



## Job Description Operations Manager



<b>Reports to</b>	Business Leader
<b>Job Grade</b>	SO1
<b>Hours</b>	<p>36 hours per week</p> <p>Monday, Wednesday, Thursday and Friday – 8.30 am to 4.30 pm            Tuesday – 8.30 am to 5.00 pm            (There may be some flexibility with the hours worked. A request for flexibility should be noted on the application form.)</p> <p>Term time only with an additional 15 days to be agreed with the Business Leader. Attendance at some staff meetings and middle/senior management meetings. Attendance at up to three Local Governing Body (LGB) meetings. The LGB meetings are in the evening.</p>
<b>Job Purpose</b>	<p>The Operations Manager is responsible to the Business Leader for the day-to-day management of the school operations and ensuring that all the school functions support the senior leadership team in the efficient and effective running of the school.</p> <p>Working closely with line managers within the Operations Team and Senior Leadership Team to ensure successful operations of the school.</p> <p>To deliver customer focused services in a professional and friendly manner ensuring the school community, visitors and stakeholders receive a consistently high level of customer care.</p> <p>A member of the middle management team.</p>
<b>Line Management</b>	<p>Up to 6 people including:</p> <p>Lead Receptionist (36 hours)            Administration Assistant (30 hours)            Reception/Administration Assistant (35 hours)</p>
<b>Key Responsibilities:</b>	
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>a) Liaise with TEFAT to ensure employment procedures for new staff (e.g. medical checks, child protection) are implemented and comply with Safer Recruitment Procedures and TEFAT policies.</li> <li>b) Manage the Single Central Register and all procedures relating to safeguarding.</li> <li>c) Manage confidential staff records in accordance with GDPR.</li> <li>d) To be responsible for general personnel matters in consultation with TEFAT and the school's HR provider.</li> <li>e) Monitor absence and undertake return to work interviews with support staff and all staff when requested by the Principal.</li> <li>f) To provide support to the Principal and Senior Leaders where needed with regard to HR issues/case work such as disciplinary, capability, safeguarding etc.</li> <li>g) To arrange, attend and contribute to sensitive HR meetings arranged by the Principal and school Leaders.</li> <li>h) To ensure accurate, timely staff information is communicated to the relevant parties (including the Principal, TEFAT, HR and the staff themselves as and when needed)</li> <li>i) Manage the implementation of all personnel policies including: absence management, special leave policy etc.</li> </ul>

	<ul style="list-style-type: none"> <li>j) Manage the recruitment of new staff, including organising interviews</li> <li>k) Conduct appraisals for administrative staff including CPD requirements</li> <li>l) Maintain CPD records for all school staff and report to Governors as required</li> <li>m) Maintain effective working relationships with TEFAT for implementation and adherence to policies</li> </ul>
<b>School Admissions</b>	<ul style="list-style-type: none"> <li>a) Manage the organisation of the new intakes, transfer procedures and communication to parents.</li> <li>b) Liaise where necessary with LA with regards to new intakes and waiting lists held by them for all admissions.</li> <li>c) Manage pupils new to the school in years 1 to 6.</li> <li>d) Contribute to LGB Admission Committee meetings.</li> <li>e) Manage the school's appeals process</li> <li>f) Manage all aspects of the year 6 transfer to secondary schools.</li> <li>g) Develop the whole school's administration strategy.</li> </ul>
<b>Whole School Administration</b>	<ul style="list-style-type: none"> <li>a) Manage the administrative functions within the school including the school reception, school diary, parents' meetings and letters, reprographics, records and telephones.</li> <li>b) Take minutes of school meetings as and when required , including middle / senior management meetings.</li> <li>c) Provide for the preparation and production of all school reports.</li> <li>d) Manage and maintain pupil and staff records on the school's MIS and provide reports for staff as needed.</li> <li>e) Act as correspondent for the DfE and the LA and be responsible for the records and returns required.</li> <li>f) Take responsibility for the organisation and administration needed for school trips including risk assessments. (The Principal gives final approval for school trips to take place.)</li> <li>g) Drive change in efficient working practices and school communication with parents</li> <li>h) Respond to Governors requests through reports and presentations.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>a) To attend 'Strategic Operational Meetings' to assist with the smooth running of other support teams</li> <li>b) Manage school diary and dates to parents/staff including termly circulation to parents.</li> <li>c) Manage communication to parents regarding extra-curricular activities (including school concerts, school trips, sporting events).</li> <li>d) Prepare and circulate the school newsletter</li> <li>e) Manage and update the school's website</li> <li>f) Manage and update the school social communication method e.g. Twitter</li> </ul>
<b>Meeting and Event Management</b>	<ul style="list-style-type: none"> <li>a) Manage the administration of Teaching School events in relation to course bookings and venue arrangements</li> <li>b) Manage the catering/refreshments for school events and meetings.</li> <li>c) Prepare and organise the venue for school events and meetings.</li> </ul>
Any other related duties commensurate with the general level of the post.	