



## JOB DESCRIPTION

<b>Job Title:</b> Academy Operations Manager Primary	<b>Grade/Level:</b> Grade 7, 37 hours, 40 weeks	
<b>Location:</b> St Joseph's Catholic Primary School and St Chad's Catholic Primary School	<b>Closing Date:</b> 15 July 2022 (12 noon)	<b>Date Prepared:</b> June 2022
<b>Reporting to:</b> Principal		
<p><b>Job Purpose:</b></p> <p>The post-holder will manage the full range of administrative support for the effective and efficient running of the school in support of the Senior Leadership Team. Ensuring continuity is maintained between staff, students, Governors, parents, carers, professionals, volunteers and visitors and all stakeholders.</p> <p>Under the direction of the Principal the post holder will be responsible for managing all administrative processes in the school and liaising with the central executive team for the MAC.</p> <p>The Academy Operations Manager will actively embrace the MACs core principles to ensure an inclusive and positive environment for our pupils.</p>		
<b>Key Duties Responsibilities and Tasks</b>		
<ul style="list-style-type: none"> <li>• To have full line management responsibility of the administration, site and ICT staff including appraisals and performance management. Responsible for the continuing training and development of administrative staff.</li> <li>• To be the lead co-ordinator for any onsite staff employed via a shared service e.g. facilities or contractors.</li> <li>• To be responsible for any correspondence, reports and other information as requested by the Principal/SLT.</li> <li>• Take responsibility for tasks and decisions from the Principal and manage and solve problems as required.</li> <li>• Undertake a public relations role both within and outside the organisation, being a main point of contact for all non-academic enquiries.</li> <li>• Attendance and organisation of school events including Open Evenings, Awards Ceremonies etc. Promoting the school in the wider community and within Parishes and Feeder schools.</li> <li>• Overseeing the development of improved administrative procedures, delegating tasks as appropriate. Responsible for ensuring the school remains compliant at all times in all administrative areas.</li> </ul>		

- To attend meetings as appropriate, preparing, taking, typing and circulating relevant information, minutes and action points. Ensuring information is provided in a suitable format for a range of audiences.
- To ensure all systems are up to date and the most appropriate for the school.
- Ensuring records are maintained and accurate including pupil records, Census data, Get Information About Schools and the school website. Ensuring full compliance with statutory reporting duties.
- Review and approval of all school policies – co-ordinating the review of policies across the school.
- Monitor and provide all staff with the minimum training requirements using Every.
- Be responsible for the co-ordination of the admissions process within school, writing the admissions policy under the guidance of the Diocese, applying criteria to applications, maintaining waiting lists and attending appeals.
- To actively engage in the MAC Academy Operations Manager group, providing opportunities for collaboration and sharing good practice.
- To provide reports and updates as required to governors.

#### **ICT**

- To oversee the provision of ICT services within the school.
- To monitor the ICT strategy for the school and ensure it is up to date and relevant.
- To oversee compliance with GDPR and the ICO, collating information, updating records and ensuring all staff have completed relevant training.

#### **HR and Payroll**

- To manage the payroll process and liaise with payroll provider and HR to ensure procedures are followed for recording staff absence, temporary or permanent variations to pay and seeking appropriate authorisation from the Principal for all pay adjustments and contract amendments.
- Monitor absence records and ensure the Absence Policy is followed, interviews conducted and referrals made as appropriate.
- Ensure absence claims have been made to the relevant insurance company.
- Processing of timesheets and other claims in accordance with financial procedures.
- To co-ordinate recruitment processes as required including advertising of jobs, safeguarding processes have been followed and relevant employment checks are completed.
- Ensure annual leave is booked, approved and monitored for all staff who are eligible.
- Maintaining the school Single Central Record, ensuring best practice is followed at all times.

#### **Finance**

- To authorise and approve orders / invoices in line with the MAC financial procedures.
- To ensure the timely banking of monies, security of funds and signatory of cash collection on site.
- To ensure income is maximised with claims for funding being made in a timely manner.
- To ensure trips are financed according to the MAC Charging Policy, and a final account is produced for scrutiny.
- To ensure bank reconciliations and monthly management accounts are provided by given deadlines to the MAC central team.

#### **Facilities / Health and Safety**

- To manage the complete process for lettings, including show arounds, insurance, DBS and other areas of good practice.
- To invoice monthly for use of the premises.
- To ensure site checks are undertaken, meter readings, and other compliance items are recorded in line with MAC requirements.
- Ensuring the site is in good order at all times, identifying and co-ordinating minor improvement works, cleaning and caretaking to ensure the best quality facilities at all times.

- Oversee Health and Safety audits monitoring and managing action plans, risk assessments and other legal duties.
- Ensure adequate first aid and medical provision is in place, including audits of first aid boxes, training of staff with medical needs and oversight of risk assessments for children with medical needs.
- In liaison with the Site Manager follow an outlined evacuation, lockdown, bomb threat policy and maintain safety of staff and pupils under the guidance of fire and safety training.
- To ensure the school has an actively reviewed Business Continuity Plan and Emergency Plan.

### **General Requirements**

#### **All Academy staff are expected to:**

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post, subject to the proviso that any significant, substantial and permanent changes shall be incorporated into the job description in specific terms.
- To follow policy and SOP at all times
- Support the work of the wider MAC
- Administer First Aid as required and support with the administration of prescribed medication where required and in accordance with MAC policy and guidelines.
- Undertake training and professional development as appropriate and take an active part in identifying needs and sourcing training.
- Commensurate with the level of the post holder undertake such other tasks that may be required to further the efficiency of the MAC.
- Ensure that all duties are performed in accordance within policies and guidelines.
- To work within and encourage the MAC Equal Opportunities Policies.
- Work towards and support the Academy/school vision and objectives.
- Support and contribute to the safeguarding of students.
- Work within the Academy health and safety policy to ensure a safe working environment for all.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Be fully supportive of the Catholic ethos.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Experience</b>	<p>Working within an office environment at senior level.</p> <p>Organising, leading and motivating other staff</p> <p>Developing, managing and operating clerical/ administrative/financial and organisational systems.</p>	<p>Proven experience of working in a school office environment</p> <p>Managing staff</p> <p>Experience in school finances and managing budgets Analysing and evaluating data</p>
<b>Qualifications/ Training</b>	<p>NVQ Level 3 in Business Administration or equivalent.</p> <p>Excellent numeracy/literacy skills</p> <p>GCSE Maths and English Grade A-C or equivalent</p>	Certificate of Business Management
<b>Personal and Professional Qualities</b>	<p>Excellent communication skills, both verbal and written</p> <p>Ability to work under pressure and remain calm in difficult situations</p> <p>Ability to build and maintain effective relationships</p> <p>Ability to work effectively as part of a team</p> <p>Ability to provide excellent customer service, both to internal and external customers</p> <p>Demonstrate a commitment to equality</p>	

	Ability to use discretion and have an understanding of the importance of confidentiality	
<b>Leadership and Skills</b>	<p>Good knowledge of financial regulations</p> <p>Understanding of compliance requirements within schools.</p> <p>Ability to work as part of a team, taking responsibility and prioritising work and meeting challenging deadlines.</p> <p>Excellent organisational skills</p> <p>Able to work flexibly to meet the needs of the school</p> <p>Understanding of safeguarding procedures</p>	Knowledge of school information and financial systems e.g. SIMS, PS Financials or equivalent