

Tottington High School				
Job No.	Post Title	Grade	JE Pts	Date
SET Grade	Operations Manager	Grade 9	291 Hay	July 2019

Statement of Purpose

Working with the Executive Business Manager, organise and deliver effective administrative and finance systems and support within the Academy, deputising for the Executive Business Manager when necessary.

The post holder will work closely with the Executive Business Manager and will also need to establish and maintain the trust and support of all Academy staff.

Support HR Management

- Maintain a full and confidential record system for staff.
- Complete and maintain a full recruitment service on behalf of the Executive Business Manager and Headteacher, including the taking of references and subsequent document checks.
- Manage and check the safer recruitment process including undertaking relevant checks e.g. DBS etc.
- Completion of appropriate documentation in order to ensure contractual and payroll information is produced and accurately maintained.
- Provide policy advice in respect of HR specific issues.
- Liaise with Payroll administration as appropriate and in accordance with any pay queries raised.
- Undertake annual data collection for all employees in accordance with Academy processes and procedures.
- Complete statutory information requests as necessary including the annual workforce census.
- Act as the initial point of contact for all HR related queries.
- Maintain and monitor the Academy's Single Central Record on behalf of the Executive Business Manager and the Headteacher.
- Ensure all staff hold a copy of relevant up to date HR policies.
- Ensure all staff training is recorded on the school information management system.
- Work with the Cover Manager to ensure all absences including sickness and Leave of Absence are recorded and monitored.

- Monitor and maintain all sickness absence records in line with policy and procedures, escalating appropriate issues to the Executive Business Manager.
- Prepare and record Academy and people data in accordance with the Academy and Trust requirements.
- Oversee the work of the administrative/HR team in order to ensure that an efficient service is provided to the Academy.

Support Financial Management

- Support the Executive Business Manager and Headteacher in overseeing all Academy expenditure.
- Undertake general financial responsibilities, including processing invoices, processing orders, budget monitoring and negotiating terms with suppliers of services as directed by the Executive Business Manager.
- Provide line management for finance staff.

Support Strategic Management

- Signposting of sources of specialist advice and guidance to SLT/Academy Council etc. on national and local guidelines/policy/statute etc.
- Conduct research matters of policy/procedure/statute for the Headteacher/Executive Business Manager to ensure the school's compliance and initiate appropriate action arising.
- Determine the need for and provide, analyse and evaluate data and detailed reports/information.
- Submit relevant information to the Headteacher, Academy Council and other outside agencies as required.

Support for the Headteacher and Executive Business Manager

- Provide organisational and complex personal support to the Headteacher and Executive Business Manager as required.
- Manage the admissions process, negotiating and co-ordinating on sensitive and confidential issues with parents, Academy Councillors and external stakeholders.
- Produce, in advance, supporting papers, background information, reports and presentations etc for meetings of the Academy Council.
- Undertake all confidential administration as directed.
- Manage and organise significant events, e.g. awards evening.
- Maintain electronic diaries.
- Manage the Academy's official email.
- Provide line management for administration staff.

Support to the Academy (this list is not exhaustive and should reflect the ethos of the Academy)

- Promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.



- Comply with and assist with the development of policies and procedures appropriate to the role.
- Contribute to the overall ethos/work/aims of the Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the Academy day.
- Any other tasks as directed by your Line Manager or Headteacher which are appropriate to the post.

PERSON SPECIFICATION

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Experience of operation of administrative and personnel systems. • Typically 3-5 years' experience working in a business environment at management level. • Experience of leading a team. • Experience of decision making. • Experience of monitoring expenditure in a business environment 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • NVQ Level 4 in school business management or equivalent qualification or experience in a relevant discipline. • Relevant Word Processing qualification (RSA2/3) or equivalent qualification in typing/word 	I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Excellent numeracy/literacy skills. • Ability to interpret reports and policies/codes of practice and awareness of relevant legislation. • Excellent IT skills • Consultative, negotiating and partnership skills. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Ability to relate well to children and to adults. • Excellent communication skills. • Good organisation skills. • Ability to prioritise effectively. 	AF/I

Behavioural Attributes

- Builds personal relationships with stakeholders, through regular contact and consultation.
- Coaches and empowers team members to take responsibility for ensuring customer care.
- Understands the Academy's development plan and how it relates to team and individual objectives.
- Accepts, supports and quickly implements change.
- Identifies and promotes best practice and encourage the sharing of ideas.
- Proactively seek opportunities to increase job knowledge and understanding.
- Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members.
- Works with others to resolve differences of opinion and resolve conflict.
- Requires minimum supervision.
- Takes responsibility for own and team actions.
- Identifies and overcomes barriers and manages risks appropriately.
- Is decisive and takes action as necessary
- Demonstrates focused implementation of role and responsibilities.
- Builds a strong team ethos where all staff feel valued.
- Provides timely, sensitive and honest feedback on performance
- Is accountable for own development and encourages the ownership of development needs amongst other team members.

AF/I

AF - Application form I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***