



## Job Description

### School Operations Manager

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School: St Leonard's Catholic School, North End, Durham, DH1 4NG  
Grade: Grade N SCP 43-46 (£46,845 - £49,925)  
Hours: 37 hours per week, Full Year, Permanent  
Reports to: Headteacher

#### Job Purpose

- Responsibility for overseeing the day to day running of the school's operations and key school support services in the areas of administration
- Responsible for the development and implementation of systems and procedures which ensure operational excellence across the school
- To work in partnership with the Trust Central Teams to support the implementation of central Trust functions including finance, human resources, procurement and governance.
- To promote collaborative professional working relationships and development across the whole school

#### Main Duties and Responsibilities

##### Leadership and Strategy

- Attend senior leadership team as required, and appropriate Local Governing Committee and other meetings
- To work collaboratively with the Senior Leadership team and contribute towards strategic decision making
- Provide leadership and oversight to the line management and performance management structure of the support staff team, ensuring a highly effective and highly motivated operational workforce.
- Lead a culture of continuous improvement across the school support services to improve efficiency and effectiveness.

##### Administration Management

- Manage the school administrative function and lead all admin support staff.
- Provide strategic direction to the development of support staff and all administrative duties in the following areas:
  - quality assurance
  - task completion
  - workload management
  - rota systems
  - holiday entitlement
- Lead, manage and monitor the school operational workflow schedule, liaising with SLT, BWCET Central Team and third parties to ensure high quality, value for money completion.
- Direct all staff on its production and manage the school annual calendar, ensuring events meet the needs of the school and fulfil statutory and recommended requirements.
- Provide strategic direction to the operational workforce, producing matrix of roles and responsibilities. Monitor the effectiveness of the workforce and provide CPD when necessary.
- Act as the school's lead on links with Local Governing Body by:
  - monitoring governor links' frequency and coverage
  - organising events, committee meetings and open days
  - monitoring governor roles, responsibilities and vacancies, and managing the directory
- Ensure effective line management, performance management and professional development for support staff.
- Liaise with Senior Leadership Team, leading on the production of high-quality school information and marketing and promotional material.
- Carry out an annual self evaluation of the effectiveness of the operational team and formulate a strategic development plan.
- Provide/organise support and guidance in key operational sub-teams:
  - Admissions
  - Pastoral, Welfare and Attendance
  - Personal Development and Careers
  - Training, T&L and CPD
  - IT Technicians
  - Examinations, Data and Curriculum, and MIS
  - Site and Caretakers
  - Finance
  - Apprentices
  - Administration and reprographics
  - School reception
- Assist the Headteacher in the day to day running of the school.
- Assist the Headteacher by managing key operational tasks that are key to the school's strategic development.

- Assist the Headteacher in ensuring expenditure on staffing and recruitment is cost effective.

### **Policy Management and Compliance**

- Lead the school's policy tracker, liaising with SLT and members of the central Trust team to ensure policies remain up to date and, where necessary, published on the website. Where policies are specific to the school, play an active role in developing and implementing policy.
- Ensuring the school is compliant with GDPR laws and regulations.
- Have an understanding and ensure the schools complies with the requirements of the Data Protection Act
- Manage all aspects of safeguarding.

### **Health and Safety**

- Provide direction to the Headteacher on matters relating to the school's physical environment and health and safety and liaise with third parties to ensure compliance and value for money.
- Act as the school's designated lead on health and safety checks, fire drills and first aid, monitoring the school's compliance with statutory requirements
- Plan, instigate and main records of fire practices and alarm tests.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to include identification of hazards and risk assessment.
- Ensure maximum level of security consistent with the ethos of the school.

### **Human Resources**

In conjunction with the Central HR Team:

- To be first point of contact for the central HR team in relation to day to day staffing queries
- To support as required with HR procedures including recruitment.
- To support as required with the induction processes for new staff and supply staff.
- Ensure that HR policies and procedures are clearly communicated to all staff in school
- To support as required with the probation process and reviews undertaken as part of the apprenticeship programme
- To liaise with the Headteacher and HR as required on changes to the staffing structure and keep updated the operational staff structure.
- To maintain the school's Single Central Record.

- To oversee the accurate completion of documentation in order to ensure that contractual and payroll information is recorded accurately and maintained including processing staffing changes, recruitment, leavers paperwork.

### **Additional Information**

- Engage in promoting the values and acting as a role model for Cardinal Hume Catholic School and the Trust.
- To work collaboratively with the Trust Central team and follow Trust policies and procedures.
- To work across all sites within the Trust as appropriate to undertake the role and must be able to meet the travel requirements of the post.
- To work flexibly and outside normal core hours when required.
- Respect confidentiality at all times.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**December 2021**