
Alban Academies Trust

Job Description



Position:	School Operations Manager
Reporting to:	Headteacher and Trust Operations Director
Line Management:	Resources, HR, Premises, Catering, Lettings, operational Finance
Hours:	30-37 hours a week, Term Time + 3 weeks (holiday hours to be worked flexibly)
Start Date:	July 2022

Outline of role

This job description relates to work in a secondary school within the Alban Academies Trust (AAT), a cross-phase, multi-academy trust based in St. Albans, Hertfordshire.

As School Operations Manager you will be responsible for supporting all operational business activities within the school. Working with the Headteacher and Trust Operations Director you will ensure the most effective use of resources in support of the school's learning objectives and the objectives of the Trust.

Relationships

- Work closely with the Trust Operations Director and secondary school Operations Managers to maximise resources for all schools
- Play an active role in the school's leadership team, influencing strategic decision making
- Represent your areas of operation in Governor and sub-committee meetings
- To lead and manage school non-teaching staff who report through your areas of operation
- Participate as required in selection and appointment of teaching and non-teaching staff

Administration Management

- Oversee the whole school administrative function, resources department and lead all non-teaching staff
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals, ensuring that these are regularly reviewed and improved
- Prepare information for publications and returns for the DfE, ESFA, AAT and other agencies and stakeholders within statutory guidelines

Facility and Property Management

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Guide the school Campus/Site Manager to ensure the safe maintenance and secure operation of all school premises
- Make sure the Trust's written Health & Safety policy statement is clearly communicated and available to all people
- In conjunction with the Campus/Site Manager, guarantee compliance with Health and Safety standards in relation to premises and grounds
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively

- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements
- Seek professional advice on insurance and process claims as necessary
- Develop, review and implement effective risk assessment strategies, including business continuity planning, crisis management and health and safety, to mitigate risks to the successful operation of the school and to ensure a safe and secure environment.
- Project manage school capital projects in conjunction with school site team

Catering

- Oversee the catering facilities and work with the school's Catering Manager to ensure cost effective provision, high diner satisfaction and where possible sustainable catering with minimal environmental impact
- Ensure that the catering provision meets food standards requirements
- Oversee the delivery of free school meals, duty meals and hospitality
- Develop the school catering provision and facilities

Human Resource Management

- Effectively partner key stakeholders (school line managers) to provide a generalist HR service to the school across all aspects of the employee lifecycle
- Work with key stakeholders to build workforce plans, identifying the types of skills, knowledge and experience required now, and in the future
- Work with Finance Manager to input workforce information into the budgeting system to ensure staffing costs fall within budget. Support school teams to achieve budgeted headcount and monitor costs throughout the year, including periodic forecasting activity
- Oversee payroll processing, ensuring accuracy and monitor the administration of pension schemes and associated services
- Coordinate effective recruitment activity within the school, ensuring compliance with legal, statutory and Safer Recruitment policies. Ensure all new employees are effectively onboarded and that offer letters and contracts are provided in a timely fashion
- Lead and champion effective performance appraisal, development, and succession planning activity within the school
- Understand and advise school line managers and employees on all HR policies and people matters. Ensure policies are effectively communicated and understood within the school
- Lead and guide school line managers on HR change activity e.g. consultation; people initiatives and projects, in accordance with Trust policies
- Seek advice, guidance and specialist expertise from HR resources as required
- Hold responsibility for ensuring critical people systems are managed and maintained, including the Single Central Record (SCR)
- Produce key HR metrics for the school to inform people activities
- Manage compliance with pension (Local Government Pensions and Teachers' Pensions) regulations, ensuring contribution rates are correct for all staff, that staff are in the correct scheme and that the necessary communications are sent from the school.

Financial Management

- Evaluate information and consult with the LG and Trust Operations Director and Governors to support the Finance Manager in preparing a realistic and balanced budget for school activity
- Approve and process financial documents ensuring accuracy and timeliness
- Work with the Trust Operations Director and Finance Lead in the preparation of reports and papers for the LGB committees
- Work with Trust Operations Director/School Finance Manager to help identify and inform the Headteacher/Governors/Trust Finance Lead of the causes of significant variance and build into the school's forecast
- Negotiate, manage and monitor contracts, tenders and agreements of the provision of supplies and services to the school adhering to the Trust schedule of delegation
- Work with the responsible person for the school curriculum to plan and analyse the financial impact of

the school's planned curriculum and look for opportunities to improve efficiency and work with Finance Manager to build accurate plans/forecasts

- Monitor and track ESFA earmarked funding with relevant school lead (such as 16-19 bursary/ pupil premium) ensuring that funds are spent according to guidelines
- Oversee the financials of the school's external facing activities (Teaching School Hub, Theatre, Hirings etc) and provide management reports as required

Other Responsibilities

- Oversee the school facilities to ensure compliance to policy and ensure that income is maximised whilst maintaining the right balance between school and external activities
- Act as a link for the school's PTA
- Work with the school leadership team to ensure that school events run smoothly and are resourced as necessary
- Carry out any such duties as may be reasonably required by the Trust and are deemed appropriate to this role

Professional Standards

- Support the aims of the AAT and each school at all times and endeavour to promote our development as a powerful learning community
- Have due regard for the need to safeguard children's well-being, in accordance with statutory provisions and the Trust and schools' procedures
- Treat all members of the community, colleagues and children, with respect and consideration
- Ensure that conduct within and beyond the Trust does nothing to undermine the integrity of the Trust or teaching profession
- Treat all staff and children fairly, consistently and without prejudice
- Set an excellent example to staff and children in terms of appropriate dress, standards of punctuality and attendance
- Promote the aims of the AAT and each school by attendance at, and participation in, various events (where appropriate)
- Take responsibility for your own professional development and participate in staff training when provided and seek out other opportunities for personal development
- Read and adhere to the various policies of the AAT and each school
- Be proactive and take responsibility for matters relating to Health and Safety

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Person Specification

		Essential	Desirable
Qualifications/Knowledge			
1.	Management /degree qualification or relevant experience	x	
Experience			
1.	Experience of financial management		x
2.	Relevant experience in an operational role including people management	x	
3.	Experience of team leadership in a fast-paced environment	x	
7.	Knowledge of finance packages (SAGE an advantage)		x
8.	Good ICT literacy to use Google Suite and MS Office packages	x	
9.	Ability to interpret data		x
Personal Qualities			
1.	Capable of organising and prioritising a competing workload to meet deadlines	x	
2.	Ability to work on multiple projects/tasks at one time under pressure and to deadlines	x	
3.	A willingness and ability to quickly assimilate information on new areas of work and projects	x	
4.	Flexible attitude and willingness to contribute constructively towards the Team	x	
5.	Attention to detail and accuracy	x	
6.	Approachable and able to treat sensitive information with total confidentiality	x	