

KINGFISHER PRIMARY ACADEMY



Astrea Academy Trust
INSPIRING BEYOND MEASURE

OPERATIONS MANAGER

CANDIDATE PACK



Open Letter from our Principal

Dear Candidate,

Thank you for your interest in this position at Kingfisher Primary Academy.

At Kingfisher Primary Academy our vision is to provide an inclusive environment where children participate, reach their potential and are proud of their achievements. All children will: gain experiences which enrich their lives, become responsible members of society and be ready for secondary school.

We aim to establish a strong partnership with families in order to help build an environment where children can thrive and reach their full potential.

All staff have a crucial role to play in the successes at Kingfisher, and are committed to creating an excellent learning environment for our pupils and helping them to achieve their full potential during their time here.

As part Astrea Academy Trust we have a strong commitment to our staff's well-being and professional development and can provide a comprehensive set of benefits. We want our staff to enjoy working with us, to be professionally challenged and to feel that they have all the support that they need to do their job to the best of their ability. All staff will be part of our performance management programme which ensures regular performance reviews to identify development needs and supports career progression.

Best wishes,

Catherine Skinn

Principal at Kingfisher Primary Academy



We can offer you:

Enthusiastic and caring children who are keen to learn.

An opportunity to be part of an inspiring team that plays a central role in the broad and diverse community it serves.

An opportunity to make a difference to the lives of the young people and families.

Commitment to your continuing professional learning and career development.

A hardworking team who are committed to promoting high achievement across the curriculum and school .

A good humoured, industrious, highly skilled and enthusiastic staff team.

Supportive and effective leadership.

Access to the Teacher's Pension Scheme and our Employee Assistant Programme.

Astrea Academy Trust is fully committed to being diverse and inclusive workforce where together we can embrace each other's unique individuality, background and heritage. We believe that by reflecting and representing the communities and people we serve, we will better and further the life chances of our pupils.



Job Description

JOB TITLE:
Operations Manager

REPORTING TO:
Regional Operations Manager

SALARY RANGE:
£29,439 - full time equivalent annual salary

ACTUAL SALARY IF PRO RATA:
£27,186 per annum

CONTRACT TYPE:
Permanent

WORKING PATTERN:
37 hours per week, 41 weeks per annum
38 weeks term time, 5 INSET days plus two additional weeks



Role Description

Purpose

The Operations Manager is line managed by the Regional Operations Manager, 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.
- To oversee the letting of the school premises to outside organisations and school staff.
- 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.



Role Description

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.
- 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 visitsResponsible 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.

This is not exhaustive.



Person Specification

Experience

- 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.
- Full working knowledge of relevant policies / codes of practice and awareness of relevant legislation.
- Experience of raising purchase orders and invoices, and of cash handling, and the ability to use PS financials to monitor and maintain budgets.
- Knowledge of payroll systems, and the development, management and operation of administrative systems.
- 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.
- Able to handle information in accordance with GDPR principles, dealing with confidential and sensitive information.

Education and Qualification

- 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.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to this vacancy.

Skills and Knowledge

- High level IT skills and the ability to use these effectively in a range of situations.
- Ability to work under pressure and to deadlines.
- Ability to take a leadership role within the school office, directing other staff and monitoring functions of the school office.
- High expectations of self and others.
- Ability to identify issues that could impact on service delivery and identify improvements to current processes.
- Meticulous attention to detail, able to utilise systems and data to find the best way to successfully support projects and tasks.
- 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.
- Ability to produce detailed reports in a timely fashion to a high standard, and extract and analyse data from a variety of sources.
- Aligned to our values and mission.
- Highly organised, with strong interpersonal skills and the ability to communicate with a wide range of contacts effectively and professionally.
- Proactive and flexible, able to approach challenges pragmatically to ensure the best outcome for students, parents, carers and the wider school team.
- Understands the challenges within education and wants to be part of a team that strives to make a positive impact every day.
- Able to establish and maintain good relationships with students, colleagues and families.

This is not exhaustive.

About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.

Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

