



## Job Description

Date reviewed – June 2022

|                  |   |
|------------------|---|
| <b>Position:</b> | Operations Manager  |
| <b>Grade:</b>    | Grade 11  |
| <b>WSSC JDQ:</b> | SCHG58a   |
| <b>Hours:</b>    | 7.00am-3.00pm daily (some flexibility available)<br>Term time only plus 5 inset days per year |

### General Details:

The details of your general duties are set out in this job description but actual duties will vary in accordance with the age and needs of the pupils.

- ✦ It is expected that you will adhere to professional standards and school policy and procedures at all times.
- ✦ This job description may be reviewed at the end of the academic year or earlier if necessary. It may also be amended at any time after consultation with you.
- ✦ See the Person Specification for details of experience, qualifications, knowledge and skills required for this post.

### Relationships:

- ✦ The post holder is directly accountable to the Headteacher but will also liaise closely with the deputy head and assistant head teachers.
- ✦ The postholder will directly line manage administrative and reception staff. It may be necessary to travel between school sites if there is a second site in the future.
- ✦ The postholder will be a member of the senior management team and will attend weekly meetings.

### Job Purpose:

#### Operations

- Working with the Leadership team creating annual timetable.
- Ensure that the timetable is maintained during the academic year and accessible to all staff
- Ensure that daily staffing absence is covered.
- Checking & updating the school calendar
- Produce and distribute the Daily News
- Produce and monitor timetables to include PPA, provision, hydrotherapy, art, phonics and others as required
- Support all work experience provision, external students coming into school and community placements for QE2 students
- Oversee fund raising in the community and liaise with the PTFA
- Support the organization of events
- Ensure all external bookings are reserved to support the curriculum.
- Produce individual teaching staff timetables and room timetables
- Ensure that all requirements for first aid training are managed
- Keep updated with directed time guidance and ensure the QE2 policy reflects the current requirements
- Ensure the SMT are aware of all part time staff calculations to ensure staff can be efficiently and effectively directed.
- Provide an overview of core staffing model for the headteacher to ensure that regular monitoring of the staffing can be conducted.

### **Offsite activities**

- Oversee all school trips
- Lead EVC for QE2 School
- Ensure WSCC school offsite activities procedures are adhered to for all agreed visits.
- Advise and train staff in the appropriate requirements for all EVOLVE applications
- Ensuring that all relevant policies are in place that supports the safety of offsite activities.
- Ensuring that the charging and remissions policy is closely adhered to and followed for the charging of trips.
- Ensure all paperwork for residential trips is completed

### **Driving and minibuses**

- Ensure that all staff that are required to drive their own vehicles have the correct paperwork in place.
- Ensure that all staff who are required to drive the college vehicles have the correct permits and licences to comply with the regulations
- Maintain all relevant policies related to driving.
- Ensure the minibus timetables are logged.

### **Risk Assessments & Policies**

- Monitor and update policies on an annual basis
- Create new policies as required
- Update the staff handbook regularly

### **Human Resources**

- Manage staff absence and sickness policy/procedures which may include Counselling staff sensitively in situations as required. Ensure all absence is monitored and liaise with the School Business Manager to ensure absences are recorded correctly.
- Ensure the school's equality policy is maintained to meet legal requirements and is implemented and clearly communicated to all staff in school
- Designated person responsible for implementing the DSE regulations
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Be familiar with all relevant legal, regulatory, ethical and social requirements with regard to employment, public sector working and education settings. Support staff with questions and support they may require.

### **Induction**

- Monitor and review the Induction process for all new staff at QE2 School. Ensure that all areas of this mandatory process are covered by ensuring that the leadership and admin team are directed to support.
- Ensure that the probation process is correctly completed by all new staff for all new staff. Supporting and training line managers as required.

### **Appraisal process admin**

- Support the Headteacher to ensure admin and organisational support to facilitate the annual appraisal process for the whole staff team.
- Receive and manage all completed paperwork and maintain a register of timescales and deadlines to support the HT in meeting statutory requirements.
- Ensure that a tracker is in place to ensure that all staff have an APR completed and the number of objectives completed is known.
- Review the APR form in consultation with the head teacher and ensure that any update is progressed onto the new form.

### Training

- Ensure that all mandatory training is arranged for Inset days.
- Ensure that all staff complete all mandatory training.
- Oversee Wednesday training programme.
- Research training available with external providers and book as requested.
- Keep records of all training completed for all staff.
- Arrange first aid training and maintain up to date records.

### Exit interviews

- Ensure that all staff who are leaving receive an exit interview.
- Once forms completed log the details for reporting to Governors.

This description is not exhaustive. It is intended to give a general outline of the current duties and responsibilities and will be reviewed periodically with your line manager.

### Tasks and Accountabilities:

- Managing essential school systems (including the school timetable, covering absent staff, booking supply staff, school calendar, off site visits)
- develop and encourage the wide use of robust routines and systems throughout the school e.g. for reporting unforeseen and expected absence
- supporting the school's continual improvement through enabling and booking staff training and professional development to take place in school time as needed and maintaining the appropriate records
- liaising with businesses and volunteer groups to ensure appropriate placement of volunteers in the school

### Other Duties:

Participating in after school events where relevant.

The post holder will be expected to undertake other duties, commensurate with the post, which your direct line managers or members of the Leadership Team may reasonably and occasionally require.

### Explanatory Notes:

Queen Elizabeth School offers all staff APR's with an agreed line manager. The main aim of this is to identify areas of success and for professional development / individual training needs. These APR's will be scheduled annually but there will be regular informal discussion.

This job description and allocation of particular responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the Professional Development Review cycle and at any other time on request.

| Knowledge and Skills and Experience   | Essential | Desirable |
|---|-----------|-----------|
| Willingness to submit a DBS check   | X         |           |
| Evidence of the right to work in the U.K  | X         |           |
| Experience of working to policies and procedures  | X         |           |
| Proven ICT skills, including Microsoft Office, Excel  | X         |           |
| Experience in monitoring, evaluating and administrating an institution's operational procedures | X         |           |
| Ability to understand and develop strategic issues  | X         |           |
| Ability to work accurately under pressure and to deadlines                                      | X         |           |

|  |                  |                  |
|--|------------------|------------------|
| Experience of working to policies and procedures   | X                |                  |
| Further qualifications in ICT skills and/or business studies   |                  | X                |
| <b>Efficient and effective deployment of staff and resources</b>   | <b>Essential</b> | <b>Desirable</b> |
| Experience of organising, supporting and monitoring the work of staff  | X                |                  |
| Experience of efficient office management which is in the best interest of the institution   | X                |                  |
| Awareness of resource allocation and budgetary implications of school operations   | X                |                  |
| Ability to support the school in ensuring that professional standards are maintained.  | X                |                  |
| Experience of directing, supporting and monitoring the work of staff within a whole school context.  | X                |                  |
| To have a basic understanding of school finance  |                  | X                |
| To have an understanding/ experience of using Human Resources/Personnel management processes and policies  | X                |                  |
| <b>Interpersonal and Communication Skills</b>  | <b>Essential</b> | <b>Desirable</b> |
| Experience in managing staff   | X                |                  |
| Ability to direct and deploy other staff   |                  |                  |
| Ability to communicate sensitively or directly with individual staff at all levels, as circumstances require, using well developed interpersonal skills- face to face, on the telephone and in writing | X                |                  |
| Ability to independently draft correspondence and reports  | X                |                  |
| Good understanding of the need for confidentiality and integrity at all times  | X                |                  |
| Able to communicate at all levels, including to larger staff groups  | X                |                  |
| Be able to encourage and motivate others   | X                |                  |
| Willingness to engage with the whole school community  | X                |                  |
| Have suitable team working skills  | X                |                  |
| Willingness to promote the school's work in the community, in partnership with governors, families and the other interest groups   | X                |                  |
| <b>Initiative and Independence</b>   | <b>Essential</b> | <b>Desirable</b> |
| Be able to prioritise work load and work to deadlines  | X                |                  |
| Be able to work independently and to exercise own initiative   | X                |                  |

**Agreed Job Description:**

Signed:

Date:

Signed:

*Headteacher*

Date:

Signed:

*Agreed Reviewer on appointment*

Date:

\*Agreed Reviewer may be changed at a later date