

Job Description

POST: Operations Manager

RESPONSIBLE TO: Principal

RESPONSIBLE FOR: Administration Team

SALARY: SCP 29-33, £35,141.00 - £39,493.00 + LG Pension Scheme

LOCATION: Oasis Academy Don Valley

WORKING PATTERN: 37 hours a week for 52 weeks of the year

DISCLOSURE LEVEL: Enhanced

JOB PURPOSE: Acting as the Academy lead in relation to operational and non-teaching matters including liaison with Regional and National service departments. To provide the overall operational leadership and management for all aspects of HR, ICT, community usage, catering, administration and operations support in the Academy.

SPECIFIC RESPONSIBILITIES: Provide support to the principal ensuring that all requests relating to non-teaching matters are managed effectively, including any administrative support that is considered necessary.

Be the Academy link to Regional/ National service departments.

A. Administration.

- ❖ Effective line management of the reception team and administrative staff in order to provide a range of secretarial, reprographics and direct administrative support to the Academy that is both efficient and sustainable.
- ❖ Provide PA support to the principal and senior leadership team as and when required.
- ❖ Regularly report to the principal regarding the site and its functions and help compile any ad hoc reports requested in a timely manner.
- ❖ Ensure that all students records are maintained correctly, liaising as necessary with the Academy's Data Manager.

B. Regional/ National Liaison/Finance, PD, H&S, Data, P&E and ICT.

- ❖ To ensure the development and use of appropriate 'house style' formats and standards and manage the Academy filing systems, archiving systems, incoming and outgoing student files.
- ❖ Monitor and manage any budgets assigned to the operation of the general office, reception and reprographics service.
- ❖ Ensure the administration team provide an effective, economic, and timely distribution of external and internal post across the site and to external addresses.

- ❖ Ensure that all stock levels for stationary, reprographics and other items required by the site administrative function, reception or reprographics service are maintained at appropriate and sustainable levels, re-ordering when needed, to meet the site's needs.
- ❖ Organise, prepare, and set up school and parent events, to include parents' evenings and outside events.
- ❖ Ensure administrative support is offered to staff in successfully organising school trips as appropriate.
- ❖ Act as the Academy link to Regional/ National services including finance, human resources, property and estates, data and IT (with any other wider cluster liaison services), ensuring regular and joined up communication between the Academy and the service leads.
- ❖ Provide information to Regional/ National payroll. Ensure monthly payroll information is entered for all Academy employees, payroll returns are correctly completed in accordance with required deadlines and the payroll is reconciled monthly. Complete check of monthly payroll reports (GTN's) and reconcile records before being signed off by the principal.
- ❖ Ensure that staff absences are input on iTrent and Bromcom liaise with Payroll/PD as appropriate.
- ❖ Act as the Academy liaison in relation to all contracted services ensuring that bought in services deliver value for money.
- ❖ Place all orders with Finance, after an initial assessment as to whether the order is needed / value for money and affordability, liaising on delivery dates on behalf of the budget holders.
- ❖ Act in a HR capacity when needed, taking minutes of meetings as directed by the principal and seeking cluster support as necessary.
- ❖ Liaise with the allocated HRBP and HR staff appointed to co-ordinate HR activity at the Academy, particularly in relation to recruitment and staff remuneration. In the absence of Academy HRBP, advise colleagues with the Academy Leadership Team on the interpretation of personnel policies and process as guided by the National HR Team whilst ensuring any complex or contentious queries are escalated to the Regional/ National lead for further advice.
- ❖ To complete and return the annual School Workforce Census (SWFC).
- ❖ Act as the academy's H&S representative, coordinating meetings, maintaining academy risk assessments as required and managing the Academy's Handsam system.

To assist the principal with confidential Human Resources related matters concerning:

- ❖ Maintenance of the Single Central Record, always ensuring accuracy, inclusive of staff, Academy Hub Council etc.
- ❖ Maintain enhanced disclosure and other checks for staff, contractors and volunteers.
- ❖ The recruitment of Academy staff, as required; Administration of employment records and employment contracts from iTrent HR system.
- ❖ Ensuring First Aid, safer recruitment and other H&S training provision is undertaken, as required.
- ❖ Liaise with supply cover for absent staff is organised in a timely fashion.
- ❖ Providing support at confidential meetings, to include minute taking.
- ❖ Co-ordinate return to work meetings between staff and line managers.
- ❖ Help arrange any formal meetings with staff regarding disciplinary, capability, absence etc. matters taking and adhering to advice from the Cluster PD lead and following appropriate policies and templates as found on the OasisZone (or relevant TUPE policy)
- ❖ Help SLT Deal with local PD issues where they do not require the involvement of the HRBP.
- ❖ Provide other support in the direction / management of others that are responsible for the delivery of services on site, but line managed elsewhere.
- ❖ To Liaise with Property and Estates on all security, maintenance, and repair issues.
- ❖ To liaise with the IT technician and oversee the use of office technology and communication systems in the administrative function.

- ❖ Ensure that absences are covered either internally or by liaising with external agencies and ensure that these are recorded in a timely and efficient manner.
- ❖ Co-ordination with line managers regarding the completion of performance management systems, under direction of the principal.
- ❖ Co-ordinate responses with the Property and Estates Site Lead to the Handsam system and ensure Academy compliance and that the principal is regularly kept abreast of any concerns.

C. Other Duties.

- ❖ Contacts with outside suppliers of goods or services, receipting of goods and invoice processing.
- ❖ To maintain an oversight of the Academy's admission processes and procedures ensuring its accuracy.
- ❖ Managing other 'local' Academy budgets that are delegated where outside of the principals or others direct control e.g., transport.
- ❖ Line management of other operational services beyond the administrative function that are not delivered by Regional, National or contractual arrangements e.g. where catering on-site.
- ❖ Liaison in relation to lettings, ensuring that these are managed effectively, and that any income is collected.
- ❖ Ensure that safeguarding, financial, and operational aspects are managed to ensure compliance with regulations.
- ❖ Ensure that the Academy policies are available to staff and implemented where within the remit of this role.

Any other duties in support of the Academy as reasonably decided by The Principal/ Academy Senior Leadership Team.

D. Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.

OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Person Specification - Operations Manager

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally, and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message, and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated to 'A' level standard. GCSE Maths & English (or equivalent) Grade C or above 	<ul style="list-style-type: none"> Pertinent CIPD qualifications
Experience, Skills & Knowledge	<ul style="list-style-type: none"> High level of computer/secretarial skills Very high standards of organisation, telephone, written, word processing and, in particular, interpersonal skills. The ability to converse at ease with parents/students and members of the public and provide advice in accurate spoken English. Experience of managing teams Relevant knowledge of HR, Finance and other operational support services Confidentiality Ability to work to own initiative. Methodical and organised The ability to handle potentially difficult situations is essential as is flexibility, confidentiality and ability to cope under pressure in order to meet deadlines. Able to demonstrate the willingness, commitment and ability to safeguard and promote the welfare of Academy Students 	<ul style="list-style-type: none"> Minimum of 3 years relevant experience in a school office Employment law or other HR experience Understanding of IT / Estates / Data Experience of using educational data bases such as Bromcom

Personal Qualities	<ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of children and young people.• Willingness to undergo appropriate checks, including enhanced DBS checks.• 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.• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.	
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