



## Job Description

**Job Title:** **Academy Operations Manager**

**Location:** Coventry Alternative Provision Academy

**Salary Band:** Band E, Point 27 – 33,  
£38,220 - £44,075 per annum pro rata,  
£35,256 - £40,657 Actual

**Contract:** 37 hours, term time only + 3 weeks  
(42 weeks worked, 48.1 weeks paid)

**Line Manager:** Headteacher

### Overall Purpose of the Role:

Reporting to the Headteacher, the Academy Operations Manager will oversee the school's administrative function ensuring that data, records, communications, GDPR, compliance and inspections are accurate and up to date.

The Academy Operations Manager will act as the school's lead for health and safety, ensuring that risk assessments, policies, training and statutory checks are in place, that staff and pupils are kept safe, and that incident reporting and follow-up are robust and compliant.

In addition, the role will oversee the day-to-day administration of HR processes, staff wellbeing, recruitment and training compliance. You will ensure that line management processes, absence management, induction, performance review and safer recruitment practices are fully embedded and followed.

The Academy Operations Manager will act as the school's operational lead for IT, working closely with Trust IT services to ensure systems, equipment and support meet the needs of staff and pupils.

Contribute to whole school leadership by representing the Admin and site team as a member of the Extended Leadership Team (ELT).

### Operational Responsibilities

- To positively and actively contribute to whole school improvement, by providing overseeing administrative and operational support to the Headteacher and academy leadership team.
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to.

- Set appraisal targets for administration and site staff and line manage through regular 1:1 meetings.
- With support from Trust data protection service ensure the school complies with requirements of the Data Protection Act and all processes and procedures are in place to ensure GDPR which include Subject Access Requests, FOI requests. Complaints and Breaches are reported.
- Coordinate on-site IT support, manage issues and ensure that assets, access and data security are appropriately controlled.
- Developing the schools' use of its data (Through relevant MIS systems e.g. Arbor, Every etc) to provide intelligence that enables focused school improvement based on collated and analysed data undertaken in the most efficient and effective way possible.
- Working with the Data/Exams officer and a range of staff to develop the most effective use of management Information systems reporting features for the benefit of the Academy. Establish cross Trust links to share relevant training and good practice.
- Where required support the Exams Officer in ensuring that all procedures and routines relating to examinations are in place and ensure that the school provides the best possible examination experiences to enhance progress. Deputise for the Exams Officer in their absence.
- Manage social media and the school website.

### **Premises and Health and Safety Responsibilities**

- Under the guidance of SAPMAT central team, ensure effective, safe operation of all Site, Grounds and Facilities.
- Manage the Site Team to ensure effective operation of all facilities which meet mandatory and regulatory compliance.
- Monitor and manage the schools reporting and compliance systems ensuring an effective and efficient, compliant and safe Estate.
- Develop a repair and maintenance programme for the school, working in partnership with the site team and set budgets.
- Manage building related service level agreements and other operational contracts which can also demonstrate value for money.
- Planning and oversight of maintenance, works and projects working collaboratively with the Headteacher and SAPMAT central team to ensure best value for money and in planned and delivered accordance with all regulations.
- Develop the estates plan for Coventry Alternative Provision Academy working collaboratively with SAPMAT central team.
- To manage all contractors on site ensuring all appropriate documentation, including insurance, qualifications and safety checks, including safeguarding, are in place and correct.
- Lead and manage site staff to ensure day-to-day maintenance is completed in a timely manner, to a high standard and in line with risk assessments.
- Ensure the academy minibus is managed in accordance with compliance, contracts and school policies
- Ensure CCTV is operational and used compliantly, in line with Trust guidance/policies.
- Manage cleaning contracts to ensure performance as expected.

## **HR Responsibilities**

- Work collaboratively with the SAPMAT central team to manage the day-to-day administration of HR processes and procedures in accordance with Trust procedures.
- Be first point of contact for HR matters for school staff and manage short term issues and staff wellbeing.
- Record and manage the day-to-day absence, leave of absence administration and other general staffing matters including but not limited to annual leave entitlements, return to work and absence management procedures.
- Manage the school's single central register ensuring compliance in line with safeguarding requirements.
- Oversee the training records for the Academy and ensure all mandatory training is carried out in a timely manner.
- Ensure Induction checklists for all new starts are completed within the set time frame.

## **Health, Safety and Security**

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

## **Pastoral Care**

- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

## **Continuing Professional Development – Personal**

- In conjunction with the Line Manager, take responsibility for personal professional development, keeping up to date with research and developments related to Academy efficiency, which may lead to improvements in the day-to-day running of the Trust.
- Undertake any necessary professional development as identified in the Trust Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the CEO, the Director of Operations or the incumbent of the post.