

JOB DESCRIPTION FOR SCHOOL OPERATIONS MANAGER

Name:	Starting Date:
Salary Grade: NJC Grade J points 27 – 31 £31,346 - £34,728	Status of Post: Senior Leadership
Responsible to: Headteacher through to Chief Operating Officer	Review Date:
Responsible for: Leading Implementation of non-educational functions of the school	Hours: 37 hours per week, 52 weeks per year
Responsibilities: Administration, Health & Safety, Maintenance & Facilities, Catering, Cleaning and Finance	

This job description may be amended at any time, following consultation between the Chief Executive Officer/ Chief Operating Officer and member of staff and will be reviewed annually. Priorities for the year will be negotiated and highlighted.

Across our trust, we are committed to supporting the mental health and wellbeing of all; including staff, students and families. We know that everyone experiences life challenges that can make us vulnerable and at times, anyone may need additional emotional support. We take the view that positive mental health is everybody's responsibility.

Core Purpose

This is an important and high profile role to support both the Trust Leadership Team and the school Senior Leadership Team in one or more locations. The role holder will be responsible for leading the implementation and compliance of non-educational functions of the school including Administration, Health & Safety, Maintenance & Facilities, Catering, Cleaning and Finance, in accordance with Trust policy and procedures.

The five core features leadership in the Creating Tomorrow Multi Academy Trust:

- i.** Moral Purpose
 - a. Pupils first – a belief that all pupils can achieve and an unwavering commitment to pursue successful outcomes for all
 - b. Championing the vulnerable
 - c. Commitment to equality of opportunity
- ii.** An Effective Team Player
 - a. Dynamic and supportive
 - b. Committed and passionate
 - c. Innovative and high performing
 - d. Emotionally intelligent
 - e. Proactive contribution
- iii.** Dynamic and Creative Leadership
 - a. Leading through others
 - b. Altruistic collaboration
- iv.** A Significant Contributor to Strategic Thinking and Development
 - a. Inspire and drive
 - b. Oversee the development of strategy and policy



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- c. Lead consultation and implementation
- v. Courageous and Committed Leadership, Effective Role Modelling
 - a. Observing the highest standards
 - b. Getting every day right

The ten personal qualities needed for leadership roles at Creating Tomorrow Multi Academy Trust:

- i. A capacity for hard work
- ii. Eternal optimism and resilience in the face of challenges
- iii. The ability to inspire
- iv. An unshakeable conviction that young people can be successful in spite of their circumstances or other external factors
- v. High level interpersonal skills
- vi. Excellent time management
- vii. The ability to remain calm under pressure or in stressful situations
- viii. The ability to pause and reflect and think before making an important decision
- ix. The ability to respond positively to and deliver constructive criticism

The ability to delegate effectively

MAIN DUTIES AND RESPONSIBILITIES

STRATEGIC LEADERSHIP

- To play an active role as part of the school Senior Leadership Team (SLT); working with, and advising, the Headteacher and SLT colleagues on all matters relating to Health & Safety, Maintenance & Facilities, Catering, Cleaning, Administration and Compliance.
- To liaise with the Chief Operating Officer to ensure the implementation of trust-wide policies and procedures throughout the Academy.
- To provide day-to-day line management and leadership for all non-educational staff on site including the Administration team and Site team, having an active regard for their health, safety and wellbeing
- To prepare and submit relevant information to the Headteacher, Local Governing Body, Chief Operating Officer and other outside agencies as required.
- To participate fully in wider school life by supporting out of hours events including, but not limited to, Open Evenings, Parent Evenings, Awards Ceremonies and Music Concerts.

GENERAL SCHOOL SUPPORT & ADMINISTRATION

- To provide both organisational and complex personal support to the Headteacher and SLT as required.

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- To work with the administration team to manage the admissions process, negotiating and coordinating on sensitive and confidential issues with parents, the Headteacher, SLT and the Local Governing Body.
- To provide clerking support where required, including out-of-hours, for the Local Governing Body. Provide support for the Company Secretary as required.
- To undertake all confidential administration as directed by the SLT and to ensure that the administration team provide ad-hoc support and adhere to ad-hoc requests as appropriate.
- To support the Administration team with the maintenance of electronic diaries and a calendar of activity for the school.

FINANCIAL SUPPORT

- To support the Chief Finance Officer, Trust Finance Manager and Headteacher in overseeing all school expenditure liaising as required with the Site team and the Chief Operating Officer to ensure that all planned and reactive maintenance is value for money.
- With the Administration team, to, undertake general financial responsibilities; including processing invoices, processing purchase orders and raising sales invoices.
- To ensure that the school complies with the policies and procedures as laid out by the Chief Finance Officer and Trust Finance Manager.

HUMAN RESOURCES (HR) SUPPORT

- To maintain, with the Administration team, a full and confidential record system for staff, notably the Single Central Record (SCR).
- To work with the Trust HR team to coordinate school-based recruitment.
- To oversee the accurate completion and compliance of appropriate documentation in order to ensure that contractual and payroll information is recorded and accurately maintained.
- To liaise with the Trust Payroll and Pensions Officer as appropriate to escalate and resolve any pay queries raised.
- To undertake annual data collection for all employees in accordance with Trust-wide arrangements and the Annual Workforce Census.
- To ensure all staff training is recorded appropriately.

PREMISES & SITE

- To work strategically with the Chief Operating Officer to produce a Premises Development Plan including lifecycle works and the project managing of building projects and capital & enhancement works.
- To provide leadership to the Site Team to ensure the proper maintenance and repair of the school is carried out and that progress is monitored.
- To act as the first point of contact in school for, and ensure the appropriate monitoring, of all service contracts including Cleaning and Catering.
- To ensure the work of on-site contractors is monitored.
- To oversee the letting of school premises and the development of all school facilities for out of hours use as required, acting as the first point of contact for the Lettings Management company where appropriate.

HEALTH & SAFETY

- To take responsibility for the implementation of all Trust-wide Health and Safety policies and procedures across the school advising the Headteacher and SLT on best practice to ensure that Creating Tomorrow MAT fulfils its statutory obligations and minimises risk to students, staff, volunteers and visitors to the school at all times.
- To support the Chief Operating Officer with developing and reviewing existing policies and

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procedures as required.

- To maintain the Health and Safety Management System and develop the annual Health and Safety Action Plan for the school.
- To develop and implement interventions to review and test the school health and safety culture; enforcing compliance where necessary and supporting the SLT to improve their understanding and adoption of policies.
- To proactively engage with internal and external stakeholders to make them aware of their health and safety responsibilities and accountabilities.
- To coordinate (and where necessary, lead) all Health and Safety investigations, ensuring that detailed and timely reports are produced, with clear action plans and a thorough review.

OTHER

- To lead by example to inspire and motivate staff.
- Maintain a business-like office environment and promoting good relationships with staff.
- To support and build the reputation of the Trust whilst maintaining confidentiality wherever appropriate.
- Liaise with Senior Leadership Team in schools on a regular basis, advising on staff related issues as required
- Assist parents, carers and other stakeholders with general enquiries.
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- To act as the first point of contact for the school for all non-educational issues and support the SLT to prepare and communicate information as required.
- To cascade Trust-wide updates throughout the school.
- To provide ad-hoc support to the Trust Leadership Team and other schools as appropriate.
- To undertake any other duties commensurate with this role as required, in particular supporting all levels of leadership with operational work.
- The occasional flexibility to travel between the schools within the Trust.
- To safeguard the integrity of all Trust data by ensuring the accurate input and audit, as required, of information being inputted to Creating Tomorrow MAT systems.

Support for the Trust:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of duties and responsibilities of the post.
- Be aware of the need to take responsibility for own professional development and to participate in the Appraisal procedures of the trust.
- All staff across the trust will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising student achievement and effective team working.
- This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

This post requires an Enhanced DBS Clearance check.

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Person Specification

Qualifications & Professional Development	<ul style="list-style-type: none"> Educated to GCSE-level or equivalent, including English and Mathematics. A full, clean driving licence. To be a skilled user of Microsoft Office, with the ability to produce, create and edit documents using Word, Excel, PowerPoint, and Outlook. 	<ul style="list-style-type: none"> Formal Administration Qualification ISBM/DSBM Qualification ECDL Qualification Project Management Qualification, e.g., PRINCE. 	Application
Skills, Knowledge & Competencies	<ul style="list-style-type: none"> Able to maintain the strictest confidentiality and integrity at all times. Sensitivity when collaborating work with colleagues at all levels. Highly organised and efficient and able to work to tight deadlines, often under pressure. Excellent written and verbal communication skills with the ability to relate well to a wider range of stakeholders. Able work under your own initiative and deal with demands of a geographically dispersed team. Ability to work as part of a diverse team. Able to promote the safeguarding and welfare of children and young people across the Trust. Willingness to ensure that equal opportunities are promoted and developed across the Trust. Able to promote inclusion at all levels. Able to organise, lead and motivate staff at all levels. 	<ul style="list-style-type: none"> Knowledge and understanding of Educational IT systems including Arbor, MyConcern, Citation and PSF. 	Application Interview
Experience	<ul style="list-style-type: none"> Experience of working in an operationally demanding role Experience of working independently with little supervision. Experience of organising senior meetings. Experience of extensive, ever-changing demands. Experience of contractor management 	<ul style="list-style-type: none"> Experience of working within a multi-site organisation. Experience of procurement and tender management 	Application Interview