

# Job Description

**Greensand Support Staff Salary**

**Scale:** Points 14-18, £30,647 to £32,867  
(pro rata £13,858 to £14,862)

**Working hours:** 18 hours per week over  
41 weeks per annum

**Contract type:** Permanent

## Operations Manager

### Job Purpose

The Operations Manager is responsible for overseeing the day-to-day administrative and operational functions of the school. This role ensures that the school runs efficiently and effectively, providing a safe, nurturing, and conducive environment for learning.

The Operations Manager works closely with the Senior Leadership Team to support the school's educational objectives.

Working hours – 18 hours per week over 41 weeks per annum (term time plus an additional 2 weeks to be worked during periods of school closure). This is a school (office) based role.

### Key Accountabilities

#### Administrative Management

- Oversee the administrative operations within the school, including record-keeping and compliance with educational regulations.
- Lead the school's administrative support staff, including reception, finance and premises staff.
- Maintaining and updating the school's cyber response plan.
- Lead on Data Protection in the school ensuring that all breaches and requests are forwarded to the Data protection Officer in the Greensand Central Team.
- Ensuring that wraparound care in the school is being managed effectively

#### Facilities and Maintenance

- Ensure the school's facilities are well-maintained, safe, and meet the needs of children and staff.
- Coordinate with premises staff and external contractors for repairs, maintenance and renovations.
- Manage the school's safety protocols, including emergency preparedness and response plans.
- Assist with projects and applications for funding

#### Human Resources and Finance

- Oversee staff attendance, performance appraisals and professional development plans.
- Manage the Single Central Record.

- Manage the school's monthly payroll, including expenses and overtime claims.
- Responsible for planning and arranging cover as required (in conjunction with the Senior Leadership Team).
- Undertake PA duties for the Senior Leadership Team as directed.
- General approval of invoices
- Posting of regular monthly standing order and direct debit payments

#### Technology and Resources

- Coordinate IT updates, upgrades and network management with the school's IT provider.
- Ensure appropriate IT is in place to support educational activities.
- Support the Senior Leadership Team in producing and reporting statistical information as required.

#### Health and Safety

- Ensure the school complies with all health and safety regulations.
- Conduct regular safety checks of the building.
- Participate in termly H&S visits with Trust Estates and Contract Manager.
- Ensure that all staff receive mandatory health & safety training, for example, fire awareness, and keep records of this.
- Advise and write Risk Assessments where required.

#### Communication and Stakeholder Engagement

- Act as a liaison between the school and external stakeholders, including parents, local authorities and community organisations.
- Manage internal and external communications to ensure timely and effective information dissemination.

#### Lettings and Event Management

- Coordinate arrangements for school events, meetings and extracurricular activities.
- Market the school with the view of increasing lettings income. Ensure correct paperwork is provided for new lettings.

#### Premises Management

- Oversee purchase, repair and maintenance of all furniture, equipment, and fittings, in line with Value for Money principles.
- To keep records of, and to initiate, regular fire practices and alarm tests. To ensure emergency procedures are current and timely.
- To coordinate the management, development, and maintenance, and efficient use of the buildings, facilities, grounds, and furnishings.
- Ensure the appropriate placing and monitoring of all service contracts including cleaning.
- Management of the security, maintenance, heating, cleaning and other general site service.

#### Notes:

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

## Person Specification:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Educated to GCSE or equivalent including Maths and English (grade A-C/Level 5)</li> </ul>	<ul style="list-style-type: none"> <li>First aid training and/or be willing to undertake it</li> <li>NVQ in business administration and/ or finance qualifications</li> </ul>
Experience	<ul style="list-style-type: none"> <li>At least 3-5 years of experience in operations/office management or administration</li> <li>Experience in working in an office environment</li> <li>Experience of working within a team</li> <li>Excellent communication skills, both verbal and written</li> </ul>	<ul style="list-style-type: none"> <li>Worked in a school office environment</li> <li>Experience of school administration systems</li> <li>Experience of managing a team</li> <li>Ability to analyse and evaluate data</li> <li>Experience in undertaking school admissions process</li> <li>Experience in invoicing and purchasing</li> <li>Experience of working with children and families</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>Be confident in the use of the suite of MS Office programmes</li> <li>Understand GDPR legislation</li> <li>Understand the statutory requirements of legislation concerning Safeguarding, including</li> <li>Child Protection, Equal Opportunities, Health &amp;</li> <li>Safety and inclusion</li> <li>Ability to communicate with a wide range of people which include pupils, staff, parents, visitors</li> <li>Promote a positive working environment</li> <li>Be able to prioritise workloads; have</li> <li>excellent time management and organisational skills</li> <li>Accurate and efficient record keeping and filing</li> <li>Be able to work under pressure and meet deadlines</li> <li>Produce accurate work</li> <li>Understand the need for confidentiality</li> <li>Be able to use own initiative and also work well as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Experience in the use of Arbor</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Warm and approachable manner</li> <li>Excellent time keeping</li> <li>Organised and resourceful</li> <li>Self-motivated</li> <li>Willingness to learn</li> <li>Smart, professional appearance</li> <li>Commitment to the safeguarding and promotion of the welfare of all children and young people</li> <li>Commitment to Equality, Diversity and Inclusion</li> </ul>	