



Job Description

Job Title: School Operations Manager

Location: Bexleyheath Academy

Hours of work: 37 hours per week, 52.14 weeks per year

Salary: NJC 35 - 37

Reports to: Principal

Purpose of the Role:

The purpose of this role is to enable the school to be in an operationally stable position for it to deliver an excellent education to its students. The School Operations Manager is the conduit between the school and the MAT 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.

Responsibilities

The School Operations Manager is responsible for all operational activity within the school. This will largely involve i) liaising with the central / regional team on all operational areas, and ii) management of school specific operations. This is likely to include:

Estates	<ul style="list-style-type: none"> ● Line manage School Facilities Managers and instruct them on day to day tasks ● Main POC with Area Site Manager, and support them to arrange local contractors to come in
HR	<ul style="list-style-type: none"> ● Liaise with HR Coordinators 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. ● Following interviews, ensure completed interview paperwork is collated and shared with the regional HR Office promptly. ● Support HR Advisors with managing sickness / absence ● Liaise with HR / Payroll to inform them of any changes to school Org Structures
Talent	<ul style="list-style-type: none"> ● Liaise with Talent Resourcing Partners to support attraction campaigns, ITT recruitment campaigns and interviews
Finance	<ul style="list-style-type: none"> ● Orders - place orders, raise Purchase Orders, goods receipt noting / scanning, chase orders ● Invoices - liaise with Finance around management and chasing of outstanding invoices and debts ● Cash - collect and reconcile all cash and process banking, informing the regional team of details ● Credit card - process paperwork to the Regional Office ● Deal with finance queries including balances and quotes
ITDS	<ul style="list-style-type: none"> ● Main POC for planned maintenance and major incidents, digital / elearning, purchasing and admin



	<ul style="list-style-type: none"> ● Main POC for arranging digital partnership meetings and Innovaetors Assemble
Data Protection	<ul style="list-style-type: none"> ● GDPR lead ensuring compliance with all relevant legislation and processing data requests ● Champion data protection best practice in school ● Respond to data protection incidents
Catering & Cleaning	<ul style="list-style-type: none"> ● Liaise with catering team to uphold standards ● Liaise with cleaning team to uphold standards (if contractors) or line manage cleaners (if in-house)
Health & Safety	<ul style="list-style-type: none"> ● Implement and manage Health and Safety policies, and take overarching responsibility for First Aid ● Manage DBS checks for school visitors

Other	<ul style="list-style-type: none"> ● Front Office - Line management of all admin staff that interface with the central team (e.g. data officer / admin assistant) ● School Events - Manage logistics for all school events (eg bookings, visitors, contractors etc) ● School Trips - Coordinator of all schools trips to ensure compliance ● Minibus - Manage minibus and licences ● Lettings - Manage lettings + event bookings ● Wraparound care - Manage logistics for wraparound care (Primary) ● Daily Cover - Organise cover for any teachers off ● Staff Induction - Design and delivery of school induction programme ● Staff training - Monitoring of mandatory staff training ● Systems - Oversight of systems ● Insurance - Support with any insurance claims on behalf of the central team ● Communications - Manage logistics for comms to parents ● Marketing - Manage external marketing (social media, website, and student recruitment), and liaise with central marketing team ● Stock - manage all non teaching related stock ● Reprographics - Manage reprographics team and equipment ● Absence - Coordination of return to work meetings ● Statutory Academy Policies - Manage updates to the school's statutory information page using templates from the Central Team ● Other - Any non education activity, eg school photos, mailing lists
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The School Operations Manager will form part of a network of Operations Managers across the Trust, at both a regional and national level, contributing to the networks as appropriate.

The School Operations Manager may also take on any other operational responsibility that is required to keep the school running smoothly and efficiently.

Our values:



The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, 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.

Equality, Equity, Diversity and Inclusion

At AET, 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. Join our family and help us inspire every child to choose a remarkable life.



Person Specification

Job Title: School Operations Manager

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> GCSE (good pass) or equivalent in Maths and English 	
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Operational background Administrative skills Numeracy skills IT skills Organisation skills 	<ul style="list-style-type: none"> Experience in an educational environment
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> Line Management experience 	
	Forward and strategic planning	<ul style="list-style-type: none"> Good time management and organisation skills – able to manage own workload, set priorities and meet deadlines Organisational skills Verbal – ability to exchange information clearly Budget holder experience 	
	Abilities	<ul style="list-style-type: none"> Relationships – ability to form appropriate relationships internally and externally Team work – good experience of effective team and independent working Confidentiality – good understanding of confidentiality issues and able to maintain confidentiality at all times. Time management – good organisational skills and ability to deal with multiple projects on an ongoing basis. 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> Reliability Flexibility and ability to adapt to changing circumstances Be able to use initiative 	



		<ul style="list-style-type: none">● Resilient and able to re-prioritise regularly to ensure timely responses to incidents/changing circumstances	
	Values	<ul style="list-style-type: none">● Ability to demonstrate, understand and apply our values<ul style="list-style-type: none">○ Be unusually brave○ Discover what's possible○ Push the limits○ Be big hearted	
Special Requirements		<ul style="list-style-type: none">● 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	