

**Post:** Operations Assistant

**Salary Level: G4**

**Hours: 37 hours TTO +5**

**Responsible to:** (Operations Manager)

**Job Purpose: To provide support to the Operations Manager**

**Description of duties and responsibilities**

* To be responsible for the delivery of local finance duties which include but are not limited to:
* Credit Card Authorisation.
* Supporting the Operations Manager in managing the school revenue and capital budget.
* Support with trip finances/administration including financial reconciliation.
* Procure products and services as directed by the Operations Manager working within the MAT’s financial procedures.
* Support the Operations Manager with the financial duties involved in running The Lion Alliance and Training School with the overview of the Assistant Head in charge and liaising with the admin assistant.
* Attend the Business Meetings with the Operations Manager and Headteacher.
* Manager the debtor ledger.
* Work within the MAT’s financial procedures liaising with the relevant stakeholders and maintaining financial controls and monitoring procedures that meet the requirements of the Governors, the Executive Headteacher, the Head of Finance, the Education and Skills Funding Agency, as well as the need of the school and its staff.
* Maintain the confidentiality of information and the security of office systems, records, files and equipment
* Support the Heads PA with recruitment days including the production of interview packs.
* Make sure that all employee records on SIMS are up to date and process any changes required.
* Ensure timely preparation for meetings by maintaining the diary and being aware of forthcoming events in the school calendar.
* Process and proof- read work for the Operations Manager by appropriate use of computerised and other office equipment. Work will include, but not be limited to, confidential letters, references, reports, job descriptions, returns to local authority and other external agencies. This is to include original writing, as required.
* Liaise with other administrators in the school to ensure the timely and accurate completion of the annual school work force census and other records.
* Ensure relevant policies are up to date and reviewed within the relevant time scales.
* Ensure all risk assessments and health and safety policies are reviewed and up to date.
* Assist the Operations Manager to deliver specific capital projects and liaise with all third parties involved.
* Undertake administrative duties to support the administration processes appropriate to the post and to support the wider school if required.
* Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents.
* Undertake routine typing, word-processing on an ad hoc basis.
* Provide secretarial and administrative support the Operations Manager and other staff.
* Maintain the confidentiality of information and the security of office systems, records, files and equipment.
* The post holder may be required to complete any other additional duties and/or tasks commensurate with this level of responsibility.