



JOB DESCRIPTION

| Role Title | Department | Reports to |
|--------------------------|------------|--------------------|
| Operations Administrator | Operations | Operations Manager |

PURPOSE

The post holder will provide an efficient and comprehensive administrative service to the Operations team, to support the efficient running of the Academy. The post holder will be expected to actively model and promote the values and ethos of the Academy in accordance with the Associate Staff Standards and to perform across a diverse range of activities within the Operations Team. The following job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties. The Trust reserves the right to alter this job description at any time.

DIMENSIONS

| Direct Reports | Budget Responsibility |
|----------------|-----------------------|
| None | None |

PRINCIPAL ACCOUNTABILITIES

- Provide efficient administrative support to the Operations team, including Finance, Procurement, Lettings, Site and First Aid & Wellbeing.
- Provide administrative support for School events, as required. Occasional support at events outside of school hours may be requested.

Lettings

- Generate monthly lettings invoices based on agreed bookings and process cancellations/amendments as necessary. Monitor payment of invoices and carry out credit control.
- Manage queries from new and prospective hirers
- Implement marketing and pricing strategy.
- Maintain accurate records of bookings and manage the waiting list
- Work with the Lettings team to ensure customers receive excellent customer service, and queries are responded to promptly and effectively
- Other administrative duties to support lettings, as required.

Finance

- Support Academy colleagues with the appropriate coding of purchase requests and obtaining value for money.
- Raise requisitions on behalf of assigned departments
- Assist with supplier queries in respect of payments and orders
- Carry out school trip costings and administer payment items through Parentmail.

- Assist with cash management and banking.
- Support with income generation
- Other general accounting, reporting and administrative duties as required
- Work within the mandatory guidelines within the Academy Trust Handbook and the Trust's Financial Procedures (Finance Manual).

Procurement

- Support the Operations team with procurement projects
- Support with managing the contracts database

First Aid and Wellbeing

- Support with the administration of medical records

Site team

- Support with record keeping and administration

Other

- Support the Operations team with project work, as required
- Attend and participate in relevant meetings, as required.
- To provide absence cover for Operations team colleagues, as required
- Demonstrate knowledge, understanding and positively promote equality of opportunity.
- Support a positive culture throughout the organisation and adopts behaviours that exemplify the Trusts culture.
- Encourage the development of productive and collaborative working relationships across the Trust.
- The post holder will be required to undertake other duties and any reasonable instructions given by the line manager or the Trust.

PERSON SPECIFICATION

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|--------------------------------------|---|
| Qualifications/Education Training | <ul style="list-style-type: none"> • Educated to A Level, or above or to an equivalent standard (Desirable) • Minimum of GCSE grade 'C' in English and Maths (Essential) |
| Knowledge/Experience | <ul style="list-style-type: none"> • Previous administrative experience (Essential) • Extensive knowledge and experience of Microsoft packages including Word and Excel (Essential) • Previous experience of working in a school or the desire to work with young people (Desirable) • Experience of financial processing (Desirable) • Understanding of Data Protection Legislation (Desirable) |

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| | <ul style="list-style-type: none"> • Ability to work under pressure and on own initiative (Essential) • Excellent attention to detail. (Essential) |
| Technical/Business Skills/Ability | <ul style="list-style-type: none"> • Excellent IT skills, including SIMS, Microsoft Word, Excel and Outlook. (Essential) • Excellent interpersonal skills and written skills. (Essential) • Able to demonstrate decision making skills and the use of initiative. (Essential) • Excellent organisation and administrative skills. (Essential) |
| Particular aptitude/Personal skills required | <ul style="list-style-type: none"> • Professional communicator at all levels, capable of multitasking and delivering to strict deadlines (Essential) • The ability to be flexible and handle varied levels of pressure with consistent ability to meet deadlines (Essential) • A talented problem solver, confident in sharing and implementing their ideas (Essential) • Versatile, flexible and enjoys working as part of a team. (Essential) • Excellent initiative, enthusiasm and commitment (Essential) |

Associate Staff Standards

We, as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: