

JOB DESCRIPTION

Post title:	Academy Operations Manager (Primary)
Academy:	Thomas Walling Primary Academy
Reporting to:	Headteacher
Salary/Pay range:	£37,035 – 38,626 per annum
Hours of work:	37 hours per week
Contract:	Initial 1 year fixed term contract

Purpose of Job

To support the Headteacher, Senior Leadership Team and the Trust in managing the operational demands of a busy school and to support the raising of standards of student achievement.

The role ensures that the academy remains financially sustainable, complies with regulations and that its facilities are managed effectively. This role works closely with the Headteacher and the Central Trust Office functions to support strategic planning and resource management.

Main Duties and Responsibilities

- Accountable for the onside administrative function including reception, reprographics and records and telephones; allocating and monitoring work as required, ensuring provision of high-quality customer service and efficient administration support including all aspects of school communication.
- Responsible for overseeing the non-teaching operations of the academy including financial management, human resources, facilities and administration. Working closely with the People and Culture Business Partners and Finance Business Partners.
- To plan and deliver effective operational functions within the academy in line with academy development plans.
- To coordinate operation issues as they arise, involving key stakeholders to manage and provide solutions to ensure the smooth running of the academy.
- Act as an academy educational visits coordinator (EVOLVE), ensuring visits are in line with safeguarding and health and safety risk assessment requirements in conjunction with relevant colleagues, where trained to do so.
- Responsible for the safeguarding coordination of visitors, contractors and others, including checking of Disclosure and Barring Service (DBS) and other appropriate documentation.
- Ownership and oversight of the Academy single central register.
- Ensure that the academy complies with all relevant regulations and standards, including safeguarding, GDPR, and health and safety.
- Manage and co-ordinate academy events with key stakeholders ensuring they run safely, and the requirements of the events organiser are met.
- Act as key operational contact with the site Cluster Facilities Manager in relation to wider facilities, catering and health and safety matters including first aid oversight.
- Manage whole school first aid and hold relevant qualification for leadership of this. Ensure systems are in place for effective management, monitoring and reporting of health and safety issues, including risk assessments, First Aid arrangements, Accident reporting and response to Health and Safety Audits.
- Management and oversight of the school admissions process including writing and updating the academy policy by working closely with the school leadership and local authority team.
- Working closely with the Principal and central trust Finance Business Partners to support the financial forecasting and planning of the overall academy budget including the Pupil Premium Statement.

- To support the day-to-day finance administration by assigning budgets to relevant staff members and authorising orders and payments as appropriate.
- Supporting internal audit requirements as appropriate including drafting and implementing action plans.
- Acting as a key link to the Finance Business Partners and ensuring academy budget holders to make best use of resources e.g., follow financial guidelines, getting value for money, checking goods are received.
- Accountable for the accounting for cash within school for lunch money, school trips and other donations.
- Act as the primary point of contact for financial matters with parents, staff, local authorities, and external partners and ensure systems and processes are operating efficiently.
- Assist in the preparation for internal and external audits and act as Academy Training Co-ordinator, ensuring records related to academy staff statutory and mandatory training are appropriately maintained in accordance with policy.
- Generate correspondence and reports of a routine nature including creation and completion of relevant policies, forms and returns required by Department for Education and other external agencies.
- Prepare and maintain the academy calendar and other high level administrative duties e.g. updating and ensuring website compliance, policy management and liaising with the Trust Data Protection Officer on all data protection requests.
- Manage administration email account.
- Generate correspondence and reports of a routine nature. Completion of forms and returns required by Department for Education and other external agencies.
- Assist the school by maintaining good relationships with staff, parents, governors, contractors' representatives and external agencies in order to promote the objectives of the school.
- To manage school level policy creation, approval and publication in line with the Scheme of Delegation.
- The post-holder may be required to work at other academies within the trust, as directed, to meet operational needs.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Have responsibility for promoting and safeguarding the welfare of children and young people that they are responsible for, or comes in contact with.
- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2021 where required

Any other duties as may reasonably be requested by your line manager. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.