



Job Description

Location: Tupton Hall School, Station New Road, Old Tupton, Chesterfield S42 6LG

Salary: Redhill Academy Trust Pay Scale, Band 13, Scale Points 61-65

Hours of work: 37 hours per week – 52 weeks (all year round)

Responsible to: Headteacher

Post objective: To support the raising of standards of student achievement through the provision and line management of efficient and effective business and support services.

To take the delegated responsibility for:

- Leadership, management and development of all support staff, providing administrative and technical support to teaching staff. The post holder will ensure that all support staff understand their key roles in supporting the primary purpose of the school to raise student achievement and to provide quality teaching and learning.
- Leadership of the Professional HR function in school.
- Leadership of the Payroll /HR Administration.
- Regular liaison and monitoring of the facilities management managed service (MITIE PLC) on behalf of the school.
- Acquiring new external funding streams for the school and associated bid writing and management.
- Accountability for site Health and Safety compliance.

Main Duties and Responsibilities:

Strategic

- Be an active member of the senior leadership team contributing to the strategic planning of support functions.
- Disseminate and explain key strategic decisions to staff, according to agreed leadership timetables where applicable, and being aware of the need for confidentiality on some issues.
- Represent the Headteacher at such meetings as requested.
- Take part in staff meetings, training sessions, governor meetings and working parties of the school.
- Be involved in such staff appointments as the Head Teacher may determine.
- Embed performance management to all support staff and observe and monitor support staff performance both formally and informally.

Administration

- Line Manage all administration staff, including data and examinations staff, main office, ICT, Post 16, reprographics and pastoral administration
- Ensure necessary training of staff to enable them to perform their roles
- Ensure necessary admin systems and technology in place to enable staff to perform their roles

Finance

- Budget forecasting and setting in conjunction with the Trust Analysis & Planning Manager.
- Managing allocated financial budgets.
- Ensure insurance arrangements are adequate and in place.
- Work closely with the Finance Manager on budget monitoring and cash flow monitoring
- Work closely with the Trust Analysis & Planning Manager on recommendations for purchasing outsourced service
- Work with the Trust Analysis & Planning Manager. to prepare the annual budget plan and make recommendations on annual priorities to leadership team and governors.
- Update budget plans in the light of spending/ staffing decisions
- Liaise with the Trust Analysis & Planning Manager to monitor budget spending and administration of School fund.
- Carry out medium and long term budget modelling with the Trust Analysis & Planning Manager. to anticipate future trends and priorities for development.
- Liaise with auditors and facilitate all audit arrangements. Ensure recommendations are implemented and that financial and management systems comply with DfE demands.
- In the light of best value principles, make recommendations on the purchasing of outsourced services.
- Make recommendations on priorities for allocating capital funding.
- Seek opportunities to bid for additional funding opportunities, liaising with relevant organisations as necessary.

H.R.

- Ensure compliance with legislation and regulations in relation to HR and implement necessary changes.
- Oversee the whole school recruitment process ensuring compliance with Safer Recruitment and a professional image.
- Complete and submit monthly payroll return (including additional hours, expenses, staff absence, starters, leavers, contractual changes etc.)
- Take an overview of the teacher recruitment process in conjunction with the Head Teacher.
- In liaison with Trust HR, take responsibility for delivering support staff recruitment
- Participation in interview panels as a Safer Recruitment trained manager.
- Take overall responsibility of the accuracy of the School SCR, liaising with Trust HR in highlighting issues
- Take overall ownership for the governor\visitors\casual SCR
- Share SCR with safeguarding governor at least three times per year
- Take part in regular audit of SCR against staff files
- Utilising SelectHR, manage the Staff Attendance processes within the school, including arranging welfare meetings, making Occupational Health Referrals, arranging Sickness “trigger” meetings and taking part in meetings as appropriate.
- Support the Head Teacher in the co-ordination of performance management review programmes and records for all staff, attending to resultant changes to job descriptions and training records.

- Monitor and advise upon threshold/UPS applications and possible applications by staff.
- Monitor and advise with regard to staff probationary periods, issue relevant paperwork and conduct probationary period reviews for admin. staff.
- Liaise with Trust HR on new appointments, and provide support as necessary with Safer Recruitment Checks.
- Take Ownership of Safeguarding Training Records, ensuring all staff members are recorded as being trained annually
- Advise on maternity/paternity leave and preparation of relevant paperwork.
- Provide manpower reports in relation to recruitment/turnover, absences, training and other statistical information as appropriate.
- Arrange CPD for support staff as required.
- Organise and deliver where appropriate Performance Management of support staff
- Liaise with Trust Senior H.R Officer and H.R. Legal Advisors as necessary.
- Support the Head Teacher and senior staff with staffing issues in a proactive manner and attend meeting as required, including support in the preparation of papers for such meetings.
- Liaise with Trade Unions on behalf of the Head Teacher as required.

I.T.

- Line Manage ICT Manager, in the delivery of effective ICT provision across the School
- Take ownership for the School Website and ensure compliance at all times
- Take a lead on the delivery of GDPR across the school, ensuring necessary practices are in place and all staff are fully trained in their application

Technicians

- In conjunction with Faculty Leader(s) carry out line management of technical support staff, such as science technicians, DT technicians etc.
- Ensure whole school communication is delivered to technical staff
- Respond to staff queries as necessary, acting as a conduit between teachers and technical support staff.

Site

- Management of MITIE FM on behalf of the school to ensure that site issues are dealt with in a timely manner, to the school's satisfaction and to ensure efficient use of this resource.
- Perform regular site inspection with MITIE FM to monitor and address any site issues, repairs and health and safety concerns and ensure that appropriate action is taken to rectify any problems.
- Represent the school at FM meetings and address any issues that have come to light.
- Liaise with MITIE regarding schedules of work and priorities during school holidays.
- Ensure compliance with site security arrangements and alert MITIE where potential problems arise.
- Be responsible for logging all site issues with the MITIE FM Helpdesk and ensuring that all problems are rectified to a satisfactory conclusion.

Health and Safety

- Monitor health and safety matters on the site, oversee relevant actions, and provide appropriate reports to leadership team and governors.
- Ensure staff and students are familiar with their health and safety responsibilities, and appropriate training is provided.
- Review the health and safety policy and update as necessary. Make arrangements for audit and implement recommendations
- Liaise with the risk assessment advisor to implement proper procedures
- Arrange meetings regarding health and safety as necessary; meet trade union representatives and health and safety executive staff where appropriate.
- Oversee fire drill procedures and ensure staff receive appropriate training on actions to take in the event of fire.
- Review and update health and safety policy, fire procedures policy, access plan and emergency plan.
- Arrange first aid training and other training, to comply with health and safety requirements, for staff as required.

Support Staff

- Ensure effective support for teachers and students by overseeing the work of the support staff.
- Make arrangements for appointments as necessary.
- Liaise with and advise teaching staff who direct day to day work of relevant support staff.
- Administer and implement the annual performance management reviews for support staff and provide training opportunities as needed.
- Arrange regular meetings of the support staff to ensure effective communication and consultation.

General

- Contribute to whole school SLT supervision duties
- Manage whole school calendar
- Attend and support Board of Governors' meetings
- Attend and support whole school events including celebration events and open evenings
- Provide strategic leadership of the careers and aspirations programme of activities by coordinating administrative support for student and staff activity.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the school's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

Operations Manager - Tupton Hall School

Dear Applicant

Thank you for showing an interest in the post of Operations Manager at our school. This is an exciting opportunity for the right candidate to lead and influence further change and improvement in a large organisation.

We are delighted to have just been judged by Ofsted as a 'Good' school in December 2022. We now plan to consolidate this judgement and plan in partnership with the Redhill Academy Trust steps to deliver outstanding provision for our students and staff into the future.

In order to provide more details about the post available, I am enclosing the following information with this letter: -

- Further details about Tupton Hall School;
- A Job Description for the post and a Person Specification;

We have an interactive and informative website available for you to review the school further. If you would like to discuss the role prior to application please contact the school to make an appointment or arrange a telephone conversation. Please contact s.bedford@tuptonhall.org.uk by email or call 01246 863127.

If you wish to apply for the post, please submit a completed application form and a response of no more than 2 sides of A4 explaining how you meet the requirements of the job description and person specification. This should be written in the application form under the section 'Letter of application'. In addition, please state why you wish to work at Tupton Hall School.

I look forward to hearing from you in the near future.



Mr Andrew J Knowles
Headteacher

Tuption Hall School is a large 11-18 comprehensive school with 1550 students on roll. It is ideally placed, benefitting from expansive grounds in the village of Tupton. Being just south of Chesterfield provides easy access to major motorway routes, the cities of Derby, Sheffield and Manchester and the idyllic Peak District and Sherwood Forest. Students and staff benefit from a modern and superbly equipped building maintained through a PFI contract. The school's legacy of specialist status in Sport and ICT has ensured that learning environments are ICT equipped and sporting facilities are unrivalled county wide.

This is an exciting time to join the school. We are delighted to have just been judged by Ofsted as a 'Good' school in December 2022. We now plan to consolidate this judgement and plan, in partnership with the Redhill Academy Trust, steps to deliver outstanding provision for our students and staff into the future.

Tuption Hall has a large catchment area, which includes the parishes of Clay Cross, Grassmoor, North Wingfield, Pilsley, Tupton, Wingerworth, Stretton and Ashover. The intake can be described as truly "comprehensive" in both background and ability. The school enjoys a strong reputation in the area, and although there are ten primary schools designated within our cluster, in recent years the school has welcomed students into Year 7 from over 15 primary schools.

The school expects students to work hard, get involved in school life, behave well, and demonstrate a sense of care for others. Students are mainly taught in all ability groups in Year 7 and 8 although there is some setting in English and Mathematics. Wider approaches to ability grouping becomes more common in Years 9 -11. Students who make slower than expected progress are given support in the classroom with some students being withdrawn from lessons to receive further support and help.

Students are organised at pastoral times vertically, where students are placed into small 'all years' tutor groups. The school House system has been revitalised and now involves inter-house competitions across all areas of the curriculum. A Personal and Social Development Programme is delivered both in lessons and in 'Challenge time' to support the holistic development of every student at the school. There is an excellent variety of enrichment activities on offer for all students, including sporting activities, music, drama, off site visits, foreign tours, as well as many clubs.

Currently the school's academic faculty areas are English, Mathematics, Science, Modern Foreign Languages, Humanities, Expressive Arts, Technology, Physical Education and Social Sciences. Each area has a Faculty Leader who is responsible for the leadership and management of that area.

Students join our very successful Sixth Form from Tupton Hall and other nearby 11-16 schools. We offer an extensive range of traditional and contemporary 'A' Level courses together with leadership development programmes such as the HSLA and CSLA qualifications. Many students progress to university with others accessing higher level apprenticeships or work place opportunities.

The best way to experience the tangible 'buzz' at our school is to visit. Please do not hesitate to contact us.

Andrew J Knowles

Headteacher



	Essential
Knowledge	<ul style="list-style-type: none">• Knowledge and experience of financial and budget management procedures• Knowledge and experience of management and administrative procedures• Knowledge and experience of personnel management• Knowledge of management information systems, database and spreadsheet applications• Knowledge of accessing and returning statistical information required by the LA or similar bodies• Knowledge of relevant legislation (e.g. Equal Opportunities, Health & Safety, Data Protection)• Professional Qualification to degree level or equivalent
Skills/Abilities <i>Interpersonal</i>	<p>The School Operations Manager should be able to:</p> <ul style="list-style-type: none">• Analyse information and communicate effectively both orally and in writing with governors, students, staff, parents and outside bodies• Demonstrate leadership skills and be able to motivate and encourage teamwork• Negotiate and consult effectively• Direct, prioritise, plan and co-ordinate the work of others• Build, support and work as part of a high performing team• Be approachable and flexible• Develop good relations with staff and others• Devolve responsibilities, delegate tasks and monitor outcomes• Seek advice and support when necessary• Deal sensitively with people and resolve conflicts• Use appropriate leadership styles in different situations and appreciate their impact

<p>Skills/Abilities <i>Other</i></p>	<p>The School Operations Manager should also:</p> <ul style="list-style-type: none"> • Have good decision making skills, after collecting and weighing evidence • Have a high level of ICT skills, in particular the ability to use Microsoft Office software • Be able to develop innovative practice • Have good organisation and planning skills • Be able to manage a range of priorities and prioritise responses • Have proven experience in a management role • Have experience of change management
<p>Attributes</p>	<ul style="list-style-type: none"> • Flexibility and a willingness to adapt to changing circumstances • Resilience, enthusiasm, energy and vigour • Honesty, reliability, integrity and commitment • Intellectual ability • A sense of humour and perspective • A willingness to learn and undertake further training
<p>Work Related Circumstances</p>	<ul style="list-style-type: none"> • Be willing to undertake further training and development as necessary, in order to enhance service delivery • Willingness to share information and expertise with other staff