



Astrea Academy Trust

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# Role Profile

Operations Manager

Castle Academy

## **ROLE SPECIFICATION**

<b>Academy / Department</b>	Castle Academy
<b>Post title</b>	Operations Manager
<b>Responsible to</b>	Principal
<b>Full time Salary</b>	SCP 16 – SCP 21
<b>Pro-Rata Actual Salary</b>	£28,053 - £30,466
<b>Working Pattern</b>	Term time – 41 weeks per year
<b>Pension</b>	Local Government Pension Scheme
<b>Working Hours</b>	37 hours per week
<b>Line Management Responsibility</b>	Yes

## **ROLE SUMMARY**

The Operations Manager is line managed by the school Principal and works closely with the SLT to ensure that the school operation supports a brilliant education. They are the designated lead for all HR and Finance related matters and the main liaison between school and the central team. They ensure compliance for safeguarding protocols, and work with Estates to ensure the school meets all health and safety legislation. They have line management responsibility of school operational staff.

## **Main Duties and Responsibilities**

### **Finance**

- ★\* Assist the central finance team in ensuring audit preparation and consistent compliance for Ofsted and FMGS (Finance, Management & Governance Self-Assessment).
- ★\* Ensure that financial transactions are carried out in an appropriate manner and that the financial regulations are adhered to (Academies Financial Handbook) in conjunction with the Finance Manager.
- ★\* Create purchase orders, goods receipting, and ensuring supplier invoices are paid in a timely manner.
- ★\* Supplier statement reconciliation and aged creditor report review, liaising with the Finance Manager.
- ★\* Maintain and obtain approval (authorised personnel) of the fortnightly academy BACS payment run.
- ★\* Track credit card transactions, and reconciliation of the credit card statement with posting of the spend on the PS Financials system.
- ★\* Produce variance analysis of actual V forecast each month with assistance from the Finance Manager.
- ★\* Oversee collection/banking, recording of school monies through financial systems.
- ★\* Assist the Principal in setting, monitoring of academy budget and forecast with the Finance Manager.
- ★\* To make business case applications as appropriate to the academy's needs with guidance from the Principal and Finance Manager.
- ★\* Identifying the need for, select and manage staff resources, in line with set academy budget.
- ★\* Monitoring monthly expenditure with Finance Manager and Principal at monthly

meetings.

- ★\* Management procurement/practise best value.
- ★\* Main inventory of school assets.
- ★\* Daily use of payroll portal to ensure correct staffing payments are made.

## **HR**

- ★\* Liaise closely with the Central HR function on all HR matters to ensure a consistent and professional approach is maintained.
- ★\* Management and reporting of staff sickness absence.
- ★\* Organise HR related meetings.
- ★\* Take minutes of confidential HR meetings as required.
- ★\* Responsibility for inputting staff and pupil data, including termly CENSUS.
- ★\* Responsibility for arrangement and tracking of supply staff.
- ★\* Responsibility for appropriate Payroll systems and their effective operation, e.g. contract changes.
- ★\* Responsible for updating and maintaining the single central record.

## **Estates Management**

- ★\* Responsibility for the management of facilities including use of premises and associated income, and major building works and projects.
- ★\* To co-ordinate the maintenance of the school site, including maintenance schedules, alongside premises staff.
- ★\* Develop work specifications and manage service contract register.
- ★\* Where appropriate, develop school facilities for out-of-school use.
- ★\* Keep records of and initiate regular fire practice and alarm tests. Ensure emergency procedures are current and timely.

### **Administration**

- ★\* Responsibility for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies.
- ★\* Responsibility for the design and effective operation of administration procedures.
- ★\* Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising.
- ★\* To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- ★\* Manage and maintain the academy stock and supply systems and processes.

## **General**

- ★\* Line management of office staff, premises and catering staff.
- ★\* Responsible for all aspects of personnel management of team members.
- ★\* Manage the appraisal process as required.
- ★\* Manage sickness absence as required.
- ★\* Manage any support/capability process as required.
- ★\* Provide support and guidance for team members.
- ★\* Oversee the organisation of out of school visits.

- ★ Responsible for the submission of relevant information to SLT, the Governing Body, Astrea and outside agencies e.g. DfES.
- ★ Responsible for the provision of specialist advice and guidance to SLT/Governing Body etc. on national and local guidelines/policy/statute etc.
- ★ Identify the need and be responsible for securing appropriate licenses and insurance.
- ★ Responsible for devising marketing and promotion strategies for the school.
- ★ In conjunction with SLT, take responsibility for the management of first aid within the school.

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
A qualification in School Business Management or equivalent experience.	•	
GCSE qualifications or equivalent and a good standard of literacy and numeracy.	•	
Evidence of ongoing professional development.	•	
Successful completion of relevant training.	•	
<b>Experience</b>		
Minimum of two years' experience in an administrative role.	•	
Experience of carrying out a varied range of administrative and business duties.	•	
Worked with a variety of IT systems including work processing, spreadsheet and database operation. Experience of using BromCom is desirable.		•
Experience in raising purchase orders and invoices and cash handling and the ability to use PS financials to monitor and maintain budgets.	•	
Experience of managing a diverse team – including those with specialist skills outside the range of the job holder.		•
Experience of supervising and developing staff, and using HR and performance management systems.	•	
Experience in the preparation and implementation of business plans, costings and budgets.	•	
Ability to take a leadership role within the school office, directing other staff and monitoring functions of the school office.	•	
Able to handle information in accordance with GDPR principles, dealing with confidential and sensitive information.	•	
<b>Knowledge</b>		
Knowledge of payroll systems, and the development, management and operation of administrative systems.	•	

Full working knowledge of relevant policies / codes of practice and awareness of relevant legislation.	•	
<b>Professional Skills</b>		
The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach were necessary to achieve the desired outcome	•	
The ability to manage change effectively	•	
High level personal IT skills and the ability to use these effectively in a range of situations	•	
Ability to work under pressure and to deadlines	•	
Able to prioritise conflicting demands whilst managing a diverse and demanding workload.	•	
An understanding and commitment to the protection and safeguarding of children and young people.	•	
Understands the challenges within education and wants to be part of a team that strives to make a positive impact every day.	•	
Meticulous attention to detail, able to utilise systems and data to find the best way to successfully support projects and tasks.	•	
<b>Personal Qualities</b>		
Confident, enthusiastic and motivated with a passion for education	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Ability to command credibility and respect	•	
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	
<b>Line Management</b>		
This role will have line management responsibility for others.	•	

## **GENERAL RESPONSIBILITIES**

- ★\* Contribute to the overall aims of the Trust and Academy Improvement Plans.

- ★ Commitment to continual learning and development of skills.
- ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★ Demonstrate an excellent record of attendance and punctuality.
- ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Keeping Children Safe in Education (KCSIE 2024)
  - Child Protection and Safeguarding Policy
- ★ Work cooperatively as part of the Trust wide staff team.
- ★ This role profile is not exhaustive and undertaking other duties may be required.

### **THIRD PARTY CHECK**

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	Yes
Is this role a Senior Leadership Role with management responsibility for the academy?	

### **APPLICATION PROCESS**

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)