced DBS Disclosure**

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| **Person Specification**  | **Essential** | **Desirable** |
| **Skills, Knowledge, Experience and Aptitudes** The Operations Manager should be able to provide evidence of the following: |
| Previous experience of working as a Business or Operations Manager in a school or similar organisation | **** |  |
| Successful leadership and management experience in a school, or in a relevant field outside education | **** |  |
| Ability to build effective working relationship with staff and other stakeholders | **** |  |
| Working knowledge of Health & Safety Legislation | **** |  |
| An understanding of school management issues and the role of the Governing body and trust | **** |  |
| Communicate effectively (both orally and in writing) to a variety of audiences and have effective ICT skills | **** |  |
| Attention to detail | **** |  |
| Organise personal workload and set own priorities | **** |  |
| Able to work under pressure to meet deadlines | **** |  |
| Understanding of Equality of Opportunities in employment | **** |  |
| Understanding of Data Protection | **** |  |
| Knowledge of Terms and Conditions of employment | **** |  |
| Enjoys working as part of a team | **** |  |
| Positive and flexible attitude to work | **** |  |
| Relevant personal and professional development | **** |  |
| Working in an environment where experiences included taking initiative and self-motivation | **** |  |
| Ability to think creatively to anticipate and solve problems | **** |  |
| **Qualifications and training**The Operations Manager should possess the following: |
| Relevant finance/accountancy qualification such as ISBL accreditation | **** |  |
| A relevant professional management qualification |  | **** |
| Willing to undertake all relevant training as requested | **** |  |
| **Personal attributes**  |
| High levels of honesty and integrity  | **** |  |
| Be able to maintain confidentiality  | **** |  |
| Be able to remain impartial  | **** |  |
| Have a flexible approach to working hours | **** |  |
| Be sympathetic to the needs of others | **** |  |
| Have an openness to learning and change | **** |  |
| Have a positive attitude to personal development and training | **** |  |
| Have good interpersonal skills | **** |  |
| Communicate effectively (both orally and in writing) to a variety of audiences and have effective ICT skills | **** |  |
| Punctual and reliable  | **** |  |
| **Special skills**  |
| Be able to work at times convenient to the Trust including evening meetings |  | **** |
| Be able to travel to other schools within the trust when required  | **** |  |
| Be available to be contacted at mutually agreed times |  | **** |
| Supportive of the ethos of the trust and school | **** |  |