

Polehampton CE Junior, Infant and Nursery Schools

Let your light shine (Matthew 5:16)

Gratitude - Friendship - Perseverance - Forgiveness - Honesty – Compassion

Job title	Operations Assistant
Employer	The Keys Academy Trust
Responsible to	Operations Manager
Employment status	Permanent
Grade/Scale/Salary	Grade 4 (7-11)
Hours of work	20 hours per week (Monday to Friday, or four days a week, for the right candidate) Term-time plus 1 week (insets)

Safeguarding statement

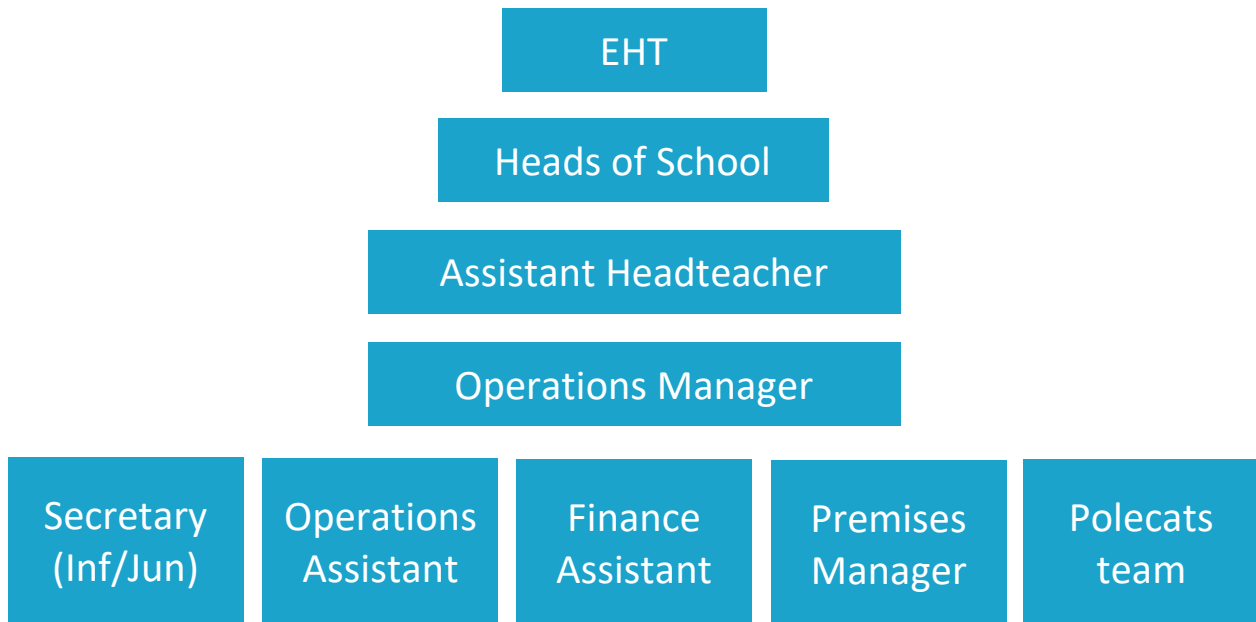
We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to the following:

- Providing a safe environment for children and young people to learn in.
- Identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.
- Undertaking regular training to keep up-to-date with current legislation.

Main job purpose

To manage the day-to-day operational functions of the school, as directed by the Operations Manager, to support the vision of ensuring efficient, compliant and effective systems that enable pupils and staff to thrive. The Operations Assistant will take an active role in administration, finance support, health and safety, compliance and operational planning. The post holder will also work with other members of the admin team to support the smooth running of the school.

Organisation Chart



Job Description

1. Human resources

- 1.1 Support the Operations Manager to onboard newly-appointed staff, including undertaking administrative set up and training.
- 1.2 Ensure staff and governors are up-to-date with training.
- 1.3 Monitor timesheets for all staff, in conjunction with the Operations Manager.

2. Systems, processes and administration

- 2.1 Complete daily activities for key systems.
- 2.2 Be responsible for the general management of the school's administrative, IT, admissions and attendance systems (including organising user logins, passwords, liaison with IT provider).
- 2.3 Manage the admissions administration processes.
- 2.4 Coordinate school transport and educational visits administration where appropriate.
- 2.5 Maintain assets using the Trust's agreed systems.
- 2.6 Provide administrative support across operational functions (including premises-linked).

3. Health, safety and compliance

- 3.1 Manage the compliance and training records across the school, ensuring staff meet expected deadlines.
- 3.2 Manage and update risk assessments and compliance records, in conjunction with the Operations Manager.
- 3.3 Support the Operations Manager by contributing to documents and audits, including (but not exclusively) the Business Continuity Plan, Good Estate Management plan, Net Zero Action Plan and Risk Registers.
- 3.4 Implement agreed systems and plans for fire safety, emergency planning and business continuity arrangements. Act as the school's Health and Safety co-ordinator and Fire Warden.
- 3.5 Ensure compliance with GDPR and records management procedures.
- 3.6 Maintain compliance schedules, alongside the Premises Manager.
- 3.7 Update statutory records.
- 3.8 Monitor training records and reminders.
- 3.9 Support policy review administration.
- 3.10 Maintain accident records.
- 3.11 Support fire drill administration.

4. Finance and procurement

- 4.1 Have a sound understanding of the grants and other income streams (e.g. Pupil Premium Grant), in conjunction with the relevant leads (e.g. PPG Lead), and stay up-to-date with the latest changes to financial policy and funding opportunities.
- 4.2 Support the Operations Manager with budget planning and financial reporting.
- 4.3 Oversee the monitoring of the school's budget areas, in line with agreed control procedures, and ensuring that orders are only processed where budgets allow.
- 4.4 Support the Finance Assistant with the collection of debts in line with the school's financial procedure.
- 4.5 Liaise with suppliers in order to resolve ad-hoc financial and administrative queries that may arise.
- 4.6 Promote the highest standards of business efficiency within the administrative function of the school.
- 4.7 Ensure the highest and most effective use of resources, which positively contribute to the school's learning objectives.

5. Premises, facilities and projects

- 5.1 Support the maintenance and development of the school site, including supporting the progress of key capital projects.

- 5.2 Support the coordination of planned maintenance programmes.
- 5.3 Support the Operations Manager and Premises Manager to ensure buildings remain safe, secure and compliant.
- 5.4 Manage contractors working on site, alongside the Premises Manager.

6. Communication

- 6.1 Maintain effective relationships with Trust central teams and all school staff.
- 6.2 Liaise with contractors, suppliers and external agencies.
- 6.3 Promote excellent customer service for parents and visitors.

7. Supporting the wider work of the school

- 7.1 Provide ad-hoc office cover and secretary support, including completing administrative tasks as necessary.
- 7.2 Actively support the school's and Trust's equal opportunity policies, and ensure that all pupils have equal access to opportunities to learn and develop.
- 7.3 Attend relevant meetings (including Finance support meetings and staff meetings) and carry out any other relevant administrative tasks as directed by a line manager.
- 7.4 Take responsibility in developing own continuing professional development.
- 7.5 Actively contribute to the SEF and SIP, making meaningful and considered suggestions in areas where the school requires them most.
- 7.6 Work, as required, with the SLT and be a positive and proactive advocate of the school's continued progress and success.

8. General

- 8.1 Undertake other duties appropriate to the grade of the post, as allocated by the SLT or TKAT central team.
- 8.2 Maintain confidentiality at all times.
- 8.3 Set a good example in terms of dress, punctuality and attendance.
- 8.4 Safeguard the welfare of all pupils and staff.
- 8.5 Support the wider life of the school.

Person Specification

Key:

- E = Essential; D = Desirable; MOA = Method of Application.
- A = Application; I = Interview and assessment; R = Reference; C = Certificate.

Qualifications and Training	E	D	MOA
Suitable qualifications (e.g. GCSE or equivalent), including Mathematics and English.	X		A/C
Relevant training or qualifications.		X	A/C
Able to demonstrate good educational standard and relevant work experience.		X	A/C
Safeguarding training/		X	A/C
Skills / abilities	E	D	MOA
Excellent communication and interpersonal skills.	X		A/I/R
Excellent written and verbal communication.	X		A/I/R
Maintain confidentiality at all times.	X		A/I/R
Ability to use technology effectively and efficiently.	X		A/I/R
Experience	E	D	MOA
Experience of the procurement process.		X	A/I
Experience of dealing with and managing enquiries from parents, public and staff.		X	A/I
Experience of making changes to continuously make improvements.		X	A/I
Proven success in the management of excellent administrative, technical, clerical and customer service support functions in a fast-paced environment.	X		A/I
Successful and relevant leadership experience.		X	A/I
Experience of working effectively with a wide range of external partners and agencies.	X		A/I
Experienced in the use of spreadsheets and financial systems.	X		A/I/R
Have experience of a customer-focused service provision.	X		A/I
Experienced in banking and allocation of income/payments.		X	A/I
Experienced in finance.		X	A/I
Personal qualities	E	D	MOA
Ability to work constructively as part of a team.	X		A/I/R
Calm under pressure, adaptable and energetic.	X		A/I/R
A kind, warm and caring person.	X		A/I/R
A sense of responsibility and purpose.	X		A/I/R
Good organisation skills, attention to detail.	X		A/I/R
An ability to use initiative and prioritise work.	X		A/I/R
Being accurate and well organised in approach to work.	X		A/I/R
Skills and confidence to coach and mentor staff and tackle underperformance.	X		A/I/R
Good attention to detail.	X		A/I/R
Excellent time management skills.	X		A/I/R
Ability to work under pressure while remaining calm.	X		A/I/R
A good sense of humour and a positive outlook on life and challenges.	X		A/I/R
Flexibility and use of initiative.	X		A/I/R
Aptitude which supports evidence-based decision making.	X		A/I/R
Ability to negotiate and influence.		X	A/I/R
Knowledge and skills	E	D	MOA
An understanding of key principles and the aptitude to develop and apply these further.	X		A/I/R
An ability to analyse data and evidence of higher-level IT skills (particularly MS Office).		X	A/I/R
An ability to keep abreast of and interpret legislation and regulations.		X	A/I/R
Working knowledge Health and Safety legislation.		X	A/I/R

A sound knowledge of facilities management.		X	A/I/R
An understanding of procurement contracts, risk assessment, health and safety and outsourced services.		X	A/I/R
An understanding of school management issues and the role of the local governing body.		X	A/I/R
Demonstrate an understanding of and aptitude for the basic principles in sound financial management.	X		A/I/R
Ability to work to a deadline.	X		A/I/R
Good analytical skills.	X		A/I/R
Knowledge of local government finance.		X	A/I/R
Good level of written and oral communication skills.	X		A/I/R
Ability to contribute positively to a team.	X		A/I/R
Other Work Requirements	E	D	MOA
A commitment to safeguarding and promoting the welfare of all pupils and the willingness to undertake appropriate child protection training when required.	X		A/I/R
Committed to equality of opportunity.	X		A/I/R
Suitability to work with children.	X		A/I/R
Participate in training and development activities.	X		A/I/R
Understanding of the wider community and willingness to engage with out-of-school activities (e.g. school fayres).	X		A/I/R