



## School Operations Manager Job Description

**Reporting to:** The Principal

**Maternity Cover:** Start date July 2017 end date 31<sup>st</sup> October 2018

**Salary:** £30,000 - £35,000 depending on experience per annum

**Working hours:** 7:30am-3:30pm

**Holiday allowance:** 30 per year to be taken during school holidays plus up to an additional 15 days holiday for any evenings worked past 6:30pm to support Open Events etc. as agreed with your line manager

**Job Function:** Responsible for all duties that are not directly related to instruction and student achievement including human resource management, marketing and admissions, school communications, school events and building management.

### Operational Responsibilities:

- Responsible for site level procurement of supplies, materials, equipment, and inventory management.
- On site management of all Service Level Agreements including IT, catering, and cleaning ensuring on-going monitoring of contracts.
- Coordinate technology implementation (planning, procurement, and training).
- Work with school personnel to maintain integrity and accuracy of student records and files, including maintenance and tracking of attendance and retention.
- Work with school staff to manage reporting and data tracking for all students.
- Manage community use of school site.
- Manage staff absence and supply teacher provision
- Coordinate with the Principal to maintain a positive, safe learning environment through the promotion of the school ethos and vision
- Monitor student attendance and coordinate efforts to improve student attendance
- Coordinate school safety plans with the facilities manager - fire drills, flood plans and student health including first aid and vaccinations
- Manage and undertake the quarterly school census's and data collection exercises for the council
- Ensure all school policies are kept up to date

### Personal Assistant to Principal

- Manage all school scheduling including Principal's diary, special events, field trips, cafeteria, transportation, maintenance, and cleaning.
- Administrate the exclusions procedure including writing letters to parents and EXN01 forms for the local authority
- The administration of documents as directed by the Principal
- Respond to and resolve routine internal and external inquiries with parents, employees and school organizations.
- Manage all school communication including the sending and administration of emails/letters to all stakeholders and school newsletters
- Organising behaviour panel meetings

- Minuting meetings as requested by the principal

### **School Admissions and Marketing Responsibilities:**

- Implement school marketing plan including engagement in local marketing initiatives, demographic analysis, coordination with local/regional communications specialists.
- Manage the admissions process by working with the school leadership, administration team, teachers and ESCC to meet admissions targets.
- Supporting the management of the school website
- Organise all marketing events including Open events
- Responsible for school public relations and communications plan

### **Financial Administration Functions:**

- Responsible for site level budget monitoring and management, with input into budget development.
- Responsible for petty cash
- Ensure invoices are paid on time through ensuring cheques are signed promptly and all invoices are passed onto the finance team

### **Human Resource Management Functions:**

- Manage day to day activities of designated non-teaching staff and supply.
  - Manage the implementation policies and procedures at school (e.g., compensation, vacation/sick days; recruitment screening, background checks, etc.).
  - Oversee the processing of all new hire paperwork.
- Maintain personnel files for all employees including the maintenance of an up to date Single Central Register
- Lead induction for new hires.
- Lead annual performance reviews for designated non-instructional staff.

### **Clerk to the Governors**

- Provide effective administrative support to the governing body and its committees.
- Ensure the governing body is properly constituted
- Manage information effectively in accordance with legal requirements
- Attend and minute all Governing body meeting and its committee meetings

### **Qualifications:**

- Education: Degree in Business, Accounting or Finance.

### **Experience**

- Experience working in education organizations.
- Experience with staffing processes and general human resource procedures.
- Operations and facilities management experience.
- Experience in managing and enforcing service level agreements and contracts for outsourced services.
- Demonstrated ability to manage staff

### **Skills**

- Demonstrates persistence in overcoming and removing obstacles to goal achievement.
- Demonstrates a drive, commitment and sense of urgency that inspires others to achieve results.
- Implements and monitors relevant work procedures in line with defined standards.

- Proactively approaches others with a view to engaging in dialogue and building strong working relationships.
- Requests input from others to work towards a more effective outcome.
- Likes to multitask.
- Demonstrates good judgment; approachable and professional; solid problem solving skills; self-motivation; well organized.