



## Job Description - Operations Manager

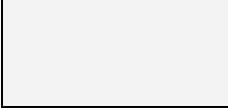
<b>Post Title</b>	Operations Manager
<b>Pay Grade</b>	Grade 11
<b>Reporting to</b>	Headteacher

<b>Job Purpose</b>	<p>To provide strategic vision and lead key operational functions of the school including human resources, estates, publicity, health and safety, data protection, events, school information systems, school admissions and finance.</p> <p>Provide effective line management and leadership to operations and premises staff and support the day-to-day running of the school office.</p> <p>Work in partnership with the Trust central team within a flexible workforce to support implementation on central functions such as finance, human resources, procurement and governance.</p>
<b>Leadership and Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• Be a member of the Senior Leadership Team (SLT), attending meetings and contributing to whole school's strategic planning.</li> <li>• Ensure effective delivery of the school operation including financial management, IT, human resources, estate management, catering, publicity, health and safety, risk management and data protection, and the strategic planning for these disciplines.</li> <li>• Promote the highest standards of business ethos of the school/academy, ensuring the best use of resources.</li> <li>• Lead in the area of operations, promoting effective leadership, line management, problem solving and distribution of workload to the operational team.</li> <li>• Maintain a team, focus on support functions, modelling smarter working, to develop systems and eliminate single points of failure.</li> <li>• Oversee the school calendar and lead on the weekly operations meetings to ensure the smooth and efficient running of the operational side of the school business.</li> <li>• Work proactively with the Wessex Learning Trust central team and other Wessex Operations Managers, attending Wessex Operations Meetings and supporting the wider functioning of the Wessex.</li> </ul>
<b>School Administration, Information systems and Marketing</b>	<ul style="list-style-type: none"> <li>• Responsible for ensuring the School's Information Management System (SIMS) is up to date.</li> <li>• Ensure submission of school wide data for statutory returns to the DfE (CENSUS).</li> </ul>

	<ul style="list-style-type: none"> <li>• Oversee procurement for the office, ensuring best value is obtained. Manage the office/administrative budget.</li> <li>• Oversee the drafting of letters and communication to parents.</li> <li>• Oversee the IT department/provider, ensuring they deliver an ICT service that is compliant and efficient.</li> <li>• Oversee content and use of website, ensuring it meets the needs of all stakeholders and is compliant with DfE guidance.</li> <li>• Provide support for school wide events including marketing, sign-in sheets and in-person support, as required.</li> <li>• Ensure the school is positively marketed and coordinate newsletters, website, press releases and social media.</li> <li>• Assist with the arrangements for school visitors, induction days and major events such as open afternoons/evenings; school plays; awards and events.</li> <li>• Manage the finance of the Pre-School provision, to include invoicing and Early Years funding claims.</li> <li>• Act as the EVC (Education Visits Co-Ordinator).</li> <li>• Manage the front office function, dealing with parent/carers and visitor related activities.</li> <li>• Support short, medium- and long-term strategic planning and direction through the provision and development of all administrative services in the school.</li> </ul>
<p><b>Finance</b></p>	<p>With the support of the Finance Assistant/ Finance Officer (if applicable):</p> <ul style="list-style-type: none"> <li>• Manage for all finance functions as set out in the DfE Academy Trust Handbook. Comply with all financial and regulatory obligations, including ESFA, HMRC, Company Memorandum and Articles of Association.</li> <li>• Deliver an annual balanced budget for approval of Headteacher, Governors and Trust.</li> <li>• Implement and manage budget monitoring procedures to ensure concepts of best value for money are maintained.</li> <li>• Monitor budget, producing regular reports for Headteacher, Governors, and the Trust informing of the causes of significant variance and take prompt corrective action.</li> <li>• To ensure Pupil Premium (PP) Finance strategy is monitored and supports the outcomes of progress for PP students.</li> <li>• Oversee/complete month end and year end procedures.</li> <li>• Working with the senior leader responsible for curriculum staffing, ensure the curriculum model is affordable and directs resources to the classroom.</li> <li>• Advise the Headteacher, Governors and central finance team if fraudulent activities are suspected or uncovered.</li> <li>• Maintain a strategic financial plan that will indicate trends, meet requirements for the School Improvement Plan and forecast future year budgets.</li> <li>• Manage the finance staff (if applicable), ensuring its efficient operation according to agreed procedures and policy.</li> <li>• Manage the purchase of all resources and services for the school in accordance with the Trust Finance Policy.</li> <li>• Identify and research additional finance streams and generate ideas for fund raising, preparing, and submitting fully costed proposals, recommendations, or bids.</li> </ul>

	<ul style="list-style-type: none"> <li>• Oversee the hire of the school premises and maximise income through lettings and other activities. Monitoring the effectiveness and implementation of agreements.</li> <li>• Monitor, assess and review contractual obligations for outsourced services, ensuring best value.</li> <li>• Monitor and control capital income/expenditure.</li> <li>• Ensure all income streams are identified and accurately managed.</li> </ul>
<p><b>Facilities, Health and Safety and Risk Management</b></p>	<ul style="list-style-type: none"> <li>• Lead on health and safety and its coordination across school, ensuring statutory requirements are met, adhering to the Department of Education 'Good Estate Management for Schools' (GEMS).</li> <li>• Lead on accident reporting and investigations, including identifying and alerting Headteacher of remedial action.</li> <li>• Plan, coordinate, and accurately record fire drills.</li> <li>• Ensure emergency evacuation procedures, including Personal Evacuation Plans are current and fit for purpose.</li> <li>• Maintain a safe and healthy work environment, ensuring that risks are assessed and managed effectively.</li> <li>• Where required, obtain advice from competent persons on legal requirements for health and safety.</li> <li>• Ensure that COSHH standards are in place and being followed.</li> <li>• Ensure an ongoing process for maintenance, repairs and replacement of fixtures and fittings.</li> </ul>
<p><b>Human Resources, Recruitment and Single Central Record</b></p>	<ul style="list-style-type: none"> <li>• Responsible for offering guidance to Headteacher, Governors and SLT and facilitating all HR related matters such as; salaries, new posts, terms and conditions of employment, flexible working, capability, disciplinary and grievance matters, maternity, paternity, expenses, sickness absence, exit interviews and redundancy process ensuring all processes are followed and administrated correctly.</li> <li>• Oversee and administrate the end-to-end recruitment process the for all staff and volunteers, following Wessex Learning Trust policies and guidance contained in 'Keeping Children Safe in Education'.</li> <li>• Oversee/manage the payroll service for all school staff.</li> <li>• With the Headteacher, Trust, Governors and SLT where applicable, develop a clear strategy for succession planning, focusing on identifying and growing talent to fill positions in the future.</li> <li>• Provide Management Information for the Headteacher, Trust, Governors and SLT as required.</li> <li>• Ensure the single central record (SCR) is maintained and accurate.</li> <li>• Seek and make use of specialist expertise in relation to HR issues.</li> <li>• Ensure accurate processing of annual salary reviews for both Teaching and Support Staff.</li> <li>• Play an active role in ensuring relevant colleagues are delivering the staff wellbeing strategy, and a culture of positive wellbeing is role modelled.</li> <li>• Administrate the BlueSky system and support the coordination of the annual appraisal cycle.</li> <li>• Complete the annual workforce census return.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure staff receive suitable information, supervision and training on all areas such as health and safety compliance, safeguarding, wellbeing etc. maintain accurate training record.</li> <li>• Coordinate induction process and probationary review process for all new colleagues.</li> <li>• Support Senior Leadership team with coordinating cover as required.</li> <li>• Action and distribute communications from Headteacher and central bulletins to ensure staff receive timely communication.</li> </ul>
<p><b>Policy Management, Data Protection and Compliance</b></p>	<ul style="list-style-type: none"> <li>• Act as school's Data Protection Lead, working with the Trust's Data Protection Officer (DPO).</li> <li>• Monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits.</li> <li>• With the Headteacher and following statutory and regulatory guidelines, report any breaches of data protection laws as necessary, keeping records of any breaches and taking action to reduce future breaches.</li> <li>• Provide information in response to freedom of information (FOI) requests and data subject access requests (DSAR), working with Wessex Central team as appropriate.</li> <li>• Ensure that Wessex policies are adhered to.</li> <li>• Ensure all school/academy policies are up to date and available on the school website.</li> </ul>
<p><b>Other duties</b></p>	<ul style="list-style-type: none"> <li>• Carry out break and lunchtime duties where required.</li> <li>• Liaise with Wessex Learning Trust Central Finance Team regarding the school budget (where applicable)</li> <li>• Contribute to the overall ethos and aims of the school and the Wessex Learning Trust.</li> <li>• Uphold the responsibility and duty of confidentiality.</li> <li>• Ensure the aims, priorities and policies of the Trust are adhered to and act as a positive representative of the Trust and its learners in all circumstances and at all times.</li> <li>• Carry out any other duties as reasonably requested by the Headteacher and Central Team.</li> <li>• Oversee the catering function, ensuring compliance in all areas of health and safety and provides a cost-effective service.</li> <li>• Participating in training and other learning activities and performance development, as required.</li> </ul>
<p><b>Additional information</b></p>	<ul style="list-style-type: none"> <li>• The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures.</li> <li>• This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job</li> </ul>



description will be reviewed annually as part of the appraisal process or at other appropriate times.

## Person Specification:

Essential	Desirable
<b>QUALIFICATIONS</b>	
Relevant degree or recognised professional qualification or relevant experience in a similar role	Accountancy or equivalent level of Business Management qualification
<b>EXPERIENCE</b>	
Financial Management	Experience of PSF
Working knowledge of <ul style="list-style-type: none"> <li>• HR and Employment Law</li> <li>• Facilities Management</li> <li>• Health &amp; Safety</li> </ul>	Experience of working in the education sector
Experience of working with a range of partners and stakeholders	
<b>SKILLS</b>	
Excellent written and verbal communication	
Ability to use initiative and prioritise work	
Strong interpersonable skills	
Skilled at working under pressure to meet deadlines	
<b>PERSONAL QUALITIES</b>	
High professional and personal standards	
Respect for young people and their needs	
Demonstrates resilience, high level of motivation and passionate 'can do' attitude	
Commitment to always maintaining confidentiality	
Demonstrate strong leadership qualities with experience of building excellent working relationships	
<b>OTHER</b>	
Comply with safer recruitment checks including enhanced DBS	

### Notes:

This job description may be amended at any time in consultation with the post holder.