



FINHAM PARK  
MULTI ACADEMY TRUST

## JOB DESCRIPTION

**Job Title:** Operations Manager

**Reports to:** Head Teacher/MAT Business Director

**Responsible for:** School Support staff

**Grade:** Grade 6, Part Time 21 hours per week, Term Time only plus one week

### Job Purpose

The role reports to the Head Teacher of the school and the MAT Business Director. The post holder has a key role in supporting the day to day running of the school and ensuring the key business areas are managed. These would include Finance, HR, Estates and Health and Safety. The post holder would be the primary liaison point between the School and Central Support functions.

### Main Duties

#### Administration Management

- To line manage the smooth running of the school's administration functions ensuring they operate effectively and efficiently.
- To contribute to the MAT's development in providing robust, efficient and effective administrative support systems and procedures.
- To ensure the website is up to date, relevant and compliant with legislation
- To ensure effective running of marketing events, parents, open evening and all other after school meetings, presentations are in place with the assistance of the operations assistant

#### Financial Management

- In conjunction with the Head of Finance, to provide information regarding the school's financial performance & to provide financial information required for Governors & Directors.
- In conjunction with the Head of Finance, to ensure that school staff comply with financial procedures and guidance.
- Manage specific local budgets ensuring all spending is within limits and best value practice is adopted.

#### Estates and Facilities Management

- To line manage, in conjunction with the Head of Estates, the facilities team ensuring their development and performance management at all times, including coordinating the use and maintenance of all school transport, ensuring that all driving duties are conducted as required and the purchase, repair and maintenance of all furniture, equipment and fittings.





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- In conjunction with the MAT's Financial Director, to monitor, assess and review contractual obligations for outsourced school services and ensure ancillary services such as cleaning, catering etc. are monitored and managed effectively.
- To be responsible to the Headteacher/MAT Business Director for the security, maintenance, heating, cleaning and other general site services within the premises.

#### HR Assistance and Data Management

- In conjunction with the Head of HR, to ensure efficient and effective day to day HR processes, recruitment and administration
- In conjunction with the Head of HR, to ensure that HR policies and processes in the School are carried out in an appropriate manner Management of local files and databases, such as SIMS, Single Central Record, Resource Link and personnel files.

#### Health & Safety Management

- In conjunction with the Head of Estates, to act as the school's Health and Safety Lead providing guidance to enable teams to be compliant with legal, regulatory, ethical and social requirements. This includes:
  - a. Responsibility for the implementation, review and assessment of the School's Health and Safety policy, including regular incident reports for school and MAT purposes
  - b. Co-operate with the Fire Service on the installation and maintenance of equipment for protection against and escape from fire and ensure that appropriate records are kept and practices take place
  - c. Ensure systems are in place to enable the identification of hazards and document and apply proportionate containment measures in risk assessments and to monitor and evaluate present and past procedures for identifying risk

Any other duties and responsibilities within the range and scope for the salary grade.

