



Job description: School Operations Manager

Location	Abbey Woods Academy
Contract term	Permanent
Full time/term time	35 hours per week, 42 weeks per year
Pay range	G8
Reporting to	Headteacher

Job purpose

To provide operational support to the Senior Leadership Team and to be responsible for the efficient and robust delivery of the operation and administrative functions in the school including HR, finance and facilities, ensuring the smooth running of the school.

Main duties and responsibilities

Human Resources and payroll

- Ensure all information related to staff is input into the HR portal in a timely manner, to include new starters, leavers, absence etc., is processed in good time.
- Ensure that payroll is processed accurately, resolving any pay queries that may arise.
- Liaise with pension agencies to address enquiries and submit returns as required.
- Maintain the Single Central Register in line with statutory safeguarding and Trust requirements.
- Administer DBS applications for all school staff and volunteers.
- Line manage Caretaker, Admin Officer and Receptionist.
- Follow Safer Recruitment procedures including adverts, gaps in employment and references.
- Oversee the tracking and reporting of staff absence, ensuring triggers are followed up in line with school policy.
- Ensure the smooth running of the school office by working closely with the Admin Officer. Cover office duties when required due to absence or other reasons.

Legal and compliance

- Ensure that all information/data that is held and processed by the school is managed in accordance with data protection requirements, and that confidentiality and security are maintained at all times.
- As the school's Data Protection Lead work closely with the Trust's Data Protection Officer.
- Work with the Trust Compliance officer in responding to FOI and data access requests.
- Oversee the school Critical Incident Plan, ensuring that it is up to date and available if needed.



- Oversee the school website in conjunction with the Admin Officer and Anthem.
- Prepare for and take part in Safeguarding Audits.
- Advise on the implementation of policies and ensure the school remains Ofsted and Anthem compliant, bringing any issues to the attention of the Headteacher/SLT; ensure relevant policies are distributed to relevant staff.
- Complete the annual School Workforce Census and work with the Admin Officer ensuring Pupil Census is accurate.
- Monitor staff training on e-learning portal, analyse gaps and share findings with relevant staff.

Premises

- Assist and advise the Headteacher as the Responsible person for Health and Safety on the school site, ensuring that all relevant staff have up to date training.
- Ensure the school is clean, tidy and compliant with Health and Safety regulations, including regular checks.
- Respond to recommendations from Health and Safety audits and reviews and escalate incidents to the Anthem central team and ensure Risk Assessments are current.
- Ensure contractors on the school site are properly managed including checking DBS and insurances are in place.
- Work with the Caretaker to manage day to day maintenance and repairs across the site.
- Work with Anthem Property Management on maintenance and capital projects relating to the school site.

FINANCE AND PROCUREMENT

- Lead on operational finance matters in the school.
- Ensure financial transactions are processed in a timely and accurate way and comply with the requirements of the Anthem Finance Handbook.
- Oversee income ensuring that all that is due is received.
- Assist in preparation for school financial audits.
- Ensure purchasing arrangements comply with the Anthem Procurement policy and that all agreements for the supply of goods and services to the school are appropriately managed and continue to provide value for money.
- Maintain the school contracts register and risk register.
- Oversee lettings on school premises in accordance with the Anthem Lettings policy.

General

- Work closely with Anthem central team staff as required.
- Demonstrate commitment to and actively promote all school and trust policies and procedures.



- Work with the Admin Officer to positively market the school and seek opportunities to promote the work and ethos of the school within the local community and to internal and external stakeholders.
- Relate well to all members of the school community.
- Ensure promotion and support of Equal Opportunities.
- Carrying out any other reasonable duty as requested by the Headteacher.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: School Operations Manager

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
Degree or equivalent	✓	
School Business Management qualification or working towards		✓
GCSE in English and Maths	✓	
Health and safety training - IBOSH		✓

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Working in an operations or equivalent role	✓	
Working in a school		✓
Facilities or site management		✓
Experience of working to deadlines	✓	

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Good communication skills to people of all levels of seniority	✓	
Proactive and can do attitude	✓	
Able to manage conflicting priorities	✓	
Organised with attention to detail	✓	