

Job Description



Role	Senior Operations Officer
Salary	NJC Grade 6
Hours	Full Time All Year Round
Contract Type	Permanent

Reporting to	Assistant Business Manager
Purpose	<p>Extend the Leadership of the Headteacher. Create the opportunity and capacity for all members of the school community to learn. Embody the Christian ethos and underpinning elements of the school</p>
General	<p>To be the day-to-day operational lead for support functions, supporting the Assistant Business Manager. To lead (including line management) the administrative team (Operations Administrator and Administrative Apprentice) and manage the workflow of all administrative requirements in order to meet organisation needs. Be a member of the Senior Operations Team (SOT).</p> <p>Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</p>

Key Accountabilities	Key Actions
To deputise for the Assistant Business Manager	Leading the day-to-day operations teams providing leadership and support

Trips & Events	Lead the Admin Team in the effective management and coordination of all trips and event in the school
Cover Management	Lead the admin team in the effective cover management within the school and its impact on wider whole school calendar management and events
General Administration	Manage all aspects of the general administration for the whole school including SLT support, communications, reprographics
Whole School Communications	Be responsible for the delivery of Whole school newsletter, management of the website (including statutory DFE website compliance), management of the school's social media accounts and ensuring that all external communications are checked and compliant with the school's communications policy
Whole School Support	Any other duties as required by the Executive Leadership Team

Signed _____ (Post Holder) Date _____

Signed _____ (Line Manager) Date _____

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.

Person Specification – Senior Operations Officer

	Essential (E) or Desirable (D)	Evidenced by:
Willing and able to obtain Enhanced DBS clearance	E	Application / DBS check
Evidence of Right to Work in UK	E	Application and paperwork at interview
Educated to at least Level 2 (GCSE A*- C or equivalent) in English and Maths	E	Application and Certificates
Experience of social media, websites and general publisher / Adobe Suite	E	Application and interview
Proficient in use of Word and Excel and other office programs with good typing and data entry skills	E	Application and practical activity

Knowledge of Performance management systems and processes	E	Application and interview
Good keyboard skills	E	Application and interview
Confident and courteous telephone manner	E	Application and interview
Efficient, organised, accurate and precise	E	Application and interview
Ability to keep calm and focused in pressurised situations	E	Application and interview
Diplomatic, discerning and able to deal with confidential information	E	Interview and practical activity
Good relationship with children and adults	E	Application and interview
Enthusiastic	E	Application and interview
Uses own initiative	E	Application and interview
Independent thinker	E	Application and interview
Problem-solver with a "can do" approach	E	Application and interview
Strong 'customer service' ethic	E	Application and interview
Team player	E	Application and interview
Flexible	E	Application and interview
Management skills	E	Application and interview
Experience of working in a finance role	E	Application and interview
Previous education experience	E	Application and interview
Willing to undertake relevant Safeguarding training and abide by school policy	E	Application and Interview
Representative of the school's ethos and core values	E	Application and interview