



# School Operations Manager

Grade 6

**Information Pack**

**Working Together to Achieve Excellence For All**

# WHO WE ARE:

## **Welcome to Ernesford Grange Community Community Academy – A Message from the Headteacher & our Academy!**

Welcome to Ernesford Grange Community Academy! We're delighted to introduce you to our vibrant and aspirational school community, where our core values—respect, determination, and kindness—are at the heart of everything we do. As an 11-18 academy within the Sidney Stringer Multi-Academy Trust, we are dedicated to creating an environment that encourages positive behavior, hard work, and a love for learning.

Our high expectations reflect our commitment to preparing every student for success beyond school, empowering them with the values and resilience they need to excel in any path they choose. Our dedicated team of teachers and support staff work tirelessly to enhance the life chances of each young person, and with the essential support of parents, we're confident that our students will achieve excellence in all they do.

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Thank you for considering joining us in this mission. We look forward to the incredible contributions you can bring to Ernesford Grange!

Collaboration is at the heart of the SSMAT, with all schools working closely together to:

- Share best practices and resources.
- Offer a seamless educational journey across different stages.
- Support the professional development of staff.
- Ensure all students receive an outstanding education, reaching their full potential.

You will be based at SSP but may occasionally have to head across to other schools within the MAT for training days.



**Denise Burrows - Headteacher**

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## CEO MESSAGE:

**“This is an exciting time for our MAT and we are constantly looking at how we can work together for the benefit of all the children in our schools.”**



## TAKING YOUR CAREER TO THE NEXT LEVEL:

“The Trust is forward thinking and if you join our team, your professional development will be a priority. We are looking for someone who has the experience and skills to take us to the next level.”

“Sidney Stringer Multi Academy Trust is a very successful group of schools. The Trust is made up of two secondary schools, two primary schools, and one special school, with another special school joining soon. All schools are Good or better and Sidney Stringer Academy and Sidney Stringer Primary are the most popular secondary and primary schools in the city and all schools are full with many year groups having a waiting list.

We are well respected within the city and our Trust leads the Coventry SCITT (School-Centred Initial Teacher Training) where we train the next generation of teachers, for us and also the wider city/region.

Our vision is 'working together to achieve excellence for all' and we do this by working closely as a team of leaders and groups of schools to share good practice and expertise. We try very hard to not do things for the sake of it, but we do things that make a difference.

If you join our team then we will expect you to work hard for the children and in return we, as a Trust, will work hard for you.”

# OUR VISION & VALUES



Sidney Stringer  
Multi Academy Trust



Our ambition at Sidney Stringer Multi Academy Trust is to create a vibrant, happy and successful academy's which deliver the very highest standards of education and nurtures each student's talents and skills and plays a central role in meeting the needs of our local communities. This is an exciting time to join the team and become a member of staff at Sidney Stringer Multi Academy Trust.

## OUR VALUES:

- Ensuring that all staff and Governors, who work within the Trust, have a passion for supporting all students in getting the best outcomes no matter what their starting point
- Having a commitment to inclusion, overcoming disadvantaged backgrounds, and tackling social injustice so that all students have the highest aspirations for their education and future careers so they become lifelong learners
- Supporting the emotional health and well-being of all members of the Trust
- Ensuring all of our staff receive high-quality training including identifying and developing leadership potential as well as training future teachers through the SCITT.
- Providing an environment where everybody behaves with respect, integrity, and care for the environment
- Having an understanding that although we are a Trust all of the schools are different and can operate their own systems, where they work well. The degree of autonomy depends on the position of the school.
- Having a commitment to sharing necessary services across the schools so that financial prudence and sustainability is prioritised to those with the greatest need.

# WHY WORK AT SIDNEY STRINGER MULTI ACADEMY TRUST?



Why should you invest in shaping the future of the students at Sidney Stringer Multi Academy Trust? To shed light on the reasons our dedicated staff members cherish their roles, we've gathered some of their testimonials:

- "I have been at SSA for over 13 years and have worked in a range of Coventry and Warwickshire schools. The team here at Stringer is diverse with a range of skill and every person here is deeply passionate about the power of education."

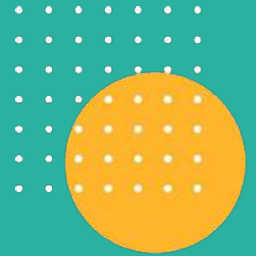


- "During my three years at in the SSMAT, I have met people fuelled by a shared passion for making a difference for the students. The support and collaboration here are truly inspiring and motivates me to push myself everyday. I am confident in the development opportunities available."
- "Riverbank is a very special place to work in. I have always felt valued, worked with some fantastic colleagues, I feel privileged to still work here and have a job where I make a difference to students lives."

- "I work at SSMAT because it's an amazing environment where everyone is treated and valued with respect. We do what we do because we care and we have a heart for the needs of our students."
- "The team here at Ernesford is diverse and every person here is deeply passionate about the power of education. We are all working towards a common goal and that is to give young people the opportunity to thrive in their communities. "



# JOB



# Description

*Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.*

## School Operations Manager

**Post:** School Operations Manager

**Contract/Salary:** £33,143 to £39,862, 37 hours per week, all year round

**Accountable to:** Headteacher

**Responsible for:** Admin and Reception Teams

## JOB PURPOSE

The Operations Manager will directly manage or collaborate with relevant colleagues to coordinate and oversee the school's day-to-day operational functions. This includes customer service, estates and site management, finance, and HR administration, with the goal of delivering effective, high-quality services and solutions across the school. The post holder will also work with the Multi-Academy Trust (MAT) central teams to ensure all processes comply with established procedures and policies. Professionalism, attitude, and approach to the academy are expected to be role modeled for staff.

# KEY TASKS & RESPONSIBILITIES:

## Operations Management

- Ensure high-quality internal customer service and operations, including telephony, reception, complaints, and events management, to positively reflect on and enhance the school's reputation.
- Oversee First Aid provision within the school, including producing rotas, organising training, and managing first aid rooms and equipment. Provide support for educational visits in collaboration with relevant colleagues.
- Maintain up-to-date staff lists on academy bookmarks and ensure Fire Evacuation/warden lists are current.
- Oversee the school's fleet provision in conjunction with the site teams to ensure legal and health and safety compliance. This includes arranging services, MOTs, repairs, and appropriate driving training courses (tests and renewals).
- Serve as the line manager for the reception and admin staff and support the line manager for cleaning, and site teams.
- Act as the school's point of contact for Community Lettings.
- Ensure all operational functions comply with Data Protection Act and health and safety requirements. This involves overseeing the management of health and safety risk assessments and accident/incident reporting, in conjunction with the Headteacher and Director of HR and Operations.
- Lead on preparing and issuing access control for students, staff, and visitors.
- Oversee the uniform contract, ensuring uniform availability for parents and students, and collaborating with the Academy Leadership Team on any uniform changes.
- Serve as the primary contact for the cashless catering company, providing usage updates, resolving student issues, and promoting the use of the parent payment system linked to cashless catering.
- Oversee the operation and promotion of the parent payment system with parents, students, and staff.
- Reconcile the parent payment system and allocate income.
- Support the Senior Site Services Officer with the management of the Hydro Pool, ensuring compliance with chemical management and thermal testing.
- To support in the completion of both student and workforce census



# KEY TASKS & RESPONSIBILITIES:

## Finance:

- Support in the development and delivery of budgets and forecasts by overseeing budget spend requests
- Maintain paperwork and security in relation to allocated credit card
- Dispute resolution with suppliers in relation to goods received.
- Procure goods & services in line with policy to ensure best value can be evidenced.

## Payroll Administration

- Verify that all overtime and casual working requests are approved and align with timesheets submitted via Edupay.
- Facilitate monthly payroll, ensuring correct recording of new starters and leavers, and investigating any discrepancies before payroll sign-off.
- Lock monthly payroll in preparation for subsequent checks and final approval.
- Track and manage all contract amendments, including Teaching and Learning Responsibility (TLR) payments and end dates.
- Support the facilitation of annual pay progression.

## Human Resources Administration

- Manage the complete recruitment cycle, including adverts, interviews, DBS checks, references, hiring, and issuing contracts.
- Manage and control all personal data by creating staff files on Google Drive and storing all gathered information, including qualifications, in this area.
- Manage day-to-day HR queries and issues and escalate complex issues where appropriate.
- Support the management of absence and occupational health referrals, including adding absences to both Edupay and Bromcom.
- Update the Single Central Record (SCR) and ensure weekly compliance checks are carried out.
- Facilitate prompt induction of new colleagues with relevant staff and support the tracking and monitoring of all mandatory and statutory training.
- Maintain all HR trackers, such as starters and leavers, colleague working days and hours, holiday, and Time Off In Lieu (TOIL).
- Process maternity, paternity, and shared parental leave.



# KEY TASKS & RESPONSIBILITIES:

- Manage and maintain records for long service and 100% attendance days.
- Manage probation for support staff in conjunction with their line manager and the Headteacher.
- Maintain Continuous Professional Development (CPD) records.
- Provide support during informal and formal meetings, which may include investigations.
- Process resignations on systems, produce appropriate letters, and P45s.
- Support in ensuring school property is returned.

## Other Duties

- Undertake other duties, training, and/or hours of work as reasonably required and consistent with the role.
- Participate in performance management arrangements.
- Adhere to published school policies and procedures.
- Attend regular meetings with the line manager



# PERSON SPECIFICATION



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Aspect	Essential	Desirable	Measured By
<b>Education &amp; Qualifications</b>	5+ GCSEs A-C	NVQ or equivalent in Customer Care or Business and Administration or a willingness to undertake relevant training	Certificates/ Application Form
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Academy financial procedures</li> <li>• Good understanding of Bromcom structure and organisation</li> <li>• Understanding of administration systems including filing and recording</li> <li>• Ability to prioritise and organise workloads to meet deadlines, cope with interruptions, and remain calm under pressure</li> <li>• Health and safety regulations in a school setting</li> <li>• Good understanding of Human Resources processes and procedures, especially within an education setting</li> </ul>	<ul style="list-style-type: none"> <li>• Academy accounting/finance procedures, preferably in an education setting</li> <li>• Working within a team of finance, HR/administrative staff</li> <li>• Human Resources and people management (desirable)</li> </ul>	

<p><b>Skills &amp; Abilities</b></p>	<ul style="list-style-type: none"> <li>● Maintain financial records</li> <li>● Use computer systems to record information and generate reports</li> <li>● Accurately word process and use computers</li> <li>● Inputting and generating accurate reports on Bromcom software systems</li> <li>● Coordinating and prioritising work</li> <li>● Liaise and communicate effectively by telephone or inter-personally to obtain/give information courteously and resolve queries/filter callers</li> <li>● Financial accounting skills such as budget handling, income and expenditure accounts, estimates, reconciliation, and interpretation of accounts</li> <li>● Produce reports and accounting information</li> </ul>	<ul style="list-style-type: none"> <li>● Manage people to encourage responsibility and accountability</li> <li>● Be flexible, tolerant, and a problem solver</li> <li>● Monitor expenditure against budgets and report on variations</li> <li>● Stay calm in the presence of irate visitors and follow agreed guidelines, cope with interruptions, and use initiative</li> <li>● Maintain and update computerised records and filing systems relating to pupils, finance, exams, and other Academy matters using appropriate software</li> <li>● Provide support on matters relating to the site and associated services, including liaison with external agencies</li> </ul>	
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<p><b>Other</b></p>	<p>This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered.</p>	
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## Document Control

<b>Reviewer</b>	<b>Role of Reviewer</b>	<b>Date of Last Review</b>
L Niblock	Director of HR and Operations	October 2025





# SAFEGUARDING

All staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff have a duty to keep young people safe and to protect them from physical harm. By accepting a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. The Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



## Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.



## Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.



# CONTINUED...



## Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*



## Training and Development

The Coventry SCITT has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.



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# HOW TO APPLY:

WE LOOK FORWARD TO RECEIVING YOUR COMPLETED APPLICATION FORM.



## VISIT OUR WEBSITE

For further details, an application form, and to apply, please visit our website:

[www.sidneystringertrust.org.uk](http://www.sidneystringertrust.org.uk)



## For further information:

If you would like any further information or have any questions then please email:

[iniblock.staff@sidneystringertrust.org.uk](mailto:iniblock.staff@sidneystringertrust.org.uk)



## CLOSING DATE:

**Friday 22 May 2026**

**Interview date: To be confirmed**