

JOB DESCRIPTION



Job Title: Operations Manager for a small school

Grade: Grade H SCP 24-27

Accountable to: School Leader

Place of Work: Hillbourne Primary School

FTE: 22.5 hrs

Role Remit:

- To support the Senior Leadership Team; supporting the School Leader & SLT on the overseeing of matters relating to HR, estates, health & safety, IT, financial procedures, administration and compliance.
- To oversee the legal and safety requirements with regard to people & property and the financial functions of the school are maintained and to raise any concerns with the School Leader/SLT.
- To oversee the school site, its buildings and IT: their maintenance, development and efficient use.
- To provide day-to-day line management and leadership to the administration team and midday supervisors.
- To liaise with all relevant outside agencies and contacts in relation to all aspects of the management of the school.

Key Responsibilities:

General

- To support the School Leader/SLT with the strategic vision and leadership of the school.
- To oversee the school's financial, site management and HR procedures, systems and records.
- To line manage the school's administration and midday supervisor staff, including undertaking performance management, providing guidance and support, setting priorities and objectives and to deal with any issues.
- To prepare for any internal and external audits and meet with HET Managed Service Team when required and that any resulting actions are dealt with promptly.

- To attend any relevant training and ensure the support team carry out any statutory training as required.
- To act as the schools Data Protection Compliance Officer, attend training as appropriate and ensure the school follows HETs guidance on data protection matters including maintaining the school data map, following data breach procedures, carrying out data privacy impact assessments where necessary and ensuring all staff have completed GDPR training on a regular basis.
- To work with the HET Managed Service Team and ensure that all HET policies, procedures and guidance are adhered to.

Admin Support

- To ensure that the admin team provides an efficient and comprehensive administrative support service, including:
 - greeting visitors and providing hospitality
 - dealing with routine enquiries from parents, the LA and other external agencies/organisations
 - word processing correspondence and other documents
 - record keeping, photocopying and filing.
- To provide support to the School Leader and that items of a sensitive and confidential nature are dealt with appropriately.
- To administer, organise and maintain all aspects of the Management Information System (MIS) database and associated records.
- To ensure the preparation of statistical and other reports and returns to HET, Local Governing Body, LA, DfE and other organisations/bodies are sent, as required.
- To oversee the design, prepare and produce documents including the school prospectus, parent newsletters, etc.
- To market the school in the local community, if required to ensure the school is maximising its capacity.
- To oversee the arrangements for Extended Schools and the letting of the school premises to outside organisations.
- To liaise with other school staff, contractors and outside agencies/organisations as appropriate.
- To ensure annual updates to admin systems (MIS, Parent Comms software) are updated and ready to use at the start of each academic year.
- To administrate the school social media accounts on Facebook & Twitter.
- To carry out any other administrative/support procedure, within the responsibility level of the post, as directed by the School Leader.

HR

- To support the School Leader to prepare and send statistical reports and other returns to the Governing Body, LA, DfE and external organisations/bodies as required.
- To support a range of projects and initiatives, including supporting the School Leader with organisational change, as may be required and as directed by the School Leader.
- To work closely with the HET HR team in terms of case work and more complex HR issues.
- To attend relevant HR policy training and bespoke employment relations training.
- To manage and undertake payroll and personnel administration, including managing or assisting with the recruitment and induction procedures for new staff.
- To ensure overtime, and changes of contract are entered and managed through the payroll system and that payroll is reconciled on a monthly basis.

- To ensure safer recruitment processes including interviews, references, pre-employment and right to work checks are robust and follow the guidance set out by HET and the HR team.
- To ensure that DBS clearances are obtained as required and that all appropriate safeguarding processes are in place.
- To maintain and update the Single Central Register.
- To oversee absence return to work interviews, action accordingly and record absence and holiday records for all staff.
- To make regular contact with absent staff and liaise with Occupational Health Consultancy where necessary to aid a smooth return/phased return to work.
- To maintain staff training records and CPD logs.
- To issue staff with contracts, increment and variation letters, and annual salary letters, ensuring that salary indicated matches that on payroll.
- To conduct exit interviews with support staff and action accordingly.
- To support the School Leader to review the staff handbook on a yearly basis. Distribute hardcopy/intranet to existing staff and collate sign offs that the document has been read and understood.
- To carry out the School Workforce Census and ensure that the MIS is updated and used accordingly.
- Distribute all policies via online software, and ensure digital signatures are obtained by relevant staff.

Estates and Health & Safety

- To oversee the estate and ensure the schools are clean, secure and safe.
- To ensure that any necessary quotes for any works or repairs are obtained and follow HET procurement procedures when carrying out any works.
- To ensure that the school has appropriate Health and Safety and security arrangements, and that relevant Risk Assessments are carried out.
- To follow HET health and safety policies and guidance and report any issues.
- To establish and oversee procedures for First Aid.
- Take the lead on compiling and implementing a Premises Development Plan, including energy conservation.
- Through regular contact and liaison with the Site Manager, ensure that proper maintenance and repair of the school is carried out and its progress monitored.
- To ensure the appropriate placing and monitoring of all service contracts including cleaning and catering.
- To advise on Health and Safety matters, including measures in the event of emergencies.
- To be responsible to the School Leader for the security, maintenance, heating, cleaning and other general site services of the premises.
- To be responsible for procedures and appropriate letting of the school premises to outside organisations and school staff and the development of all school facilities for out-of-school use, with particular reference to the local community.
- To be responsible for the purchase, repair and maintenance of all furniture, equipment and fittings.
- To support the School Leader and Site Manager with ensuring the work of on-site contractors is completed and arrange estimates for the cost/duration of work.
- To be responsible for the risk assessment register. To ensure it is updated and all relevant risk assessments renewed and updated accordingly.
- To be responsible for the upkeep of the Business Continuity Plan with the School Leader and SLT.
- To ensure the workplace inspections are carried out and actions followed up.
- To ensure the HET H&S policies and procedures are followed.

- To comply with the H&S audit to ensure actions are completed in a timely manner, liaising with the Site Manager.
- To ensure the HET systems are used, e.g. help desk, intranet, and I Auditor in liaison with the Site Manager.

IT

- To oversee the IT support systems in the school to ensure the smooth running of IT for all users.
- To ensure the school website is up to date and has the necessary statutory information published.
- To oversee the IT infrastructure in the school in conjunction with the onsite IT Tech and Director of IT at HET.
- To involve HET with any IT procurement for the school.
- To oversee the administration and maintenance of the asset register for the school.

Financial

- To support financial planning in the school.
- To ensure policies and procedures as set out in the HET Financial Handbook and Academy Trust Handbook are followed and adhered to.
- To ensure that all orders, payments and invoices are processed efficiently and that there are systems for managing the collection, recording and banking of cash payments.
- To ensure that the school makes the best possible use of resources and maximises income while ensuring best value when procuring goods and services.
- To oversee appropriate contracts/SLAs that the schools buy in to.
- To ensure that value for money is obtained on expenditure.
- To contribute to the capital development planning process of the schools.
- To be responsible for reducing the risk of fraud within the schools in consultation with HET processes.
- To explore opportunities to generate further income for the schools.
- To provide any relevant information to HET in regard to internal or external audit and to remedy any findings.
- To contribute to the development of the schools' risk register.

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in HET are expected to:

- Support the aims, values, mission and ethos of HET and participate to the team approach of HET
- Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately
- The post holder at all times, whether or not in the employ of our schools or HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET and its customers/stakeholders, products and product lists
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- To liaise with other staff, contractors and outside agencies/organisations as appropriate

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

Manager Signature:

Employee Signature:

Date:

PERSON SPECIFICATION



Our Managed Service Team have identified the traits above that they feel any Hamwic employee should have, with professionalism, honesty, emotional intelligence and commitment being the top traits.

Qualifications:

- Degree level qualification or equivalent (e.g. NCSL Certificate or NVQ Level 4)

Experience:

- An excellent understanding and at least 3 years' practical experience of Business Administration gained preferably, but not essentially, in a school setting
- At least 3 years' experience in middle management gained preferably, but not essentially, in a school setting.
- Experience of being a key player in the delivery of projects
- Previous experience of staff management
- Experience of overseeing financial procedures
- Ability/experience in using school computer systems (Bromcom, TUCASI etc) and general office systems (MS Word, Excel etc)
- Ability/experience in asset management (*desirable*)

Skills and Knowledge:

- Knowledge/previous experience of financial management procedures
- Knowledge/experience of buildings/estate management
- Ability to analyse and interpret complex information

- Work planning skills
- Ability to communicate information and ideas effectively to a range of audiences, through excellent written and oral communication skills
- ICT skills
- Understanding of key safeguarding issues and procedures
- Understanding/previous experience of Health and Safety management

Personal Attributes:

- Ability to work on own initiative and to organise/prioritise own workload and that of the team
- Ability to concentrate on detailed work for long periods of time
- Ability to deal with conflicting priorities and cope with considerable pressure
- High level of emotional intelligence
- A deep commitment to the vision, values and ethos of HET
- Excellent communication skills
- A strong team player with good interpersonal skills and the ability to work effectively as part of a growing organisation
- Ability to work well under pressure and in a calm, professional manner