

KET Level 4 Job Description: Business Operations Manager

Job details

Salary: Bucks Pay Range 4

Hours: 22.5 hours per week (incl 30-minute unpaid lunch) Term Time Only + 2 weeks per year

Contract type: Permanent

Reporting to: Headteacher and also reports to central team operations manager

Job Summary

The Business Operations Manager is responsible for managing the strategy and operation of the business functions of our schools, including financial management, health and safety, human resources, compliance and administration.

The duties of this post listed here are Level 4 responsibilities but may not be your direct responsibility. The list is not exhaustive and may vary from time to time, as required by the Trust, without changing their general character or the level of responsibility entailed.

Key Responsibilities

Personnel

- HR administration such as organisation of recruitment, payroll system updates as directed by the Headteacher, employee record keeping
- Support the induction of new staff
- Management of volunteers, visitors and contractors in accordance with safer recruitment policies
- Update the SCR under the direction of the Headteacher
- Book training and log training for all staff
- Complete the annual School Workforce Census return

Compliance

- Ensure all policies are reviewed and issued at the relevant time
- Ensure the school compliance system (Every) is up to date and all areas of premises management are compliant
- Maintain the school's contract register
- Keep records in accordance with the school's record retention schedule and data protection law, always ensuring information security and confidentiality
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
- Ensure all school trips are organised in accordance with school policies re health and safety.

- Support regular internal scrutiny reviews on behalf of the school
- Ensure compliance with national policy updates and new requirements such as the DfE standards for Premises and IT for example
- Ensure all Health and Safety requirements of the school are met and maintain accurate records, undertaking required training as necessary

Finance and Procurement

- Ensure all debtor and creditor balances are reviewed regularly and any differences followed up
- Support the budget process by maintaining relevant parts of IMP
- Manage the processing of orders, purchase invoices and sales invoices relating to the school ensuring accuracy of recording
- Manage the finance email account and ensure emails are answered and address in a timely manner
- Support any tender processes/procurement projects in accordance with the Trust Finance Handbook
- Support the annual finance audit

General

- Provide office support if needed
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school
- To cover daily essentials in the absence of other office staff and undertake other duties as the Headteacher may reasonably direct
- To participate in the performance review process, taking some personal responsibility for the identification of training in discussion with line manager
- To comply with individual responsibilities, in accordance with the role for health and safety in the workplace
- To maintain total confidentiality in all matters relating to school
- Act in accordance with the school's policies and procedures for Safeguarding and Child Protection, reporting any child protection concerns immediately to the designated person
- To contribute to the overall ethos/work aims of the school and our Trust.
- To liaise with, and report to, members of the MAT central team regularly to ensure consistency and compliance across all schools within our Trust
- Comply with all relevant legislation and school policies

Postholder Name:		Headteacher Name:	
Postholder Signature:		Headteacher Signature:	
Date:		Date:	
Last review date:		Next review date:	