



Job Description

Job Title: Operations Manager

Location: St Clares School DE3 9AZ

Job Description

Job Title	Operations Manager
Location:	St Clares School (4 Rough Heanor Road, Mickleover, Derby DE3 9AZ)
Hours per week:	37 per week
Weeks worked per year:	All year round (part time and term time may be considered for the right candidate)
Reporting to:	Regional Business Lead
Salary Scale:	Grade F (£32-,024-£32,597)

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:

Finance

- Contribute to the finance operations of the school or trust in line with financial procedures
- Supervise all financial administration locally as directed by the Regional Business Lead
- 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.

Human Resources

- 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
- 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 Executive Business Manager
- 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, 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 Executive Business Manager within the role's nature and grade.

Other General Requirements	<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust
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	<ul style="list-style-type: none"> • 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 • Provide a high standard of customer service in all dealings internal and external to the MAT • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
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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

QUALIFICATIONS AND EXPERIENCE		
Essential		<ul style="list-style-type: none"> Business management experience in a senior or middle management position Qualified to Level 4 Diploma in SBM or equivalent in a relevant discipline Experience of working with or for a school or academy in a business management function Managing budgets, financial systems and accounts Line management and professional development of staff teams Leading improvement and change projects Procurement and gaining value for money Buildings compliance / health and safety experience Experience of working in the academy / academy Trust sector Experience of advising managers regarding effective people management policies and practices
Desirable		<ul style="list-style-type: none"> Qualified to Level 5/6 Diploma in SBM or equivalent in a relevant discipline Experience of working with special / AP academies Income generation and business development
KNOWLEDGE AND ABILITIES		
Essential		<ul style="list-style-type: none"> A demonstrable, passionate commitment to improving the lives and opportunities of vulnerable children and young people Ability to operate, plan and think at a strategic level Able to critically analyse information, evaluate data and assess risk to make informed, evidence-based judgements, recommendations and decisions. Excellent time management, organisational and administrative skills Ability to collaborate with and influence a range of stakeholders both internal and external. Excellent ICT skills - MS Office products, finance packages and other software

	<ul style="list-style-type: none">• Knowledge of relevant legislation (employment, information management, health and safety etc.)• Ability to work with tact, diplomacy and discretion and maintain confidentiality• Capable of leading and managing change• Confidence in negotiating, challenging and influencing others• A professional, pragmatic, and risk-based approach• Able to inspire and motivate others within their team, academy and Trust• Creative thinking with the ability to anticipate and solve problems• Ability to multi-task, prioritise and remain calm in a pressurised environment• Personal energy and resilience in the face of challenge• Full driving licence - ability and willingness to travel
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