



Job Description

POST:	Operations Manager (Primary)
RESPONSIBLE TO:	Principal
SALARY:	OCL Support Staff 25 (£33,945 pro rata)
LOCATION:	Oasis Academy Nunsthorpe, Grimsby
WORKING PATTERN:	Term Time Only (39 weeks), 37 hours a week, 8am – 4pm
DISCLOSURE LEVEL:	Enhanced

JOB PURPOSE:

Under the overall direction of the Principal, to oversee the operational running of the Academy, acting as Line Manager of the Academy's Administration Team (which shall include administration, reception and data and admissions, where relevant), Educational Visits Co-ordinator (EVC), Data Protection Lead and as an interface for the Academy with the national led IT, Finance, People, Marketing & Communications and Property & Estates Directorates.

SPECIFIC RESPONSIBILITIES

As a member of the Academy's Leadership Team to contribute to the strategic direction of the Academy and the development and implementation of the Academy Development Plan/Local One Plan.

Administration Duties:

- A. To line manage the Administration Team, including monitoring and managing assigned budgets, ensuring adequate resourcing/staffing, determining systems and processes, allocating responsibilities, co-ordinating and, where appropriate, delivering induction and training, undertaking appraisals, providing guidance and support, setting priorities and dealing with problems to ensure that the team provides an efficient and comprehensive administrative support service, including:
 - Greeting visitors and providing hospitality
 - Dealing with routine enquiries from parents, the LA and other external agencies/organisations
 - Word processing correspondence and other documents
 - Record keeping, photocopying, and filing.
 - Postal services
 - Diary management
 - Ordering stationery/supplies as required.
 - Collation, entry, and storage of student related data

- B. Ensure that all stock levels for stationary, reprographics and other administration related consumables are maintained at appropriate and sustainable levels, re-ordering when needed to meet the site's needs.



- C. To ensure the development of appropriate 'house style' formats and standards, and ensure adequate record/filing and back-up systems are available
- D. To co-ordinate the timely provision of data and statistical information between the Academy, LA and OCL, as required periodically, reconciling any queries.
- E. To ensure the School Management Information System (Bromcom), is accurate and up to date.
- F. To become the Academy champion for all matters relating to Bromcom ensuring delegated duties and provision of training as required
- G. To undertake the accurate and timely completion and submission of the pupil census and school workforce census.
- H. To administer provision of Free School Meals ensuring statutory returns are completed in an accurate and timely fashion to DfE, LA, and others who may require information from time to time.
- I. To manage arrangements for the letting and use of Academy premises to third parties (where applicable)
- J. Co-ordinate the organisation, preparation and set up of any events that are required to support the Academy, e.g. parent's evenings, Academy awards and outside events.

Data Protection

- A. To act as the Academy's Data Protection Lead, attending nationally co-ordinated meetings and, with the prior approval of the Principal, actioning national office instructions on data protection measures
- B. To produce reports in response to the Academy's data protection obligations, as requested by the national office.
- C. To cascade information relating to data protection to the Academy's workforce
- D. To receive, acknowledge, co-ordinate and respond to Subject Access Requests and Freedom of Information Requests relating to the Academy.
- E. To report to the Data Protection Officer potential and realised data breaches and to co-ordinate appropriate action.
- F. To oversee the collection and storage of required consents
- G. Monitor GDPR training and identify any training needs at Academy level and feedback to the Data Protection Officer

Provision of Secretarial Support

- A. To provide secretarial services to the Principal, including:
- Co-ordinating the Principal's diary – appointments, meetings, key school dates etc
 - Distributing/responding to/recording the Principal's mail
 - Overseeing the Academy calendar, ensuring it is kept up to date and circulated to staff and others as necessary. Ensuring timely reminders are sent to all staff and council members in advance of meetings, etc.
 - Researching and/or managing projects that may be identified from time to time by the Principal or Leadership Team
 - Organising travel and overnight accommodation arrangements as required
 - Producing correspondence, newsletters, documents, briefing papers, reports and presentations

Human Resources

- A. Act as a first port of call for all Academy staff on Human Resources related issues, including matters relating to pay.
- B. To Support line managers to follow the correct processes when managing Human Resource matters including matters of discipline, capability, conduct, attendance and absence and working arrangements.
- C. To liaise with the allocated People Directorate Advisor to seek support to respond to and address Human Resources related matters.
- D. To provide administrative support (including production of correspondence, collation and circulation of papers, minuting) to the Principal/Leadership in respect of Human Resources related matters.
- E. To complete hiring requisition forms and contract amendments to the Regional Finance Manager for approval. Ensure retention of all authorised documents for audit and compliance purposes.
- F. To be responsible for the administration and co-ordination of effective recruitment processes, including obtaining job descriptions/person specifications, placing adverts, collating application forms, co-ordinating shortlisting, arranging for references, co-ordinating the arrangement for interviews and undertaking safer recruitment checks.
- G. To process new starters on i-Trent – permission to recruit and phase 1 & 2 ensuring accurate entry of information so that a contract of employment can be issued to the new starter.
- H. To provide administrative support to the Principal and line managers undertaking staffing changes, including recruitment campaigns, restructuring and redundancies.
- I. To produce and maintain effective personnel files.
- J. To be responsible for processing, monitoring and reporting on leave of absence (to included maternity/adoption/paternity/parental leave) requests.

- K. To be responsible for recording, monitoring, and reporting on sickness/health related absence, ensuring all absences are certified.
- L. To support line managers to fulfil the requirements of the Management of Health Absence Policy, through:
- The provision of data/information relating to absence (e.g. notification to the line manager that relevant triggers/provisions have been met).
 - Organising meetings
 - The provision of template letters, forms and documentation (e.g., return to work interview records).
 - Attendance at meetings for the purposes of note taking and advise.
 - Seeking advice and/or assistance from the People Directorate.
- M. At the direction of the Principal and/or People Directorate Advisor, to co-ordinate referrals to Occupational Health.
- N. To provide administrative support to the Principal to enable them to fulfil their responsibilities in respect of:
- Maintenance of Single Central Record
 - Safer Recruitment
 - Administration of employment records and employment contracts from i-Trent
 - Retaining and monitoring training records to include safeguarding, data protection, first aid, health and safety.
 - Pay
 - Performance Management
- O. To organise appropriate supply cover (teaching and support staff).

Educational Visits Co-ordinator

- General responsibilities:
 - Ensure that all trips and visits meet the OCL requirements as laid out in in the Trips and Visits Policy
 - Oversee the approval of trips by liaising with the Principal and/or Regional Director as required
 - Ensure financial procedures are adhered to, including being aware of the need to obtain best value for money.
 - Ensure that all reasonable and practicable measures are taken to include young people with medical or special educational needs on a visit
 - Be aware of insurance provisions available in order for appropriate risk assessments to be undertaken before the trip/visit.
- Parental Notice and Permission:
 - Ensure that all parents/carers are informed about details of the trip including the nature of activities.
 - Ensure that all permissions and medical forms are completed and received.
 - Arrange any parental meetings for higher risk trips/visits.



- Health and Safety
 - Ensure that adequate first-aid provision will be available on each trip
 - Liaise with Health and Safety Champion.
 - Keep records of trips/visits, incidents, and near-accidents.
 - Risk assessment and special needs considerations
 - Emergency procedures
 - Safeguarding and child protection.

Communications:

Under the direction of the Principal and in conjunction with the Marketing & Communications Directorate:

- To maintain a professional website for the Academy
- To co-ordinate the production of external publicity (newsletters/brochures) working with appropriate member of leadership or teaching staff.
- To co-ordinate the production and distribution of student/parent and carer correspondence.
- To monitor and support the Academy's effective use of social media.

ORGANISATIONAL RESPONSIBILITIES

Safeguarding children and young people

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- To work to the best of ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life in a way which seeks to uphold the Oasis Ethos and the Oasis 9 Habits.
- To effectively contribute to our organisational commitment to excellent education at the heart of our communities.
- Be aware of and understand our Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.
- To ensure compliance with all Health and Safety legislation and associated codes of practice and policies
- Review and develop own professional practice, maintain effectiveness as a member of the Academy staff by taking responsibility for own continuing professional development.
- Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.



Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Academy Administration Support Person Specification

Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person – academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a ‘can do’ culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character – it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the OCL Purpose, Ethos and Values document which accompanies this job description.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A relevant qualification on the NQF • Maths and English GCSE grade A*-C/9-4 or Numeracy and Literacy Level 2 on the NQF or equivalent 	<ul style="list-style-type: none"> • Degree in Business Administration • CIPD Level 5
Experience, Skills & Knowledge	<ul style="list-style-type: none"> • The ability to converse at ease with parents/students and members of the public and provide advice in accurate spoken English. • High level of computer/secretarial skills • Experience of using educational data bases/school management information systems, e.g. Bromcom or SIMS • Excellent interpersonal skills • Experience of successfully managing teams, including dealing with matters of performance, capability and conduct • Understanding of and experience of the professional application of Data Protection and GDPR 	<ul style="list-style-type: none"> • Experience of safer recruitment practices/the application of KCSIE

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Excellent organisational skills • Good interpersonal skills and the ability to work effectively with a wide range of people across the organisation and external agencies and stakeholders. • High level of discretion and confidentiality • Reliability, motivation, adaptability, and resilience under pressure • Energy, enthusiasm, and flexibility • Commitment to safeguarding and promoting the welfare of children and young people. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours and attitudes and maintaining discipline. • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis Community Learning ethos. • Have an excellent sense of humour 	
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I am happy that I have been fully involved in drawing up this JD and that it is a true reflection of the duties I undertake in my role in the Academy Administration.

Signed

Date