

Sutton CE (VC) Primary School

The Brook
Sutton
Ely
Cambridgeshire
CB6 2PU



Tel: 01353 778351

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School Operations Manager

Sutton CE (VC) Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Details

Salary: Scale 5

Hours: 30

Contract type: Part time permanent

Reporting to: Headteacher

Responsible for: Office Assistant

Main Purpose

The School Operations Manager is responsible for the effective management of all non-teaching operations across the school and preschool, including administration, finance support, human resources, compliance, health and safety, and ICT.

Working closely with the Headteacher, Senior Leadership Team (SLT), and Governors, the postholder will ensure both settings operate efficiently, compliantly, and at an optimal level to support high-quality teaching and learning outcomes.

The role includes strategic leadership alongside hands-on operational management of systems, staff, and processes. The School Operations Manager will contribute to SLT where appropriate and provide reports to key stakeholders.

Duties and Responsibilities

1. Leadership and Strategy

- Line-manage specific staff members (e.g. administrative), including recruitment, induction, appraisal, and professional development
- Lead day-to-day operational management of administrative functions across the school and preschool, ensuring efficiency, accuracy, and deadlines are met
- Implement school-wide initiatives aligned with the school improvement plan, including developing and embedding policies and procedures
- Support and, where appropriate, attend SLT meetings, contributing operational insight and reporting on key areas
- Ensure all decisions reflect the school's vision and values and promote these across teams

- Keep up to date with statutory guidance and advise leadership on changes from the DfE and Local Authority
- Build and maintain effective relationships with staff, parents, governors, contractors, and external agencies
- Network with local schools to share best practice and improve operational effectiveness

2. Administration and Office Management

- Oversee the delivery of a high-quality administrative support service to the Headteacher, SLT, teaching staff, and Governing Body
- Delegate tasks to administrative staff and monitor completion, quality, and timeliness
- Develop, implement, and review administrative systems to maximise efficiency and effectiveness
- Minute meetings as required, including leadership, governor, HR, and parent meetings
- Manage school communications, including oversight of the website and social media, ensuring compliance with safeguarding and data protection requirements
- Maintain positive engagement with parents and stakeholders, protecting the reputation of the school and preschool

3. Data, MIS and Compliance Administration

- Monitor the accuracy and integrity of data held within the MIS and other systems
- Ensure completion of statutory returns within required deadlines
- Maintain the Single Central Record in line with safeguarding requirements
- Oversee pupil admissions, leavers, and transfer of records, ensuring safeguarding and statutory compliance
- Maintain records in line with the school's retention schedule and UK data protection legislation
- Act as Data Protection Officer, managing Subject Access Requests, the Information Asset Register, and advising on data protection matters

4. Financial Management and Income Generation

- Support the development and implementation of the school's fundraising and income generation strategy
- Research and oversee applications for grants and additional funding opportunities
- Work closely with the Finance Manager to support financial processes and ensure value for money
- Provide operational finance support, including oversight of processes such as FSM vouchers and income monitoring where required
- Act as contingency in the absence of the Finance Manager

5. Human Resources

- Ensure HR policies and procedures are implemented in line with employment law
- Support and participate in recruitment processes, including advertising, interviews, and onboarding
- Oversee induction and performance management processes for support staff
- Advise on HR matters and liaise with external HR providers
- Attend and minute HR-related meetings where required (e.g. disciplinary, absence management)
- Identify training needs and coordinate CPD opportunities for staff

6. ICT and Systems Management

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- Oversee the management and development of ICT systems and infrastructure across the school and preschool
- Maintain the Asset Register and coordinate with the IT consultant to ensure systems are secure, effective, and up to date
- Monitor cyber security, system usage, and safeguarding requirements related to ICT
- Ensure business continuity planning is in place for IT failures or disruptions
- Identify and implement technological improvements to enhance operations and learning

7. Governance and Reporting

- Provide administrative and operational support to the Governing Body
- Prepare and present reports to governors and senior leaders as required
- Support policy management, ensuring policies are reviewed, updated, and tracked in line with schedules

8. General

- Work collaboratively to ensure consistency between the school and preschool operations
- Provide personal assistant support to the Headteacher and SLT where required
- Undertake any additional duties appropriate to the level of the role as directed by the Headteacher

The school operations manager will safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school operations manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Desirable Person specification

CRITERIA	QUALITIES
Qualifications and training	(Including professional body qualifications, NVQs etc and Training) <ul style="list-style-type: none">➤ GCSE Maths and English A-C or equivalent (or equivalent level of experience.➤ Business and administration qualification (NVQ and above) or equivalent experience desirable.

Experience	<ul style="list-style-type: none"> ➤ Involvement in school self-evaluation and improvement planning ➤ Line management experience ➤ Contributing to staff development ➤ Working with children or young people ➤ Experience of HR processes or data protection are not essential but would be advantageous
Skills and knowledge	<ul style="list-style-type: none"> ➤ Excellent attention to detail ➤ Effective communication and interpersonal skills ➤ Ability to communicate a vision and inspire others ➤ Ability to build effective working relationships with staff and other stakeholders ➤ Understanding of data protection and confidentiality
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Embraces change well ➤ Deals with difficult situations effectively

Notes:

This job description may be amended at any time in consultation with the postholder.