



Moorlands
Learning Trust



**FURTHER
PARTICULARS FOR
THE POST OF:**

**OPERATIONS
MANAGER**

SEPTEMBER 2026

MENSTON PRIMARY SCHOOL
OPERATIONS LEAD
Salary: SO1 SCP 23 - 25

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the school to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

- Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
- Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.
- Moorlands Learning Trust (MLT)/Menston Primary School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Moorlands Learning Trust/Menston Primary School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Continuous Professional Development

The school values each staff member and is committed to ensuring the holder of this post will have the opportunity to access appropriate CPD in order to further develop their ability to fulfil this role and further enhance their future career prospects.

Safer Recruitment

Moorlands Learning Trust/Menston Primary School is committed to the safety and well-being of all our pupils and staff and will follow all policies and recommended procedures to ensure the safe recruitment of staff.

PRIME OBJECTIVES OF THE POST:

- Organise and supervise whole school administrative and office systems; contributing to the management and implementation of administrative functions as well as plan and implement new initiatives to ensure an effective service to the school.
- Plan, develop and monitor support services, including coordination and delegation of relevant activities.
- Understand the implications of government policies and educational trends and developments.
- Under the guidance of the Moorlands Learning Trust, you will have supervisory responsibility for the management of contracts, facilities, lettings and health and safety.

- Management of the administration team and Care Club Manager.
- May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

RESPONSIBLE TO HEADTEACHER THE POST HOLDER WILL:

KEY RESPONSIBILITIES:

- To manage the administrative work of the Leadership Team; providing organised, complex and advisory support to the Senior leadership Team and other staff.
- Work with minimum supervision; planning and arranging own workloads as well as that of others.
- Will be expected to autonomously make decisions and exercise considerable initiative in performing delegated duties, escalating complex issues where necessary.
- To promote and maintain a professional and courteous service.
- Promote and maintain an efficient, safe, and attractive environment for the children within school generally whilst being aware of and supporting difference to ensure equal opportunities for all.
- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals; developing constructive relationships and, under the guidance of the Headteacher, communicate/liase with both internal and external stakeholders/agencies/professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the Designated Safeguarding Lead in line with school policy and procedure.
- To support the Headteacher in the management of their workload, diary and in particular confidential correspondence.
- Under the direction of the Headteacher and working alongside colleagues at MLT you will manage, improve, develop, and supervise the whole school administrative function including those which are complex in nature; delegating relevant activities and liaising between other members of the management team/teaching staff as appropriate.
- Participate in training and other learning activities and performance development as required.
- In liaison with the Headteacher/ MLT colleagues, provide advice and guidance to staff and others on complex issues; undertaking research and obtaining information to inform decisions.
- Attendance and participation as appropriate in regular meetings including senior leadership team meetings and trustee (Scrutiny) meetings; recognise your own strengths and areas of expertise, share these skills, and use these to advise and support others.
- Take a lead role in the recruitment/induction/appraisal/training and development/mentoring of school and agency staff; managing associated employment procedures and Human Resources matters as well as liaising with external organisations to ensure appropriate clearance and checks are received.
- Under the guidance of MLT Estates Manager, prepare work specifications for tender, assist with the selection of contractors and report to the Governing Body as required.
- Take a lead role in the development and maintenance of the whole school's recording/information systems and ensure confidential data is retained in accordance with legal requirements.
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required.
- Take a lead role in procurement in accordance with the Trust's procurement policies and procedures.

- Hold budgetary responsibility and oversee all school purchasing, including the authorisation of purchase orders.
- Under the guidance of the Headteacher / MLT you will be responsible for the planning, development, organisation and administration of procedures and policies including those relating to safeguarding, security, data protection, HR, and payroll; liaising with the Headteacher, Senior Leadership Team and Governing Body as and when appropriate.
- Be responsible for the completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfE, LEA, other agencies, and stakeholders.
- Under the guidance of the Headteacher / MLT, oversee the management and maintenance of the school site, premises, lettings, and associated income.
- Take a lead role in marketing and promoting the school including taking responsibility in seeking sponsorship and funding.
- Work alongside the Care Club Manager and Finance Manager to ensure all controls are in place for Care Club to operate efficiently and effectively, with appropriate staffing ratios and to maximise income to reinvest into school projects.
- Work with the Finance Manager and Headteacher to prepare necessary papers to report to the governing body's Finance and Resources committee on H&S compliance and site developments/improvement works.
- Work with MLT Estates team and external contractors to effectively deliver programmed holiday works, access for cleaners, holiday activities and access for staff.
- Under the guidance of MLT, ensure compliance with all Health and Safety requirements including clear communication to all staff and pupils as well as recording and reporting health and safety matters to the Senior Leadership Team, Governors and other agencies as required.
- Ensure emergency procedures are current and timely; plan, instigate and maintain records of fire safety practices and alarm tests in liaison with the MLT Estates team.

KNOWLEDGE AND SKILLS: *(See Personal Specification)*

GENERAL REQUIREMENTS:

- Available to work term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, Trustees, parents/carers, community groups, local education authority, external providers etc.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

GENERAL ACCOUNTABILITIES:

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Designated Safeguarding Leads or Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.

- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

MENSTON PRIMARY SCHOOL

PERSONAL SPECIFICATION

OPERATIONS LEAD

Qualification and Training	Essential/D esirable E/D	How Identified
<input type="checkbox"/> School Business Partner specific qualification e.g. DSBM, CSBM, ADSBM or MSc. School Business Management.	D	Application and selection process
<input type="checkbox"/> NVQ Level 4 or degree level management/business qualification.	D	
<input type="checkbox"/> Evidence of continual professional development.	E	
<input type="checkbox"/> Recent appropriate CPD	E	
<input type="checkbox"/> Willingness to participate in CPD	E	
Experience, Knowledge and Skills	Essential/D esirable E/D	How Identified
<input type="checkbox"/> Minimum of 2 years' experience working at a senior/decision-making level, including the development, management, and operation of administrative and ICT systems, as well as carrying out a full range of relevant duties and managing a complex workload	E	Application and selection process
<input type="checkbox"/> Experience using Microsoft Office and complex databases with excellent IT skills. This should include the production of detailed reports and spreadsheets etc.	E	
<input type="checkbox"/> A willingness to develop a working knowledge of the school's relevant policies and procedures with an outline understanding of relevant legislation	E	
<input type="checkbox"/> Some experience of supervising and/or managing staff.	E	
<input type="checkbox"/> Experience of dealing with HR/payroll/Health and Safety matters.	E	
<input type="checkbox"/> Some experience of financial management including strategic financial planning, budgets and financial reporting; preferably in an education setting.	D	
<input type="checkbox"/> Some experience of maintaining complex financial information systems and making payments.	D	
<input type="checkbox"/> Have an understanding of national and regional educational services and how an administrative support service within a school is run.	D	
<input type="checkbox"/> Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level.	E	
<input type="checkbox"/> Knowledge of Health and Safety/First Aid/Medical/Fire Safety regulations/requirements.	E	
<input type="checkbox"/> Ability to use relevant equipment/resources/office machinery and able to undertake basic maintenance routines.	E	
<input type="checkbox"/> Meticulous attention to detail	E	
<input type="checkbox"/> Excellent oral and written communication skills	E	

<input type="checkbox"/> Ability to lead, motivate and work constructively as part of a team with a willingness to share knowledge, expertise, and experience.	E	
<input type="checkbox"/> Excellent organisational, communicating, and problem-solving skills with the ability to use own initiative and work proactively both in a team and independently.	E	
<input type="checkbox"/> Knowledge and commitment to schools' Equality policy.	E	
<input type="checkbox"/> Ability to self-evaluate learning needs and actively seek new learning opportunities.	E	
<input type="checkbox"/> Ability to remain calm under pressure; prioritising conflicting demands.	E	
<input type="checkbox"/> Maintain confidentiality in all matters relating to the school, its pupils, parents or carers in line with the Data Protection Act.	E	
<input type="checkbox"/> In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level. (E)	E	
<input type="checkbox"/> Ability to work constructively as part of a team	D	
<input type="checkbox"/> Experience of e-learning including mobile technologies	D	
Values	Essential/D esirable E/D	How Identified
<input type="checkbox"/> A passionate commitment to achieving the highest standards for all staff and students	E	
<input type="checkbox"/> Fully committed to a close working partnership with staff in all schools within the trust	E	
<input type="checkbox"/> Values equality, trust, happiness, openness, and support	E	
Personal Qualities	Essential/D esirable E/D	How Identified
<input type="checkbox"/> Strong moral purpose	E	Application and selection process
<input type="checkbox"/> Personal impact and presence	E	
<input type="checkbox"/> Conscientious and committed to high personal and professional standards	E	
<input type="checkbox"/> Skilled at building and forming productive working relationships with staff, parents and students, and the wider community	E	
<input type="checkbox"/> Enthusiastic about education and learning	E	
<input type="checkbox"/> Able to inspire confidence and remain positive and constructive under pressure, demonstrating characteristics such as integrity, resilience, and a sense of proportion	E	
<input type="checkbox"/> Self-critical and reflective, able to monitor and evaluate own performance and take action to improve or develop where necessary	E	
<input type="checkbox"/> Works well with colleagues and contributes effectively to the team(s)	E	

<input type="checkbox"/> Abides by the Trust's policies	E	
<input type="checkbox"/> Professional appearance	E	
<input type="checkbox"/> Emotionally intelligent	E	
<input type="checkbox"/> Sense of humour and perspective!	E	
Equal Opportunities	Essential/D esirable E/D	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Trust's Equality policy and practices as they relate to employment issues and to the delivery of services to the community	E	Selection process and reference
Circumstances - Personal	Essential/D esirable E/D	How Identified
<input type="checkbox"/> Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).	E	Selection process
<input type="checkbox"/> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).	E	
<input type="checkbox"/> Will not require holiday during term time	E	
<input type="checkbox"/> Flexibility – to work the necessary hours to meet the cyclical demands of the position	E	
Safeguarding	Essential/D esirable E/D	How Identified
<input type="checkbox"/> Has appropriate motivation to work with children and young people, and can relate to them	E	Selection process and reference
<input type="checkbox"/> Ability to maintain appropriate relationships and personal boundaries with children and young people	E	
<input type="checkbox"/> Displays commitment to the protection and safeguarding of children and young people	E	
<input type="checkbox"/> Good knowledge and understanding of the importance of safeguarding students and the welfare of staff, and of the action to take if necessary	E	

VARIATION IN ROLE:

Given the dynamic nature of the role and structure of The Moorlands Learning Trust, it must be accepted that, as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Recruitment and Selection Policy Statement

Moorlands Learning Trust is an equal opportunities employer and is committed to the protection and safeguarding of children and young people in our recruitment procedures and in all our work across and beyond the Trust. The Trust adheres to statutory guidelines in respect to safer recruitment including social media checks on all shortlisted candidates. All persons employed by the Trust, in any capacity, will undergo an enhanced Disclosure and Barring Service (DBS) check, and confirmation of employment is subject to a successful outcome. All teaching staff members recruited by the Trust have their eligibility to teach checked with the DfE.