



Job Description

Job Title: Operations Manager

Location: Stanton Vale School

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Job Title	Operations Manager
Location:	Stanton Vale School
Hours per week:	37 hours per week
Weeks worked per year:	52 weeks per year
Reporting to:	Headteacher
Salary Scale:	Support Pay Scale - Grade 8/9 dependant on experience (Points 12-19), Actual Salary £29,719 - £34,317 per annum

Main purpose of Role

- Contribute to and promote the vision, values, moral purpose, and ethos of the school and Trust.
- Monitor operational service delivery escalating concerns where appropriate.
- Provide operational support to help ensure the school adheres to statutory requirements.

Principal Accountabilities:

Main Duties	<p>Finance</p> <ul style="list-style-type: none"> • Contribute to the finance operations of the school or trust in line with financial procedures • Supervise all financial administration locally as directed by the trust • Assist in producing financial information to assist reporting and the timely and accurate submission of statutory returns • Operate internal control systems in accordance with established procedures • Help manage debtors and creditors • Maintain the school or trust contract register to support forward procurement planning processes • Reconcile month end processes for the school. <p>Human Resources</p> <ul style="list-style-type: none"> • Provide timely and efficient support to applicants and managers during the recruitment and selection process • Work with managers to ensure new staff undergo appropriate and supportive induction processes • Organise the recruitment for new roles to the school
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- Administer and collate appropriate documentation relating to new starters, and leavers
- Administer internal and external learning and development activities
- Organise CPD opportunities for school staff
- Ensure CPD records are up to date
- Prepare data for payroll and reconcile
- Keep accurate and appropriate HR records, including (but not limited to) those related to absence management, and performance management.

Operational and Administration Management

- Be aware of professional learning available to support self and other admin team members
- Line manages the admin team and its operational functions reporting successes or concerns to the Headteacher
- Implement sustainable practices and environmentally friendly initiatives in the school or trust
- Ensure GDPR compliance of the admin office and school.
- Arrange or supervise the administration of pupil data, census, staff HR information, transportation information as part of the business functions required by the school.

Estates Management

- Provide data and information to support the estates activities across the school
- Assist with maintenance of the school asset register, supporting risk assessment process, business continuity and compliance portal

Income Generation

- Coordinate school income-generating activities and engage with stakeholder groups to maximize opportunities
- Manage all aspects of the current letting contracts within the school.

Other responsibilities

Perform other duties assigned by the Headteacher and trust within the role's nature and grade.

<p>Other General Requirements</p>	<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities & GDPR. • Provide a high standard of customer service in all dealings internal and external to the MAT
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This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT 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.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE Maths and English Grade C or above (or equivalent) 	<ul style="list-style-type: none"> Level 3 or above Business Admin qualification
Experience	<ul style="list-style-type: none"> Minimum 2 years' experience in an office environment Experience in using IT software including Microsoft packages 	<ul style="list-style-type: none"> Working in a school environment including communicating effectively with pupils, parents and carers Line Management experience Used to dealing with members of the public Working with financial information
Knowledge and Abilities	<ul style="list-style-type: none"> Organisational skills including prioritisation Communication skills both written & oral Listening skills Ability to interpret information/data Literacy & Numeracy skills Accuracy & attention to detail Ability to undertake all routine office practices Ability to comply & work with procedures & policies Good IT skills including word processing & spreadsheets To work effectively across teams and functions To follow instructions & complete work unsupervised To exercise & promote customer care 	<ul style="list-style-type: none"> Analytical skills Knowledge of financial regulations & payment systems Knowledge of GDPR Knowledge of policies & procedures Knowledge of Arbor (MIS) Experience of working with key stakeholders to a business.



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Signed: HR Team

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