DUCKMANTON PRIMARY SCHOOL

Primary Operations Manager
Job Description

Location: Duckmanton Primary School, West Crescent, Duckmanton, Chesterfield, S44 5HD

Salary: The Redhill Academy Trust Pay Scale, Band 9, Scale Points 41-45

Hours of work: 37 hours per week, term time + 3 weeks

Responsible to: Headteacher

Post objective: The Operations Manager plays a key role in ensuring the efficient and effective running of the school's business and support functions. Working closely with the Headteacher and Senior Leadership Team, the post holder will manage the school's financial, administrative, HR, premises, and health & safety operations, enabling teachers to focus on delivering the best outcomes for pupils.

Key Responsibilities

1. Leadership & Management

- Be a member of the school leadership team, contributing to the strategic direction of the school.
- Lead, manage, and develop support staff to ensure effective delivery of services.
- Promote a culture of high standards, accountability, and continuous improvement.
- Ensure effective partnership working with all the Trust's central operational teams.

2. Finance & Business

- Manage the school's budget in collaboration with the Trust Finance team, Headteacher and governors.
- Monitor income and expenditure, preparing financial reports and forecasts.
- Ensure best value in procurement and oversee contracts with external providers.
- Support income generation, including funding bids and lettings.

3. Human Resources

- Oversee recruitment, induction, HR, and payroll administration for all staff.
- Maintain accurate personnel records in line with statutory requirements.
- Maintain the non-employed Single Central Record and check/oversee the employed staff SCR maintained by the Trust.
- Advise on HR policies, staff absence, and appraisal processes.
- Ensure compliance with safeguarding requirements and safer recruitment.
- Check and approve the monthly payroll

4. Premises & Health & Safety

- Oversee the maintenance, security, and development of school buildings and grounds.
- Ensure the school complies with health & safety legislation and risk assessments.
- Manage contracts with cleaning, catering, and facilities providers.
- Lead on sustainability and energy efficiency initiatives.

5. Administration & ICT

- Ensure effective administrative systems to support the smooth running of the school.
- Oversee office staff and reception, ensuring excellent service to pupils, staff, and visitors.

- Manage ICT resources and systems to support teaching, learning, and administration.
- Maintain accurate records, policies, and data returns for the school and external bodies.

6. Local Academy Board Governance Support (Additional Responsibility)

- Act as Clerk to the Local Academy Board, providing professional administrative and procedural support to Board members.
- Prepare and distribute agendas, reports and supporting papers for Local Academy Board meetings.
- Attend Local Academy Board meetings, including those held outside normal working hours, and produce accurate and timely minutes.
- Maintain governance records and documentation, ensuring compliance with Trust requirements and statutory guidance.
- Provide procedural advice to the Chair and Local Academy Board members in line with governance regulations, Trust policies and current legislation.
- Ensure minutes, actions and relevant governance documentation are submitted and shared with the Redhill Academy Trust as required.
- Maintain records relating to Board membership, terms of office, declarations of interest and governor training.

The Clerk to the Local Academy Board responsibility is undertaken in addition to the substantive Primary Operations Manager role. Remuneration for clerking duties will be paid separately on a claims basis in accordance with Trust arrangements and approved governance activities.

General

- Play an active role in safeguarding and promoting the welfare of children.
- Ensure confidentiality and compliance with GDPR at all times.
- Undertake training and professional development, attendance at Trust networks, activities and events as required.
- Carry out any other duties reasonably requested by the Headteacher.

	Essential	**Desirable**
Qualifications	• A good academic standard of education e.g. GCSE, 'A' level standard/NVQ level 3 or equivalent.	• Evidence of continued professional development in business, finance, HR, or administration. • A relevant professional technical qualification (e.g. Certificate/Diploma of School Business Management).
Experience	• Experience of forecasting and managing budgets and analysing financial information. • Considerable relevant experience of managing administrative (or similar) services or functions. • Experience of establishing and maintaining relationships with contracted service providers, including negotiation on service agreements and establishment of new contracts. • Experience of working with confidential information. • Hold or be willing to undertake the IOSH Managing Safety qualification. • Experience in line management or leading a team	• Experience of working in an education setting. • Experience of using budgeting software and Management Information Systems (e.g. Arbor, PSF etc.). • Experience of prioritising work to meet tight deadlines. • Ability to interpret written instructions/manuals to carry out processes and procedures without regular supervision. • Experience of supporting school governance, committee or board meetings. • Experience of preparing agendas, recording accurate minutes and maintaining confidential records. • Experience of working with governors, trustees or senior leaders in an education setting.

Skills, Knowledge & Understanding	• Excellent organisational and time management skills, with the ability to prioritise and meet deadlines. • Excellent attention to detail. • Strong numeracy, literacy and report writing skills. • Full understanding of operational practices and procedures of the area(s) being supported and a broad understanding of statutory and legislative guidelines.	• Knowledge of academy governance arrangements and the role of a Local Academy Board. • Understanding of governance compliance requirements, including declarations of interest, meeting records and statutory documentation.
Aptitude	• Ability to demonstrate initiative, be proactive and offer a solution-focused approach. • Determination and commitment to high quality standards. • Excellent interpersonal and communication skills, with the ability to build positive relationships • Ability to work calmly under pressure. • Ability to work independently as well as part of a team. • Self-motivation, flexibility and an enthusiastic approach to work.	