



**JOB DESCRIPTION**

<b>Job Title:</b>	Operations Manager	<b>Job Ref:</b>	ESPOM0622
<b>School:</b>	Earley St Peter's Primary School	<b>Salary:</b>	Grade 7 SCP 18 – 24 £22,134 - £24,629 Grade 8 SCP 30 – 34 £25,281 - £28,355
<b>Reports To:</b>	Head of School		
<b>Employment Status:</b> Permanent – Term time only (plus two weeks)			
<b>Hours of Work:</b> Part Time –30 hours per week - Term time only (plus two weeks) Monday to Friday			
<b>Job Purpose</b> To be responsible for all, or the majority, of the disciplines, of HR management, Premises management, Health and Safety, Procurement and all matters within the management of the school which are supportive to the teaching function.			
<b>Departmental/Team Purpose:</b>  The purpose of the school is to meet the educational needs of children and young people within the local community.			
<b>Organisation Chart</b>			
<pre> graph TD     A[Head of School] --- B[Operations Manager]     B --- C[Extended Care Staff]     B --- D[Admin Staff]     B --- E[Premises Staff]     B --- F[Lunchtime Staff] </pre>			

**Staff Responsibilities**

YES

**Summary of Main Contacts**

- Parents
- Teachers
- Governors
- Other school staff
- Other professionals
- Pupils
- The Keys Academy Trust

**Safeguarding statement**

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

<b>Main Tasks/Accountabilities</b>
1. To provide leadership and guidance for support staff, including direct line management responsibility where appropriate for administrative, financial, premises and extended care staff.
2. To be responsible for the systems and the general management of the school's administrative computer network.
3. To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services for the school.
4. To be responsible for the arrangements for school facilities including catering, transport, bookings for school facilities.
5. To be responsible for seeking professional advice on insurance and advising staff and governors on the appropriate insurances for the school. Handling any claims as they arise.
6. To manage the ACCESS People personnel database, prepare staff contracts, maintain staff absence records and timesheets and resolve any payroll issues.
7. To liaise with the school's personnel provider and to advise the staff and governors on employment matters and policies.
8. To assist the Head of School with the formulation and implementation of the school's Health and Safety policy.
9. To act as the school's Health and Safety co-ordinator.
10. To be responsible for the maintenance and security of the school site and the buildings.
11. To be responsible for securing sponsorship funding and for promoting the school to different audiences and raise the profile within the local community.
12. To manage all school trips on the Evolve system
13. To oversee the staffing of the school's Breakfast and After School Clubs.
14. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.