



Job Title- School Operations Manager

Job Description & Person Specification

Salary / grade range	SCP 20-27 (£32,597-£38,220) (0.8 role term time only) Actual salary- £23,369.54 - £27,400.80
Location	Co-op Academy Princeville and Co-op Academy Parkland
Reports to	Executive Head / Headteacher
Working Hours	Flexible - 4 days a week (2 days in each school per week) Term time only + 10 days
Working Pattern	0.8 role (2 days a week per school) 30 hours per week- term time only

Purpose of role:

The School Operations Manager will provide strategic and operational leadership across multiple academy sites, working in partnership with Headteachers, Executive Leaders and central Trust teams to ensure consistent, compliant and efficient operational practice.

The role requires prioritisation across competing demands, management of multiple stakeholders and coordination of operational activity across geographically separate locations.

Key accountabilities (and specific duties / responsibilities):

Operational Management

- To oversee the policy management system ensuring that all staff receive and read relevant policies
- Responsible for ensuring high standards of office and secretarial practice and running of administration services in the schools
- Manage system permissions; ensuring staff have adequate access that is appropriate to their role within the schools
- Support the admissions process liaising with local authority, Academy Community Council and academy attendance colleagues.



- To line manage members of the academy team as and when required.
- To be a Data Protection Ambassador across the academies.

Health and Safety Management

- Ensure that all staff receive suitable information, training, instruction and supervision to maintain their health, safety and wellbeing
- Lead and coordinate health and safety compliance across multiple sites, ensuring statutory duties, reporting, audits and compliance monitoring are completed consistently.
- Liaise with the Headteachers in relation to fire procedures taking responsibility for planned and emergency evacuations
- Ensure all legislation requirements are in place, fire notices are displayed and records are kept up to date, with regular fire practice drills
- Ensure all lockdown drills are completed in line with DFE requirements
- Implement Risk Assessments across the schools to ensure hazards are appropriately removed or managed
- Liaise with Site Managers to ensure systems are in place to enable the identification of hazards

Building Management

- Have responsibility for site staff and liaising with external cleaning contractors
- Monitor the condition of multiple buildings on site and monitor the Capital projects plan to apply for SCA funding
- Liaise with central finance teams to ensure that any facilities related works or expenditure complies with procurement and purchasing procedures and is delivered within budget
- Work with trust colleagues to review and negotiate service level agreements and contracts in relation to premises
- Liaise with the Senior Leadership Teams to ensure that the schools facilities meet the school curriculum needs and plans
- Work closely with the Headteachers to develop and implement business continuity and emergency/disaster recovery plans
- Liaise with central finance teams to ensure that any facilities related works or expenditure complies with procurement and purchasing procedures and is delivered within budget
- To support the lettings process of the academy.

Localised HR and Finance Tasks and Responsibilities

- Ensure academy staff absences across multiple sites are entered into SAM People and monitor when thresholds have been met for Stage 1 meetings.
- Provide line managers with relevant data and information so they can lead on Stage 1 meetings and manage Occupational Health referrals.
- Support line managers and colleagues to relevant HR policies, procedures and the HR ticketing system
- Ensure that documentation is filed and maintained on low level HR matters resolved at academy level (i.e. reasonable adjustments, capturing correct documentation for business travel and mileage)



- Populate and maintain tabs on SCR relating to volunteers, supply/agency, contractors, third parties and governors. Collaborate with Central teams on regular audits of the whole SCR, including the teacher and support staff tabs.
- Manage the recruitment process up to the point of the process of sending a conditional offer letter
- Ensure details of new starters are communicated to Central teams so they can be included in staffing lists and distribution lists; and added to local and head office induction sessions.
- Monitor key induction dates, assisting line managers in the scheduling of probationary meetings and sending completed paperwork via the ticketing system once the probationary period has been passed.
- Upload CPD/ training to local files, or SCR if stored on that software.
- Take ownership of the operational elements of the leaver process by sending notifications via ticket to HR of resignation date, leaving reason and details of any annual leave owed to be paid. Work with line managers to ensure annual leave is taken and used up when a resignation is received
- Assist line managers to arrange leaver removal from all systems and collect IT kit, badges, keys etc.
- Support the Central finance teams by managing petty cash and income from local events (book fairs etc), managing Arbor Administration including setting up payments, reconciling payments, reporting payments
- Support colleagues in placing purchase requisitions on behalf of the academies
- Manage goods receipts
- Manage local insurance claims, working with central colleagues as appropriate (supply, premises)
- Manage local credit cards including tracking holders, informing the bank and Central teams of any changes and obtaining receipts
- Work with the Trust procurement Manager to find local solutions to securing services and products

Cross-School Operational Leadership

- Lead operational delivery across multiple academy locations.
- Prioritise operational demands across several schools simultaneously.
- Manage competing deadlines and ensure risks are escalated appropriately.
- Promote consistency of systems, compliance and service standards.
- Develop operational resilience and contingency arrangements across multiple sites.
- Contribute to strategic planning relating to resources, staffing and estates.



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications - NVQ level 3 or equivalent qualification or experience in relevant discipline - GCSE English and Maths (A-C) or equivalent		A
Experience Proven successful experience of the following: - working as an office manager or senior administrator preferably as an academy - working within an Academy Trust - data management in a school setting - dealing with health and safety matters - working as part of a team and a matrix structure organisation - supervising, managing and appraising staff - Banking responsibility including petty cash management - securing and monitoring contracts/contractors/service level agreements - public relations for a school - parents, carers, community and other stakeholders	D D D	A/I
Skills, Ability, Knowledge		



• Knowledge of and availability of academy funding both at national and local levels • Understand national and regional educational services and how administrative support service within a school is run • Ability to follow established Trust procedures, policies, codes of practice • Knowledge of business systems in schools • Understanding of the needs of a multicultural society • Knowledge of health and safety requirements • Full understanding and appreciation of safeguarding requirements	D D	A/I
Personal Qualities • ability to relate well to pupils and adults • comfortable working as part of and leading teams • ability to organise, lead and motivate self and other staff • good co-operative, interpersonal and listening skills • flexibility and willingness to lead and manage change • ability to prioritise workload, conflicting demands and remain calm under pressure • communicate effectively to a wide range of different audiences and through different mediums (verbal, written, ICT use) • deal successfully with situations that may include tackling difficult situations and conflict resolution • work successfully with a range of		A/I



external agencies and central Trust service leaders and colleagues • Ability to travel and work across multiple locations/sites		
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Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate children and/or adults barred list check if necessary. A person who is included in the children or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.