



Job Description

Job Title:	Campus Operations Manager
Job Evaluation Code:	
Location:	Malcolm Arnold Academy and Malcolm Arnold Preparatory Academy
Job Purposes:	To lead the administrative, HR and finance activities of the support function within the campus, as part of the regional support team.
Background:	The David Ross Education Trust (DRET) is a growing network of academies with a geographical focus on Northamptonshire, Lincolnshire and Yorkshire/ Humber region. The network is a mix of primary, secondary and special academies and a mix of those that have chosen to join DRET on conversion and those that are sponsored academies.
Key Relationships:	
Internal:	Communicates with other academy staff and teachers, senior leadership team, regional support teams, pupils
External:	Parents / carers, suppliers, visitors
Reporting To:	Regional Operations Manager
Salary:	Indicative £28,000 subject to job evaluation 37 hours per week, 52 weeks per year

Key Responsibilities

To ensure the administrative, HR and financial activities within the campus are effectively and efficiently maintained and that the support staff provide excellent service to the overall running of the campus.

The duties listed below are not exhaustive and other similar duties commensurate with grade and responsibilities may be undertaken and are not excluded simply because they are not itemised.

Key Duties and Responsibilities

- Line manage the Administrators, Lunchtime supervisors, Site team and Senior Administrators based at both Malcolm Arnold Academy and Malcolm Arnold Preparatory School.
- Daily liaison with the Site team to ensure running of the campus
- Liaison with the Regional Estates Manager with regard to Health and safety issues on campus
- Provide administrative, HR, financial and organisational activities to the campus
- Undertake a range of financial procedures, including placing orders, invoicing, preparation of cheques, credit card reconciliation, banking cash, issuing receipts, staff expenses, student bursaries, reconciling petty cash and dealing with supplier issues
- Undertake monitoring and completion of monthly management accounts for the support function and submit to the Regional Operations Manager/Regional Business Manager
- Liaise with other staff, pupils, parents/carers and external agencies
- Oversee/maintain recording and information systems, including HR and student data
- Undertake analysis and interpretation of data, and produce detailed reports and complex information as requested by Principal/Regional Operations Manager
- Operates bespoke campus information management systems including processing monthly payroll
- Responsible for completion and submission of forms, returns etc., including those to outside agencies
- Produce, and respond to, correspondence
- Contribute to marketing and promotion of the campus
- Oversee/organise arrangements for academy visits and events
- Monitor pupil attendance and run reports
- Oversee/undertake HR administration, such as DBS checks
- Manage the administration of campus lettings and other uses of the campus
- Oversee/manage the minibus fleet ensuring compliance with all relevant legislation
- Line Management of the minibus drivers.

- Accountable for ensuring all DRET policies and supporting procedures and practices are followed to support the operational needs of the campus.
- Responsible for collaborating and working with the senior leadership team and supporting the Regional Operations Manager.
- Responsible for the content and submission of relevant information to the Principal, the senior management team, Regional Operations Manager, the governing body and outside agencies.
- Responsible for the development, management, operation and delivery of the administration, business management and facilities management of the Campus.

Person Specification

Criteria	Attributes	(E)ssential Or (D)esirable	Method of Measurement (A)ppl. Form (I)nterview (T)est
Education & Qualifications	Educated to NVQ level 4, HND or foundation degree level and/or equivalent knowledge and experience in specialist area	E	
Specialist Knowledge & Skills	Knowledge for developing and management of relevant administrative / financial procedures, including use of relevant ICT packages and systems, and knowledge of administration policies and procedures, equivalent to national qualifications level 4	E	
	Recognised accountancy qualification or relevant specialist experience	E	
	Sound knowledge and understanding of Data Protection, Safeguarding and confidentiality issues	E	
	Innovative skills for developing, planning and managing administrative and /or financial function within the academy	E	
	Analytical skills for interpreting data and complex information	E	
Interpersonal & Communication Skills	Excellent written and verbal communication skills to provide advice, guidance and support across all levels on a range of non-teaching issues.	E	
	Establish and maintain effective and constructive relationships with all staff members, pupils, parents and carers, communicating with them as appropriate to share information, and inform them of academy	E	

business through daily contacts and written communications

**Relevant
Experience**

Significant office/schools experience in a senior administrative role with experience of working in a supervisory role with a clear understanding of the need for confidentiality E

Excellent organisational and time management skills, competent in meeting tight deadlines and comfortable working with a high degree of attention to detail and discretion E

Manage office and assist associates in ways that optimize procedures. E

Schedule and plan meetings and appointments across the organisation E

Analytical abilities and aptitude in problem-solving. Resolve office-related malfunctions and respond to requests or issues as well as incorporating new and effective ways to achieve better results E

Extensive knowledge of MS Office E

**Additional
Requirements**

Keyboard skills for systems analysis and use of finance management systems E