

Job Description

Greensand Support Staff Salary Scale:

Point 19-23

Working hours: 30 hours per week over 42 weeks per annum**Contract type:** Permanent**Reporting to:** Headteacher

Operations Manager (Level 2)

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 as an integral part of the Senior Leadership Team to support the school's educational objectives.

Working hours – 30 hours per week over 42 weeks per annum (term time plus an additional 3 weeks to be worked during periods of school closure).

This is a school (office) based role.

Key Accountabilities

Office 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, holding regular team meetings and undertaking recruitment, induction, appraisal, training and mentoring responsibilities
- Maintain and update 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
- Take the lead role in the planning, development, design, organisation and monitoring of support systems, procedures and policies
- Detailed analysis and evaluation of data, producing detailed reports/information as required
- Produce and respond to complex correspondence
- Completion and submission of complex forms, returns etc., including those to outside agencies
- Support in negotiating, managing and monitoring contracts and tenders
- Oversee and implement financial processes, including debt recovery

- Ensure the school maintains compliance with statutory and regulatory requirements
- Support the strategic objectives of the school and contribute to school improvement planning
- Foster a positive, collaborative and high-performing team culture

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

- 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
- Complete IR35 status determinations as required and engage with off payroll workers

Technology and Resources

- Coordinate IT updates, upgrades and network management with the Trust'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 walk arounds 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, ensuring appropriate control measures are in place
- Coordinate emergency planning and business continuity arrangements
- Oversee the management of accidents, incidents and investigations
- Ensure statutory inspections, testing and certifications are completed and maintained

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
- Keep records of, and to initiate, regular fire practices and alarm tests. To ensure emergency procedures are current and timely
- 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
- Management of the maintenance, security and development of school buildings and grounds
- Coordinate planned preventative maintenance programmes
- Oversee the management of site improvement and refurbishment projects

Financial Administration

- Act as the school's lead contact for day-to-day purchasing and procurement activities.
- Ensure all purchases are appropriately authorised in accordance with the Trust's Scheme of Delegation and Financial Regulations.
- Raise, monitor and track purchase requisitions and orders using the Trust's financial systems.
- Verify that goods and services received match purchase orders and agreed specifications.
- Review and check supplier invoices for accuracy, coding, budget allocation, authorisation and value for money before submission to the Trust Finance Team for payment.
- Investigate and resolve invoice queries with suppliers, budget holders and finance manager
- Maintain accurate records of orders, deliveries, invoices and supporting documentation.
- Monitor outstanding purchase orders and take appropriate action to ensure prompt invoicing and payment.
- Promote compliance with the Trust's procurement, financial and internal control procedures.
- Support the identification of opportunities for cost savings and improved value for money across the school.

Procurement and Contract Management

- Lead procurement activities to achieve best value and compliance with financial regulations
- Manage service contracts and supplier relationships
- Monitor service performance against agreed standards and key performance indicators
- Identify opportunities for cost savings and operational efficiencies

Safeguarding

- Ensure operational practices support the school's safeguarding responsibilities
- Promote a culture where safeguarding and pupil welfare are paramount
- Adhere to statutory safeguarding guidance and school policies
- Undertake safeguarding training as required

Notes:

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

Person Specification:

	Essential	Desirable
Qualifications	• Educated to GCSE or equivalent including Maths and English (grade A-C/Level 5)	• First aid training and/or be willing to undertake it • NVQ in business administration and/ or finance qualifications
Experience	• At least 5 years of experience in operations/office management or administration • Experience in working in an office environment • Experience of working within a team • Excellent communication skills, both verbal and written	• Worked in a school office environment • Experience of school administration systems • Experience of managing a team • Ability to analyse and evaluate data • Experience in undertaking school admissions process • Experience in invoicing and purchasing • Experience of working with children and families
Knowledge and Skills	• Be confident in the use of the suite of MS Office programmes • Understand GDPR legislation • Understand the statutory requirements of legislation concerning Safeguarding, including • Child Protection, Equal Opportunities, Health & • Safety and inclusion • Ability to communicate with a wide range of people which include pupils, staff, parents, visitors • Promote a positive working environment • Be able to prioritise workloads; have • excellent time management and organisational skills • Accurate and efficient record keeping and filing • Be able to work under pressure and meet deadlines • Produce accurate work • Understand the need for confidentiality • Be able to use own initiative and also work well as part of a team	• Experience in the use of Arbor
Personal Qualities	• Warm and approachable manner • Excellent time keeping • Organised and resourceful • Self-motivated • Willingness to learn • Smart, professional appearance • Commitment to the safeguarding and promotion of the welfare of all children and young people • Commitment to Equality, Diversity and Inclusion	