



JOB DESCRIPTION

Job title: Trust Operations Administrator
Reports to: ACE Operations Lead
Grade: NJC (Devon) Grade D
Hours: 37 hours per week / 52 weeks per year

Main Purpose of Post

The core purpose of the role will be to oversee and ensure smooth and efficient daily operations, supporting our operations lead, central team and family of schools. Contribute towards building a culture of high expectations in relation to health and safety, compliance and estates management. Keep up to date with and understand relevant laws and regulations and monitor compliance against these, Trust policies and schemes of delegation. The ACE Operations Administrator is part of the wider Trust central operations team and reports to the Trust operations Lead.

Main duties and Responsibilities:

- Managing and updating databases
- Updating asset inventory
- Keeping track of inventory and ordering supplies
- Maintaining records and data entry
- Supporting the preparation of H&S bulletins or alerts
- Organizing events, scheduling meetings, and making travel arrangements
- Supporting administratively with the maintenance of office and facility equipment.
- Providing administrative support to other departments or projects as needed
- Performing other duties as assigned
- Highlight cost reduction initiatives
- Collate quotes, prepare requisitions and raise purchase orders as necessary
- Document control and organisation
- contribute at an operational level and act as a liaison between the operations lead with regards to resources, IT, facilities & estate management, Health & Safety
- Work closely with internal operations team
- Attendance to meetings, ops team minutes if required for project work
- Report to and support operations lead and support team requirements

Contractors

- Liaising with contractors and responding to site level requests and enquiries
- Administratively support contractor bookings liaison with school administrators and sites
- Drafting and mailing contractor correspondence
- Monitor aspects of contractor performance
- Maintain contractors register

Compliance

- Facilitate compliance annual schedule
- Ensure documentation is uploaded and filed on central platforms
- Highlight compliance issues and escalate non compliance
- Contribute to the operation of effective compliance controls within the organisation



Expectations

- To maintain the trust's values and ethos at all times
- To work at all times within the Code of Conduct and the Trust Safeguarding Policy
- As appropriate, to the post holder's duties must be carried out in compliance with the following:
 - Trust Equality Scheme
 - Information Security Policies
 - Financial Regulations
 - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
- To work flexibly as required and to undertake any additional hours to meet the needs of the business
- To maintain confidentiality of the Trust's affairs
- Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
- These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post
- Perform general administrative duties and undertake ad hoc projects as required
- Collaborate with central services and school colleagues across the Trust to further develop a culture of compliance.

Strategic Direction and Development of the School and the Trust:

- Contribute to the Trust projects which aim to meet the aspirations of the Academy for Character and Excellence Vision Statement and The Trust Improvement Plan
- As a member of the Central Services Team, actively contribute to the development of the whole Trust
- Lead by example in helping to create a productive and professional Trust ethos
- To administer, control and manage operational affairs in the best interests of the Trust in compliance with regulatory and best practice procedures and long-term plans