**ADMINISTRATION AND OPERATIONS MANAGER: JOB DESCRIPTION**

**Job Title: Administration and Operations Manager**

**Grade: SO2 SCP 26-28**

**Hours: 37 hours per week (TTO + 20)**

**Responsible to: The Principal**

**Purpose of Role**

To ensure the academy makes best use of resources through effective forward planning and financial consideration; working as part of the Senior Leadership Team (SLT) and advising the Principal and Governing Body (GB) on the non- teaching activities of the academy.

**Summary – the Administration and Operations Manager will:**

* Be routinely involved in day to day issues and one off projects.
* Offer advice, guidance and recommendations to SLT and GB on non -teaching aspects.
* Prepare proposals and costings for projects/initiatives/grants for the Principal and GB.
* Attend whole GB and committee meetings as appropriate.
* Handle difficult/sensitive situations without supervision.
* Be expected to contribute to the management of change within the academy.
* Ensure the successful and smooth running of the academy in many areas, particularly the supervision of all admin support, budget and statistical control, personnel management and premises maintenance and lettings and Health and Safety.

**Line Management**

To line manage admin, premises and cleaning staff, to include performance management and day to day organisation and management.

**Duties include:**

* Training and development of the administration team.
* Delegating duties as appropriate.
* Setting priorities for other staff including timescales.
* Providing an induction and training plan for support staff.
* Managing systems related to attendance, absence, cover and holidays.
* Ensuring clear communication within the academy.
* Recruiting admin and non- teaching staff (including preparation of adverts etc) and assisting with the admin process for teaching staff recruitment.
* Quality assuring the effectiveness of non-teaching colleagues, alongside the relevant manager for that role.
* Preparing staff rotas, timetables etc.
* Arranging the staffing and smooth running of academy lettings.
* Liaising with external catering agency in order to provide smooth operation of the service on a day to day basis.

**Whole Academy Administration**

To ensure that all school wide admin systems are current and efficient and then advising the GB as appropriate.

**Duties include:**

* Managing admission procedures.
* Managing the academy admin functions (and training other admin staff) including phone systems, records, secretarial support.
* Preparing and producing academy records.
* Directing and managing the upkeep of student records.
* Overseeing the preparation and production of reports and returns to the LA, DFE and Governors including the CENSUS and pupil numbers and performance data.
* Acting as point of contact for academy records and returns.
* Ensuring service contracts are placed and performance standards monitored; preparing relevant reports to the Governing Body.
* Any other duties at the reasonable request of the Principal.

**Financial Management**

To ensure the smooth operation of financial systems. Liaising with TGAT central finance officers to ensure that income and expenditure are managed properly.

**Duties include:**

* Managing financial administrative procedures.
* Overseeing and monitoring the payroll system for all staff, reporting any errors etc.
* Ensuring all financial returns meet deadlines.
* Managing procurement and bidding procedures as requested by the SLT and GB.
* Supporting and advising delegated budget holders in controlling their budgets.
* Providing accurate and up to date reports for the Principal and Governing Body as required.

**HR and Staffing**

To liaise with Leeds City Council’s Business Support Centre (BSC) and TGAT’s HR team to ensure contracts and payroll processes are correct and in line with best practice and employment law.

**Duties include:**

* Managing the admin of personnel and payroll systems.
* Managing all aspects of employee/personnel administration.
* Managing staff contracts and recruitment admin including references/pre-employment medicals/DBS checks etc.
* Coordinating and implementing procedures for following the academy’s policy for managing staff attendance including organising and leading return to work and formal sickness absence management meetings.
* Managing the automated system for signing in and out. Monitoring and addressing timekeeping issues for individuals in the first instance. Preparing related information and reports for the Principal as necessary.

**Premises Management**

To manage the use and maintenance of the academy premises; ensuring the Health and Safety and smooth operation of the academy in liaison with site personnel. To manage and arrange lettings for the academy in line with the Academy Lettings Procedure.

**Duties include:**

* Working with the site and cleaning team to ensure that the building is maintained to a high standard.
* Completing relevant Health and Safety training and maintain status through necessary refresher courses.
* Liaising with the site team to ensure that evacuation and emergency procedures are in place and that necessary drills are carried out.
* Ensuring quotes and tenders are prepared in line with GB requests.
* Ensuring arrangements are in place for the booking, staffing and smooth running of academy lettings.
* Liaising with the site team to ensure the implementation of the Asset Management Plan
* Manage the administration of Smartlog across the academy.
* Ensuring adequate insurance cover and monitoring of admin claims.
* Managing the academy inventory in line with audit requirements.

**Hospitality and Promoting School Ethos**

Welcoming and advising parents and visitors as appropriate.

**Duties include:**

* Assisting parents who visit the academy with application forms, general information, liaison with Leeds City Council and TGAT and any other assistance required.
* Ensuring front line welcome and assistance to all visitors.
* Contributing to, and promoting the overall work/ethos/aims of the academy.
* Supporting, upholding and contributing to the development of academy policies.

*Please be aware that The Ruth Gorse Academy is committed to safeguarding the welfare of children, and applicants will be subject to full employment checks, including DBS checks. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*