

School Operations Manager Job Description

Reports to (job title):	Trust COO, CFO & Headteacher
Hours of work:	37 hours per week, all year round
Salary / Grade:	Grade 8
Location:	The Hollins- LET Education Trust

Main Purpose / Responsibility

To make a full contribution to the core ethos and aims of LET Education Trust.

As the school's leading support staff professional the School Operations Manager is responsible for overseeing the following functions:

- Administration
- Catering
- Facility and Property management
- Budget Management
- Overall operations of the school
- First Aid
- Educational Visits Coordinator

Main Duties

- To contribute to the operations of the school and to advise on all matters of school operations.
- To manage the school finance function in line with the Financial Regulations and Academies Financial Handbook, ensuring that internal and external reporting requirements are met.
- To support the internal and external audit process, providing information as requested.
- To manage the administration team, ensuring that day to day responsibilities are met.
- To oversee the organisation of school events.
- Be the Educational Visits Coordinator.
- To be a qualified first aider and to manage and coordinate first aid provision at The Hollins.
- To oversee the monthly payroll process, ensuring the accuracy of payroll information and ensuring that statutory and non-statutory returns are submitted in line with required deadlines.
- To oversee the provision of HR admin and be a point of call within school for personnel queries.
- To manage the SLAs for third party service provision within the school, ensuring compliance with the contract and value for money.
- To manage and oversee the work of the site team to ensure that the school buildings and premises are maintained to a high standard.

- To ensure regular servicing and inspections take place in line with legislation and that premises management and Health and Safety records are maintained.
- To oversee the catering provision, being a point of contact and support for the supplier.
- To be responsible for data compliance in the areas of your responsibility, in line with GDPR regulations.
- Demonstrate an awareness of confidentiality and abide by confidentiality requirements in relation to duties undertaken in the role.
- Regularly undertake training and CPD which improves and maintains your knowledge and ability to perform your duties.
- Be responsible for the performance management of staff within their span of control.
- Ensure staff maintain the minimum standards and code of conduct expected of their role.
- Support on data protection administration.
- Ensure day to day operations of the school do not inhibit education and welfare of pupils and staff, including health and safety aspects of the school.
- Any other duties commensurate with the role.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

LET Education Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Signed.....

Print Name.....

Date.....