



Aldermoor Farm Primary School

Operations Manager

Job Description

Job title: Operations Manager

Salary: Grade 6 – actual salary £25,332 - £30,156

Hours: 37 Hours Per Week

Contract type: Term time only plus 3 weeks.

Hours worked: Negotiable

Reporting to: Headteacher

Responsible for: Admin Assistants and Site Staff

Permanent

Main Purpose

To lead and manage the school's operational, administrative and HR functions. The operations manager is responsible for managing the site and site staff and the admin team. To organise and manage an efficient and effective administration office. Ensure the provision of an efficient administration service to the school, focusing on customer service and providing a professional and welcoming environment to visitors, staff and children. To work closely with the finance manager and senior leaders as required.

Duties and Responsibilities

School Administration

- Manage the school's payroll provision with the payroll provider.
- Ensure that HR policies are updated and administered in accordance with employment law.
- Advise the Headteacher on HR issues within school and liaise with the external HR provider.
- Manage the recruitment and leave process for the Headteacher.
- Advertise and set up new employees as per protocol including safeguarding requirements.
- Complete new starter staff checklist and induction paperwork and ensure new staff ID badges.
- Hold meetings including probationary, return to work and PHAW.
- Maintain the school single central record.
- Be the HR contact for staff and support staff by making any necessary referrals and risk assessments where required.

- Arrange well-being and training sessions for staff using available resources from HR and Payroll provider.
- Support the office team, prioritising workloads, delegating tasks, managing deadlines, managing interruptions and maintaining high standards of work.
- Ensure the smooth processing of incoming and outgoing correspondence.

Within the office team:

- Manage administrative processes including the school email account, telephone calls, incoming and outgoing post and other school communications such as the weekly newsletter, messages and letters.
- Manage additional school communications including social media and the school website.
- Create new academic year in MIS in a timely manner in which to be able to assist with completing end of year procedures and creating new registers for new academic year.
- Manage the school diary, weekly briefing sheet and calendar ensuring information is shared with relevant stakeholders as needed.
- Liaise and communicate effectively with staff, parents/carers, pupils, and others, both verbally and in writing to obtain and provide information in a courteous and supportive manner.
- Manage visitors in school and ensure safeguarding procedures are shared and adhered to regarding school visitors, volunteers and supply staff.
- Organise tours of the school site for prospective parents/carers and visitors as needed.
- Manage milk orders and the fruit scheme for all Key Stage 1 and Reception pupils.
- All tasks in relation to pupil transfers and admissions; ensure all pupil information is correctly recorded on BromCom, including new Reception intake, managing the Rising 5s communications between school, parents, and the admissions team. Including midyear admissions and collating and sending weekly numbers to the LA.
- Support the organization of school trips, including letters to parents/carers, demonstrating best value when booking venues and coaches, being mindful of the school calendar, notifying the kitchen of meal requirements in a timely manner, managing permission slips, managing payment systems for parental contributions, and maintaining appropriate records.
- Prepare paperwork for all before and after school clubs including letters, registers and payment.
- Help plan and provide support for forthcoming school events and ensure the school calendar is up to date.
- Liaise with the School Nursing Team to ensure all health screening checks are promoted effectively to parents and staff in a timely manner including assisting on the day if necessary. This includes, flu immunisations, Reception and Year 6 National Measurement Checks, Reception Vision, Hearing and Dental checks.
- care for children who are hurt or unwell, including liaising with staff, first aiders, parents, Public Health England (PHE) and the emergency services.

- Liaise with extra-curricular club providers to ensure spaces, timetables, letters and payments are managed effectively.
- Manage the collation and distribution of end of year reports to parents/carers including assessment and attendance data.
- Check deliveries, manage distribution and follow up on discrepancies.
- Set up payment for each activity, ensure the collection, reconciliation and recording of payments for various trips, activities and events undertaken by the school.
- Ensure all monies received are secured in the school safe.
- Source promotional and branding goods and materials for the school as directed by the Headteacher.
- Manage and record overtime and payroll entries for casual employees based at the school.
- Complete and submit the school and workforce census, ensuring data is accurate and submitted by deadline dates.
- Be proactive in ensuring that parents apply for free school meals and that FSM data is accurate and complete to ensure maximum funding is received.
- Provide confidential clerical assistance to the Headteacher, Senior Leaders and support for SENCO.
- Alongside the Clerk to Governors, support any elections within the school for staff and/ or parent governor vacancies to the Board of Governors
- Liaise with parents/carers for Health Care Plans for children requiring medication and ensure the safe storage and monitoring of medicines on site.
- Input assessment data for Early Years, KS1 and KS2 within statutory timeframes. Liaise with SLT and Headteacher to ensure data is correct. Print relevant forms and reports.
- Create reports in the school's MIS system and submit statutory assessment data to the Local Authority via Data locker following current guidance.
- Support the senior leadership team with correspondence relating to the school's behaviour policy.
- Order, monitor and manage the consumable stock, ensuring best value following the school's purchasing process.
- Act as Data Protection Officer and produce any documents and records as required,
- Ensure confidentiality and integrity is maintained at all times following GDPR guidance and seeking advice from LA DPO as required.
- Process relevant information for GDPR within the requirements of the school.

Premises

- Advise and assist the headteacher in all premises planning and manage contracts and services – ensuring good value for money.

- Contribute to the development and implementation of appropriate plans including Premises Development Plan, Asset Management Plan and Disaster Recovery Plan.
- In collaboration with the HT and finance manager review premises related contracts/SLAs ensuring high quality service and best value for money.
- Alongside finance manager, keep track of capital income and expenditure, including devolved capital and complete associated paperwork in a timely manner.
- Meet requirements for capital spends as required.
- Develop and maintain electronic/paper-based systems for recording and reporting premises related documents/records.
- Manage and co-ordinate the delivery of materials and equipment and ensure all equipment and materials are stored in line with policies.
- Ensure that facilities and technical risks are accurately represented in the Risk Management Plan and that appropriate measures are in place and monitored.
- Liaise with admin team and IT Support to ensure all equipment is security marked and stored as indicated in the audit.
- Undertake all work in relation to lettings; receiving and processing bookings, sharing policies and liaising with Site team and Hirer as required.
- Manage the letting of the school facilities to outside agencies and for school events including arrangements such as, staffing cover, heating and appropriate access.
- Carry out agreed regular checks and monitoring of the site for safety, security and quality assurance.
- Lead and line manage the Site staff

Health/Safety and Security

- Oversee site security and manage key holders.
- Assist with emergency situations or procedures such as fire evacuation, lockdown and first aid.
- Lead on first aid across the school and produce, report, record and analyse records and produce health care plans.
- Be an assigned key holder and a second response if needed to the security provider in the event of alarm call outs outside normal working hours.
- In collaboration with the Head Teacher, and Health and Safety Adviser lead on health and safety co-ordination across the school, ensuring that statutory and audit requirements are met.
- Work alongside the Headteacher to ensure the Health and Safety related policies are up to date and adhered to.
- Provide health and safety reports if required by the Headteacher/Governors.
- Manage school's CCTV monitoring systems ensuring current legislation is adhered to.
- Be responsible for aspects of risk management associated with the school site and health and safety procedures, ensuring that all the necessary checks are in place to meet audit requirements.
- Manage and coordinate required risk assessments, display screen assessments and COSHH procedures.
- Ensure the installation and maintenance of equipment for protection against and escape from fire. Maintain records and IT systems to ensure regular practices of all emergency procedures.
- Assist the Headteacher in ensuring emergency procedures are current and timely and implement and produce an annual Fire & Emergency Evacuation Plan. This includes responsibility for the registers and grab bag
- Keep abreast of health, safety and welfare legislation at work.
- Be responsible for the ordering and checking of invoices, monitoring of budgets and stock records of all consumables, equipment and tools within the responsibility of the post.
- Ensure daily checks are carried out of all play areas, equipment including PE and remove any dangerous materials or objects to ensure the safety of others. Report and ensure follow up action where needed.

- Ensure safe storage, labelling and control of any potentially harmful materials and chemicals used on site.
- Ensure all onsite risk assessments are carried out and completed.
- Any other duties and responsibilities within the range of the salary grade

The following clause must be included in all Job Descriptions for jobs involving the processing of personal data:

“Duties which include the processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)”

Aldermoor Farm Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder’s responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School’s Child Protection Officer. The Officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

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

Notes:

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

Last review date: February 2024

Next review date:

Headteacher/line manager’s signature:

Date:

Potholder’s signature:

Date: