

Post Name	Secondary Operations Manager
Reporting To	Principal
Location	School based with some hybrid working
Salary Scale Point	NJC point 32 to NJC point 36 (full time equivalent) £42,839- £47,181 To be appointed on a 5-point band within this range depending on experience.
Weekly Hours	52 weeks 1 FTE/ 37 hrs a week
Contract Type	Permanent

Main Duties
<p>Core Purpose:</p> <p>The Secondary Operations Manager will be committed to a high-quality education for all and will lead on all matters in the school which are supportive to, but not involve, the teaching function.</p> <p>They will support the Principal and Central Estates Team in leading on major or complex estates projects at the school.</p> <p>Primary Duties & Responsibilities: -</p> <p>Leadership and Management:</p> <ul style="list-style-type: none"> • Provide dynamic and professional leadership for the academy, working alongside Business partners across the wider Trust. • Support the aims and objectives of the academy, establishing the procedures connected to the procedures through which they are to be achieved. • Lead and manage staff and resources to achieve the aims and vision of the school and monitoring progress towards their achievement and implementation and creating efficiencies to ensure resources are managed appropriately. • Working with the Trust Marketing Team support and manage the academy's marketing plan for the school, which utilises the academy website, social media, signage, the prospectus, and communications with current and prospective parents.

- Work with the Trust Central Team and other professionals on managing and leading Trust wide improvement projects and sharing best practice across the Trust networks, including opportunities for mentoring and coaching.
- Contribute to whole school activities and represent the school at events and as a member of Excalibur Academies Trust.
- Track relevant academy policies and ensure they are updated in accordance with the policy review schedule.

Financial

- Work with the Trust Central Finance Team to ensure appropriate financial control procedures are adhered to at the school. Be familiar with the Trust Finance manuals and policy and advise school staff on procedures
- Follow Trust financial procedures and policies including the Financial Scheme of Delegation
- Act as budget holder for assigned budgets, in accordance with the Trust's Financial Procedures Manual, and ensure action is taken to identify variations and take corrective action.
- Support middle leaders/curriculum department heads in the tracking and management of their budgets.

Administration and Operational Management

- Ensure effective administration systems are in place and operated to support the business operations of the academy and the Trust.
- Work with the Senior Team and admin officers to ensure effective promotion and marketing materials for the school to different audiences are accurate, timely, consistent, and appropriate.
- Monitor and update the risk register in collaboration with the Principal.
- Manage the catering and cleaning contracts, and others where applicable.
- Manage the school's compliance with statutory obligations, and advise others on the relevant legal and regulatory and ethical requirements including maintaining the Single Central Record, overseeing statutory submissions such as census

Site Management and Health and Safety

- With the Principal, resident caretaker and any other site staff, supervise and manage the maintenance of the whole academy site and its buildings, grounds and facilities.
- Play a leading role in the management of critical incidents and drills at the academy as part of the leadership team, in conjunction with the Trust team.

- Manage the academy's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the academy.
- Ensure compliance with the Trust's H&S Policy.
- Work with the central estates team to develop a long-term Estate Management Plan and plan for capital improvements.
- Ensure the safety and security of the school buildings and grounds to minimise danger to students and staff and prevent theft/damage of the school's resources.
- Lead on and ensure that the school's sustainability goals are met, and that all school operations support in seeing these goals achieved.
- Act as a key holder for the school.

IT Systems and Infrastructure

- Liaise with the Central IT support team to oversee and ensure the systems and IT resources are fit for purpose and meet school requirements.
- Ensure that IT systems and resources support staff in offering exceptional teaching and learning, and that staff make best use of IT resources available to them.

GDPR

- Ensure school compliance with GDPR, following Trust policies and procedures.
- Record and manage data incidents/breaches, implementing recommended actions.
- Support the processing of Subject Access Requests (SARs), including ID checks, consent, and data collation for review.
- Maintain up-to-date GDPR records, including for SARs, FOIs, data breaches, and RoPA (Record of Processing Activities).
- Ensure all staff have an appropriate awareness of GDPR and regular training.
- Oversee Data Protection Impact Assessments for new technologies or systems.
- Act as the school's main contact for data privacy, working closely with the Trust DPO.
- Raise awareness of data protection within school and promote a sound data protection culture and practice.

HR/Staffing

- Liaise with the Principal, and Central HR team on HR issues and ensure the implementation of Trust HR systems, policies and procedures in the academy.
- Liaise with the Principal, and Central HR Team about job descriptions, person specifications and the application of job evaluations as required for key areas of responsibility.
- Liaise with the HR Central Team to ensure Trust procedures regarding contracts, salaries, pensions, absence management etc (as appropriate) are implemented.

- Oversee the monitoring and reporting of staff attendance to meet the academy and Trust reporting requirements.
- Ensure the Trust absence management policy is implemented, and the return-to-work interview process is coordinated and undertaken for areas of key responsibility.
- Provide school level information as required for Trust payroll system ensuring that all statutory responsibilities can be met by the Trust, including assisting with completion of pension returns if required.
- Ensure that statutory training takes place for all staff, both new joiners and on an ongoing basis.
- Maintain and manage all paper and electronic personnel files to ensure completeness as well as ensuring that all information on the HR system is kept up to date in a timely manner
- Ensure that all new starter checks are completed in compliance with HR and safeguarding processes.

Supervision and Management

Line Manage the school-based business support services team, as requested by the Principal in the areas of admin and premises.

Working Environment

The post holder will be based at School site and may be required to visit at other Trust sites occasionally.

Other

Safeguarding Statement

Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

Equality & Diversity

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.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Health & Safety

The post holder must always carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post

	Essential	Desirable	How Identified
Education & Qualifications			Formal possession of an appropriate qualification to be verified at Interview or from records
Suitable school business qualification or relevant experience e.g. CSBM, DSBM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Degree or equivalent level qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
GCSE Maths & English or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Right to work in the UK.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Relevant Experience			Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g. presentation, group discussion.
Experience of contributing to the senior management team of an organisation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ability to interpret policy/ advice/statute and consistently follow procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience of managing on site premises/facilities management teams as part of a large organisation with a diverse workforce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience of promoting environmentally sustainable approaches to resource management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience of working in a school, in education, or similar employment sector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Skills & Abilities			
Strong organisational and planning skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to ensure confidentiality is maintained at all times	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to influence and participate in the academy management processes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to prioritise and manage conflicting demands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Strong people management skills, with highly developed interpersonal and motivational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Highly competent IT skills including Excel, MS Office and word processing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Disposition			



Commitment to equality of opportunity and the safeguarding and welfare of all pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Willingness to undertake training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
General & Specific or Legal knowledge			Application form and interview questioning and reference.
Ability and/or willingness to travel as required.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	