

Job Description

School Operations Manager



Job Category: Educational Support Staff

Reports to: Headteacher & CFO (or another designated person)

Purpose of the Role

To support Headteachers within CIT and be a key manager operating between the school and the Central Support team ensuring the Trust's policies, procedures and controls are followed and deadlines are met. Timely and accurate recording of the Trust's day to day finances and operational spend for the academies and to support the Finance team in this rapidly growing, developing and exciting environment.

We are looking for an experienced, proactive operations manager to work collaboratively with our team on various school nominal accounts. In this role, you will oversee the school budget delegated to you by the Central finance team, coordinate with all necessary finance and operations team members and stakeholders, and generally ensure that the accounts you are responsible for are on time and on budget.

You will need to be highly organised, adaptable, and able to prioritise tasks while working independently. The ability to motivate others and keep them on task in a positive and encouraging manner is also a must-have skill in this position.

Key Duties and Responsibilities

Finance

- Work collaboratively with the Head Teacher and the Central Finance team to maximise productivity
- Collaborate with the whole finance and school teams, contributing to the continual lifecycle of the accounts
- Organise and monitor schedules and see that deadlines are met, escalating concerns where necessary
- Co-ordinate the budget preparation for each academy for review and approval
- Using the agreed budget, actively monitor and control performance to achieve value for money at each academy
- Manage the payroll service for all staff at each academy
- Produce/prepare and be responsible for the month end figures for the academies, analysing performance, investigating and reviewing key variances, common trends and highlight any potential areas of risk or cost savings
- Ensure financial transactions at each academy are carried out in the appropriate manner and that the financial regulations of the Trust and our academies are observed
- Assist in the preparation of financial returns for the Department of Education (DfE), all other central and local government agencies within statutory deadlines as required
- In the absence of a Head Teacher / Head of site, take delegated responsibility for financial and other decisions in conjunction with the Central finance team and the Assistant or Deputy Head
- Attend finance and other meetings as necessary
- Provide financial/administrative support to other members within the central finance team and wider schools finance function as necessary
- Complete any necessary administrative tasks, such as updating software and spread sheets, research and emails
- Demonstrate commitment to stakeholders' needs and confidentiality continuously.
- Keep accurate records and systematic electronic and paper filing of projects as necessary
- Assist in any internal or external audit requirements with the auditors

Human Resource

- Working closely with the Trust's HR advisers and HR central team:
- Provide professional assistance and advice to employees which reflects the academies' policies and best practice
- Ensure all of the Trust's policies and procedures are adhered to at each academy
- Assist in the promotion and delivery of the performance review cycle, continuing professional development and support employee development in line with business objectives and budgets
- Prepare/review employment contracts within the academies
- Assist in any grievances / disciplinaries as required
- Plan and manage change in accordance with the school improvement plan

General

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Equal Opportunities policies.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed:

Date:

CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.