

Job description

Job title:	School Operations Manager
Responsible to:	Principal
Responsible for:	School Facilities Manager, Admin Team
Location:	Tendring Technology College
Hours of work:	37 hours per week, 52.14 weeks per year
Salary:	SCP 28 - 31

Overview of the role:

The role of the School Operations Manager is to lead on all elements of school operations, thereby allowing the Principal and the Senior Leadership Team to focus on the delivery of an excellent education to the students. The School Operations manager is the conduit between the school and the central / regional team, ensuring an effective relationship and the smooth handoff of all operational processes between the two. This role will report into the Principal and have a direct line into the Senior Leadership Team to ensure the ongoing operational effectiveness of the school.

This role contributes to the Lift Schools' mission that **every** child receives an **excellent** education, in **every** classroom, **every** day.

Responsibilities:

Liaise with regional operations teams

- **HR** - Liaise with regional HR team to support with recruitment and arrange interviews; coordinate the collection of verified ID documents, certificates, and disclosure forms at interviews for employment checks, and certify them; ensure completed interview paperwork is collated and shared with regional HR office; support HR team in managing sickness and absence; liaise with Payroll to inform them of any changes to school structures.
- **Talent** - Liaise with Talent Resourcing Partner to support attraction campaigns, ITT recruitment campaigns and interviews.
- **Finance** - Place orders, raise Purchase Orders, goods receipt noting / scanning, chase orders; liaise with regional Finance team around management and chasing of outstanding invoices and debts; collect and reconcile all cash and process banking, inform the regional team of details; process paperwork to the Regional Office; deal with finance queries, including balances and quotes.
- **Estates** - Line manage the School Facilities Managers, and instruct them on day-to-day tasks; act as main POC for the Area Site Manager, and support them to arrange for local contractors to come in.
- **IT** - Act as main POC for planned maintenance and major incidents, digital / elearning, purchasing and admin; act as main POC for arranging digital partnership meetings.

Lead on school operational compliance, liaising with central team

- **Health & Safety** - Implement and manage Health and Safety policies, and take overarching responsibility for First Aid; manage DBS checks for school visitors.
- **Data Protection** - GDPR lead, ensuring compliance with all relevant legislation and process data requests; champion data protection best practice in school; respond to data protection incidents.

- **Catering & Cleaning** - Liaise with catering team to uphold standards; liaise with cleaning team to uphold standards (if contractors) or line manage cleaners (if in-house).
- **Procurement** - Liaise with the central procurement team to establish preferred contract arrangements, and preferred suppliers for large expenditure.
- **Marketing** - Support with the creation and implementation of the school marketing plan; ensure school follows Trust-wide brand guidelines; manage school website and social media.

Management of in-school operations

- **Front Office** - Line manage all admin staff.
- **School Events** - Manage logistics for all school events (eg bookings, visitors, contractors etc).
- **School Calendar** - Manage school calendar.
- **School Trips** - Coordinator of all school trips to ensure compliance.
- **Minibus** - Manage minibus and licences.
- **Lettings** - Manage lettings and event bookings.
- **Wraparound care** - Manage logistics for wraparound care (Primary).
- **Daily Cover** - Organise cover for any teachers that are off.
- **Staff Induction** - Design and deliver school induction programme.
- **Staff training** - Monitor completion of mandatory staff training.
- **Communications** - Manage logistics for comms to parents.
- **Stock** - Manage all non-teaching related stock.
- **Reprographics** - Manage reprographics team and equipment.
- **Statutory Academy Policies** - Manage updates to the school's statutory information page using templates from the Central Team.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.
2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.
6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others and to appropriately report hazards, illnesses or injuries in accordance with our Health & Safety Policy.

Safeguarding:

At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check,

references, and where applicable, a prohibition from teaching check, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

Equality, Equity, Diversity and Inclusion:

At Lift Schools, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

Person specification

Qualifications and experience

Essential

- L2 qualifications - GCSE Maths and English (Grade 4) or equivalent.
- L3 qualifications - A levels or equivalent.
- Operational background with some level of expertise in HR, Finance, Estates, IT.
- Line management of a team.

Desirable

- L6 qualifications - bachelor's degree or equivalent.
- Experience working in an educational environment.
- Budget management.
- School business professional (level 4) or willingness to work towards.

Knowledge and skills

Essential

- Ability to build strong and trusted relationships with internal and external stakeholders.
- Ability to work highly effectively both individually and as part of a team.
- Good organisational skills, and the ability to deal with multiple projects on an ongoing basis.
- Ability to be both proactive (advanced planning and forward thinking) and reactive (responding to changing situations).
- Ability to think clearly in a high pressure situation.

Desirable

- IT literacy with Google Workspace.

Leadership skills

Essential

- Able to communicate clearly and articulately with internal and external stakeholders.
- Able to develop others, by having high expectations and clear goals, targeting support wisely and holding to account in a supportive but rigorous way.
- Able to solve problems, with strength in both conceptual and analytical thinking.

Desirable

- Experience in developing and leading a network group, for example within or between schools.

Personal attributes and behaviours

Essential

- Good time management and organisational skills, with ability to manage own workload, set priorities and meet deadlines.
- Ability to treat sensitive information with the strictest levels of confidentiality at all times.
- Flexibility and ability to adapt to changing circumstances.
- Resilience and ability to re-prioritise regularly to ensure timely responses to incidents / changing circumstances.

Desirable

- Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The Project H mindsets are:
 - Share ideas early, often and honestly
 - Embrace constructive disagreement
 - Value ideas, not ego
 - Be curious and open to new ideas
 - Focus on facts and reason

Special requirements

- Successful candidate will be subject to an enhanced Disclosure and Barring Service Check.
- Right to work in the UK.
- Evidence of a commitment to promoting the welfare and safeguarding of children and young people.
- Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services.