

Triumph Trust Academy

Based at Courthouse Green Primary School

Job Title: Operations Manager – Grade 6
Term time plus 15 days

Job Purpose

To advise and support SLT in managing the oversight of and day to day operations of the school including:

- H&S
- Administration
- HR
- Finance (ensuring orders and invoices are processed)
- IT
- Facilities and Premises

To support the Trust Business Manager to implement both Trust and Local School level policy and procedures to ensure the school remains compliant in all areas.

To support the Trust growth beyond Courthouse Green.

To share good practice and liaise and work with staff at other schools within the Trust.

Duties and Responsibilities

Under the direction, supervision and support of the Trust Business Manager:

To line manage all non-teaching support staff (Admin team, Site Officer, Cleaner-in-Charge, Lunchtime staff, wraparound staff).

Whole School Administration:

- Be responsible for ensuring all Administration functions are carried out efficiently and in a timely manner, including Admissions, Awards Assemblies, Trips and End of Year reports.
- Complete and submit statutory returns including Census, Assessments and Workforce Census
- Be responsible for ensuring all new school year procedures are completed including the school year set up on Arbor, and online software packages such as Accelerated Reader and Century.
- Maintain, develop and report from administration systems, including Arbor
- Review and develop administration processes and procedures that meet the needs of the school.
- Prioritise workloads of the staff, to meet the needs of the school.
- Be responsible for uploading and reviewing documents on the website, including those at other schools within the Trust.
- Ensure that stocks of stationary and resources are maintained and available when required

HR:

- Report all starters and leavers to the HR and Finance Manager, ensuring paperwork is completed accurately, to ensure staffing records up to date
- Assist with recruitment adverts and processes, in conjunction with the HR and Finance Manager.
- Oversee the recording and reporting of Absence and Sickness for all staff. Carry out Return to Work meetings and report Promoting Health at Work triggers to the Senior Management Team.

- Carry out Return to Work and regular performance management meetings for all non-teaching staff.
- Perform all HR duties with full regard for GDPR policy and procedures

Finance:

In conjunction with the Finance and HR Manager:

- Ensure orders are raised accurately and promptly
- Ensure all finance transactions operate within the framework of the Finance policy and procedures, to ensure the school remains compliant.
- Ensure sales invoices are raised.
- Obtain at least three quotes where applicable, in accordance with the Finance Policy
- Support SLT to cost expenditure, ie for School Led tutoring
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Wraparound and Lunchtime

- Support the Wraparound Lead in managing the online booking system
- Monitor wraparound accounts, ensuring payments are collected and reconciled.
- Ensure that Wraparound runs efficiently and effectively so that the business runs at a small profit
- Support the Senior Management Team to manage lunchtime supervision

Communication

- Create newsletters and ensure that they are placed on our website
- Ensure that all communication with parents is effective and efficient (phones, texts, emails, via Arbor)

ICT:

- Liaise with the IT support staff to resolve IT issues or queries. Refer staff queries as necessary.

Facilities/Premises:

- Line manage the Site Officer and the Cleaner-in-Charge support them in their role.
- In conjunction with the Site Officer, deal with all day-to-day operational issues in school, ie broken windows, jammed photocopiers, leaks etc
- Support the Trust Business Manager on site walks to check for outstanding repairs/maintenance and assist with the School Improvement Plan.
- Monitor the scheduled SSO checks and tests, and the PPM service checks and maintenance, on the Smartlog system, to ensure they are completed when due.

Health and Safety:

- Be the first point of contact for all Health and Safety matters.
- Ensure that there are always sufficient numbers of First Aid and minibus driving trained staff and arrange training, including refresher training, when required.
- Ensure all accidents and near misses are reported and entered onto the Smartlog system. Carry out investigations where required. Monitor and produce reports on these incidents, for Governor Board meetings.
- Ensure that sufficient staff are trained to support children who have specific medical needs.
- Support the Trust Business Manager to ensure that all staff follow Health and Safety procedures
- With the support of the Trust Business Manager, carry out and review Risk Assessments for all applicable areas.
- Support the Trust Business Manager on Health and Safety site walks.

Compliance

- Support the Trust Business Manager to ensure that the school remains compliant and performs in accordance with current legislation including GDPR, Health and Safety and Safeguarding.

- To carry out any other duty, commensurate with the grade, in order to ensure the smooth running of the school.

Our school is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.

The Trust will take all reasonably practicable steps to ensure the health, safety and welfare of all employees and any other person that enter the school or are affected by the activity undertaken, in line with statutory compliance. All employees are required, to adhere to the Trust's policy's and procedures to protect themselves and others around them. Health and safety does not stand alone, it is embedded into daily practice, in line with relevant health and safety legislation, safeguarding and Ofsted requirements.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the school Equal Opportunities Policy.

In accordance with the GDPR regulations, duties which include processing of any personal data must be undertaken within the scope of the Trust's Data Protection policy.

Person Specification

Operations Manager – Grade 6

	JOB REQUIREMENTS
Knowledge	<ul style="list-style-type: none"> • Knowledge of school financial procedures • Knowledge of school administrative functions • Knowledge of GDPR and Health and Safety legislation • Knowledge of Safeguarding legislation
Skills and Abilities	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Ability to plan and prioritise workload to meet conflicting deadlines • Excellent ICT skills in MS Office, internet, email, Management Information Systems and Finance systems. • Ability to negotiate contracts with suppliers • Ability to cope well with pressure and keep calm in stressful situations • Ability maintain absolute confidentiality and integrity • Ability to lead and support a team of staff to perform all functions efficiently. • Ability to problem solve and seek solutions to issues
Experience	<ul style="list-style-type: none"> • Administrative experience in a management capacity • Experience of managing staff • Experience of wider school operational functions desirable. • Experience of school database systems desirable (the Trust uses Arbor)
Educational	<ul style="list-style-type: none"> • Certificate of School Business Management or equivalent is desirable. • Excellent numeracy and literacy skills
Special Requirements	<ul style="list-style-type: none"> • An enhanced DBS check will be required • Understanding and commitment to Equal Opportunities