CLP Operations Manager

Job Description

Job Title:	Operations Manager
Salary:	Band 5 Point 29 to Point 33 (£32,029 to £35,935), 46 weeks per year
Reporting to:	Chief Financial Officer, Chief Executive Officer
Job Purpose:	To be responsible for all trust wide communications (website, newsletter, conferences etc.)
	To ensure there is a consistent and highly effective approach to GDPR across the trust
	To provide administrative support to the CFO and CEO
	To ensure the trust complies with all statutory aspects of HR by working with our HR Provider (Stone King) and being the central point of contact for schools in matters relating to HR

Part One: Communications

- In liaison with the CEO and CFO be responsible for all trust wide communications
- Manage and keep up to date the trust's website
- Liaise with schools to promote, through the CLP website and social media platforms, each school and the trust
- Produce the trust newsletter
- Organise the termly trustee and governor conferences (in liaison with CEO and Chair of Trustees)
- Liaise with trustees and governors to ensure there is effective communication between these groups

Part Two: HR Oversight

- Be the central point of contact with the trust's HR and Legal Provider (Stone King) on all matters related to HR
- Be the central point of contact for senior school staff in relation to HR matters
- Ensure schools have the most up to date advice on all matters relating to HR
- Ensure all schools are following the trust's HR procedures and advise the CEO if there are any issues
- In liaison with the CFO and CEO, ensure all schools plan and manage the recruitment, selection and appointment procedures for all teaching and support staff, including all pre-employment checks, i.e. DBS clearance and medical screening in line with trust policy. Ensure the necessary monitoring data is prepared and submitted
- Produce contracts, job descriptions and person specifications for roles in all schools (including job bandings)
- Organise adverts for all jobs in the trust/schools
- Collate applications for all advertised vacancies and distribute to relevant schools
- Organise trust wide training for HR matters, in liaison with the CEO and CFO

Part Three: GDPR Oversight

- Be the central point of contact with the trust's GDPR DPO provider (Essex County Council) on all matters related to GDPR
- Be the central point of contact for senior school staff in relation to GDPR matters
- Ensure schools have the most up to date advice on all matters relating to GDPR
- Ensure all schools are following the trust's GDPR procedures and advise the CEO if there are any issues
- Work with the CEO and CFO to ensure that the trust's GDPR policies are up to date

Part Four: Administrative Support

- Provide administrative support for the CEO and the CFO, including managing their correspondence and prepare non-standard replies and responses for signature
- manager the CEO and CFO's diaries, collating all information and ensuring it is available on time providing verbal briefing where necessary
- Prepare a variety of documents for approval by the CEO and CFO (for example Trust Improvement Plan, Action Plan, strategy documents etc.)
- Prepare agendas for meetings by liaising with interested parties and take minutes as directed by the CEO and CFO .Ensure that agendas and minutes are circulated within agreed timescales

These duties may be varied to meet the changing demands of the trust at the reasonable discretion of the Chief Executive Officer. This job description does not form part of the conditions of employment —it describes the way in which the post holder is expected and required to perform.

Person Specification-: Operations Manager

Section One: Qualifications and Experience		
1.1	At least 5 GCSEs (or equivalent) including English and Maths	Essential
1.2	Professional qualification in administration/management	Desirable
1.3	Experience in some of the following areas: HR support, GDPR support, office administration, Personal Assistant (PA) or Executive Assistant	Essential
1.4	Experience in working in the education sector	Desirable

Section Two: Knowledge, Skills and Abilities		
2.1	Ability to complete detailed and complex reports, forms and letters and undertake complex minutes	Essential
2.2	Excellent literacy and numeracy	Essential
2.3	Appropriate training and a willingness to continue training to manage the key areas and tasks outlined in the job description	Essential
2.4	Proven, excellent interpersonal relationship skills and the ability to communicate effectively and sensitively with all stakeholders	Essential
2.5	Experience of organising events	Essential
2.6	Outstanding IT skills, including an ability to use a number of key platforms (Websites, Microsoft office 365 etc.)	Essential
2.7	Experience of managing website content	Desirable
2.8	Experience of working with large, complex teams across a number of different organisations	Essential
2.9	Excellent administrative skills and an ability to manage your	Essential

	own time effectively and efficiently	

Section Three: Personal attributes and Qualities		
3.1	Clear values which are consistent with the trust's vision and values	Essential
3.2	Ability to engage in cooperative working to help the team achieve its goals	Essential
3.3	Ability to filter, judge and act decisively	Essential
3.4	Ability to operate effectively when working under pressure	Essential
3.5	The ability to motivate and inspire colleagues	Essential
3.6	Ability to develop strong professional relationships with all stakeholders	Essential
3.7	Excellent punctuality and attendance record	Essential
3.8	A firm commitment to and ability to adhere to the trust's race equality and cultural diversity policy and our equal opportunities policy in all aspects of the post	Essential
3.9	Have the highest levels of integrity	Essential
3.10	Ability to work well on your own initiative or as part of a collaborative team effort.	Essential
3.11	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others	Essential