

## Business and Operations Manager (Grade G) Job Description

### The role:

An essential member of the school's Senior Leadership Team (SLT), actively contributing to the strategic provision of the school.

Responsible for the provision and management of the Business and Operations functions including managing the business support functions such as Health and Safety, GDPR, Business Administration, Premises, Finance and Human Resources.

Work directly with colleagues in the Trust's central Business and Operations Team for professional support and guidance.

Report directly to the Headteacher. You will directly manage reception, cover management, site and premise team and be responsible for HR, communications and aspects of marketing.

### Key purpose:

- Ensure that the safeguarding of children is paramount in all you do
- Providing strategic leadership and management for all Business and Operations functions including HR, premises, GDPR and communications
- Main point of contact for all internal and external Business and Operations queries
- Oversee the school's HR employee life cycle to ensure all HR and payroll processes are securely maintained
- With support, interpret, advise and maintain policies and advise on legislation to ensure compliance
- Act as the key contact for the School on all GDPR queries and information governance requirements
- Oversee, and quality assure, the whole school appraisal process
- Act as the schools' staff wellbeing champion ensuring that all staff are aware of support of the support available
- Ensure statutory regulations, best practice and value for money principles are adhered to at all times
- Do all you can to enable the Trust mission to transform lives and strengthen our communities to make the world a better place
- Manage the School's first aid provision

### All Trust employees must:

Live the Trust values and inspire staff and students to do the same by being:

- Ambitious
- Selfless
- Collaborative

### To ensure success, you must:

- *Be relentlessly positive in your collaboration* by quickly building effective and positive relationships across the School, Trust and wider networks
- *Have the highest of standards* by ensuring outstanding outcomes for learners by providing exceptional

business and operations support to the school

- *Grow great people* by supporting the development of an effective School and Trust culture, seeking out development opportunities and providing professional development for staff as appropriate

**You must have:**

- a relevant degree and/or equivalent level of knowledge
- skills and expertise to enable the postholder to meet the requirements of the job description
- A relevant Business Administration Qualification or equivalent experience/expertise
- Good Microsoft office skills (word, excel and PowerPoint)
- An organised, flexible and ‘can-do’ approach
- A positive and collaborative manner
- Expertise in leadership and project management
- Experience of analysing and producing accurate reports to enable effective decision making at SLT level

### Areas of responsibility\*

<b>HR</b>	With support from the central HR team and administrative support in School, you will manage the whole employee life cycle including recruitment processes, pre-employment/safeguarding checks, absence management, personnel administration, collection and maintenance of staff data, staff census, submissions and checking for payroll.
<b>Finance</b>	With the support of the central Finance team you will oversee the management of orders, purchase orders and processing invoices, debt management, management and banking of petty cash, charge cards and other financial transactions.
<b>Premises and H&amp;S</b>	<p>Managing an effective health and safety provision ensuring compliance at all time. Production of the health and safety reports, risk assessments, estates management plans and the School’s emergency plan.</p> <p>Directly manage the school’s Premises Officer, ensuring the school’s premises are clean, safe and well maintained. Ensure requests for works are actioned in a timely and professional manner and within budget.</p>
<b>Comms and GDPR</b>	<p>Act as the key contact, and manage all GDPR, freedom of information, subject access requests and information governance requirements.</p> <p>Manage the school’s Communications Officer to produce all School marketing materials including the website. Ensure all student and parent details are up to date.</p> <p>Coordinate after school strategic events including parents’ evenings and the school’s community groups, including parent groups.</p>

\* **please note** this list is an example of the types of tasks you will be involved in and is not an exhaustive list. You may be asked to undertake any other duties commensurate with the grade of your role)