

Job Description: People & Operations Lead

GRADE:	8
HOURS:	37 per week, all year round
RESPONSIBLE FOR	<i>A range of support staff which may include administrative staff, site services staff, kitchen staff, cleaners</i>
RESPONSIBLE TO:	<i>Headteacher</i>

Main purpose:

As a member of the School's Core Group and Leadership Team, ensure the provision of efficient and effective support services throughout the school taking a strategic lead in the planning, organisation and delivery of financial and budgetary management, human resources, site and administration management ensuring that the site, premises and associated services are developed to meet the educational aims, objectives and changing needs of the school.

This senior leadership role will also:

- Actively promote the vision, ethos and mission of the school
- Establish policies for achieving the vision, ethos and mission
- Manage staff and resources to that end, taking part as required in review and development
- Monitor progress towards the achievement of the school's vision, ethos and mission
- Undertake an Associate Governor role
- Be an Adult Mental Health First Aider

Duties and Responsibilities:

Strategic Direction and Development

Under the direction of the headteacher this will include:

- To contribute to the strategic development of the school through membership of the leadership team.
- Ensure the school makes best use of its resources through strategic planning, the production of timely and fully costed proposals which are sustainable through 5 year budgets and development of effective strategies for current government initiatives and long-term educational trends and developments.
- To attend Governing Body meetings providing appropriate information, advice and reports for Governors' consideration.
- To lead on the school's staff wellbeing strategy.

Finance

Under the direction of the headteacher this will include:

- To plan, monitor and review the school budget, ensuring adherence throughout the school to the associated financial procedures including the preparation of final accounts and initiation and management of audit procedures as appropriate.
- Produce regular analysis and reports on the schools budget for the Headteacher and Governing Body, provide advice on financial matters and attend Governing Body meetings as appropriate.
- Use financial management information, including benchmarking tools, to identify areas of relative spending, assess trends and directly advise the leadership group.
- To be responsible for the school accounting function, including monitoring its efficient operation according to agreed procedures and conducting at least an annual review, the ordering, processing and payment of all goods and services provided to the school, the operation of all

accounts, ensuring that a full reconciliation is undertaken at least once per month, maintaining an assets register and the preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.

- Prepare all financial returns for the DFE, LA and other central and local government agencies within statutory guidelines.
- Maximise income generation within the ethos of the school by investigating sources of funding, formulating bids for existing and future funding initiatives, acting as point of contact with regard to grant applications, gift aid and other donations and ensuring that best value principals are adopted.
- Seek professional advice on the appropriate insurances for the school and advise Governors accordingly. Implement approved insurances and handle claims as necessary.

Human Resources

Under the direction of the headteacher this will include:

- To be responsible for general people matters including ensuring new staff have CRB clearance, medical clearance and to ensure that contracts of employment are issued. To give advice to Governors on salaries, contract, expenses, sickness, maternity/paternity procedures, redundancy and other matters of dismissal by liaising with the schools HR provider.
- To have direct line management responsibility for non-curriculum support staff including Administrative staff, Kitchen staff, Site Services team and Cleaners including responsibility for their induction, training and development, performance management and return to work interviews.
- To oversee the administration of all payroll and HR documentation including staff recruitment and the maintenance of staff records including contracts and pay statements.
- In conjunction with the Headteacher, to ensure that all support staff posts are correctly graded by liaising with the Coventry City Council's HR team.
- To ensure that sickness notification, self-certification and absence recording procedures are correctly applied for all employees.
- Work and meet with local trade union representatives as required.

Site Management

Under the direction of the headteacher this will include:

- In conjunction with the Headteacher, be responsible for the maintenance, development and security of the school site and buildings, including the preparation of maintenance schedules and efficient operation of all facilities on the property and the purchase, repair and maintenance of all furniture, equipment and fittings.
- Oversee school lettings to external organisations and the development of extended school activities.
- To be responsible for the development and implementation of appropriate management plans including the Premises Development Plan and the Asset Management Plan and implement risk management and loss prevention strategies in the school to reduce insurance costs.
- Monitor and oversee all contracts for services to the school including service level agreements, negotiating, determining and monitoring contract specifications to ensure best value.

Health and Safety

Under the direction of the headteacher this will include:

- Act as the school's health and safety and fire co-ordinator including responsibility for development, implementation and review of the school's health and safety policy and procedures including fire safety and risk assessments; and the school's disaster and recovery plan.
- In co-operation with the Fire Service be responsible for the installation and maintenance of equipment for protection against and escape from fire. To keep records of and to ensure regular fire practices and alarm tests. To ensure emergency procedures are current and timely.

- To visibly support the directorate health and safety arrangements, work with TU and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties.
- To ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business and operation planning and service delivery.
- To support accident and incident investigations, review reports and statistics, utilise information on trends and hot spots
- To undertake monitoring and ensure the provision of adequate resources to achieve compliance.

Administration

Under the direction of the headteacher this will include:

- Managing the administrative function including ICT facilities, reception, reprographics, records and telephones, developing and implementing new systems where appropriate.
- In conjunction with Coventry City Council and external IT supplier act as system manager for the ICT network including ensuring the back up of data.
- Through supervision of the administration team, ensure pupil records are maintained and that statutory and statistical returns are completed in a timely manner.
- Responsible for the preparation and production of all school publications, ensuring they reflect the school's ethos and practices.

School Professional Development Outreach

- Provide financial support for outreach to other schools, including costings of courses, marketing, lettings, profit and loss accounts.

Other Areas of Responsibility

The People & Operations Lead will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

There may be a requirement to carry out particular duties as the Headteacher may reasonably direct from time to time

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the People & Operations Lead will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

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

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Coventry City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Castle Wood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

Notes:

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Person specification:

CRITERIA	ESSENTIAL QUALITIES
Qualifications	<ul style="list-style-type: none"> • School Leadership Bursar qualification or qualification relating to HR, Finance or premises management • Degree preferable • Evidence of further qualifications would be welcome • Professional development evidencing up-to-date knowledge in areas of HR, Finance or premises management
Knowledge and Experience	<ul style="list-style-type: none"> • Excellent knowledge of school financial procedures, budget management and accounting techniques • Knowledge of premises management and contracts legislation • Good knowledge of employment law and health and safety legislation including risk assessment tools • Robust administrative experience in a management capacity, including responsibility for financial and Human Resources matters • Experience of managing staff • Substantial experience in finance including in the development, management and operation of financial management systems • Experience of budget management including account reconciliation and the ability to produce, analyse and evaluate financial reports/information
Skills and Abilities	<ul style="list-style-type: none"> • Excellent written and verbal communication and numeracy skills • Advanced communication skills in order to advise, guide and negotiate successfully with a range of audiences • Ability to plan and prioritise workload to meet conflicting deadlines • Evidence of ability to analyse and interpret complex information and solve problems • Excellent ICT skills in MS Office, internet, email and financial management packages • Good negotiation skills in order to negotiate contracts with suppliers • Robust ability to work independently and act on own initiative. • Able to cope well with pressure and keep calm in stressful situations • Ability to maintain absolute confidentiality and integrity • Commercial and business flair, and aptitude for seeing and pursuing funding and income generating opportunities • Evidence of previous high quality experience in a similarly complex and high profile environment • To control own workload to meet agreed deadlines through effective and efficient prioritisation and organisation
Personal qualities	<ul style="list-style-type: none"> • Adaptability to changing circumstances and ideas • Reliability, flexibility and resilience • Commitment to safeguarding and equality • Desire to actively contribute to a positive team spirit • To be aspirational and inspirational

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____

Date: _____

Post holder's signature: _____

Date: _____

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment