



<b>Job Title:</b>	Operations Manager
<b>Pay Scale:</b>	NJC 29 – 34 (£32,910 - £37,890)
<b>Contract:</b>	Permanent
<b>Location:</b>	L.E.A.D. Equate Teaching School Hub
<b>Line Manager:</b>	Director of the Teaching School

### **Purpose of Role:**

The Lincolnshire Teaching School Hub is primarily designated with the singular aim of recognising teacher and leader development as the most important form of school improvement. The Hub aims to build strong partnerships with other schools to support teachers and leaders in every phase and type of school, at each stage of their development. The Teaching School Hub is at the forefront of providing high quality professional development, playing a significant role in CPD within Lincolnshire and L.E.A.D. Academy Trust. Within this, the operations manager promotes the highest standards of business ethos within the administrative and financial functions of the organisation and strategically ensures the most effective use of resources in support of the Hubs objectives. As a member of the strategic team, makes a major contribution to the strategic direction of the Hub.

### **Duties and Responsibilities:**

#### **Budget**

- Keep up to date with information provided by the DfE in order to identify funding streams and accurately estimate Income.
- Prepare a 3-5 year budget - ensure that staffing costs, expenditure and income are calculated accurately based on up to date information and Outturn forecasts.
- Work in collaboration with the Trust to prepare an annual report for the Director to present to the Trust in order for them to approve the budget.
- Monitor Income and Expenditure regularly and re forecast monthly. Account for any variances that may arise and advise on action to be taken if necessary.
- Prepare and deliver budget monitoring reports for the Hub Directors/Trust. Maintain a strategic financial plan that will indicate the trends and requirements of the Hubs Development Plan.
- Ensure any salary increases, contract changes and pension rate increases are identified and entered.

#### **Financial Procedures/Data**

- Consult and follow the Trust's Financial Policy and Procedures, Scheme of Delegation and Academies Financial Handbook.
- Be confident in all areas of the PSF accounting package.

- Complete all month end procedures required by the Trust.
- Manage any claims made through the Trust procured Insurance provider.
- To coordinate/organise the data relating to KPI's and quality assurance.

### **Purchase Ledger**

- Ensure Purchase Orders are authorised before any financial commitment is made.
- Ensure all invoices are checked and authorised before being entered on to PSF.
- Ensure payment run documentation is authorised prior to payment.
- Ensure any credit card purchases are authorised before the transactions are processed.

### **Procurement**

- Ensure value for money is always considered in Procurement.
- Obtain quotes and approval as outlined in the Scheme of Delegation.
- Maintain an Asset Register in line with Trust policy.

### **Cash Book**

- Where relevant, enter any transfers between bank accounts.
- Carry out bank reconciliations, including the debit card account.
- Investigate ways to generate income and apply for any available grants.

### **Sales Invoicing**

- Manage any site lettings and investigate further use of the building in order to increase revenue.
- Ensure sales invoices are raised in a timely manner
- Ensure that premises issues are raised and managed in a timely fashion

### **HR**

- Have knowledge of all of the Trust's HR policies and follow procedures as outlined in relevant policies.
- Manage the recruitment process writing adverts, updating Job Descriptions and ensuring all recruitment checks are carried out prior to interview and references are received, gaining authorisation/liasing with the Trust where required.
- Assist the Director with shortlisting and support with the interview process as required. Send out offer letters and arrange for contracts to be raised.
- Ensure all pre-employment checks are completed and personnel files are updated with the correct documentation.
- Ensure all DBS checks are recorded on a Single Central Record and ensure that it is fully compliant and is in line with Ofsted requirements. Keep up to date with safeguarding legislation.
- Ensure all Starter and Leaver forms and Variations to Contract letters or forms are completed.
- Inform Payroll of any contract changes and pay increases.
- Enter any contract and salary changes on financial systems.
- Ensure Staff Absence is recorded on the Management Information System.
- Carry out performance management on line managed staff
- Ensure all pension documentation for Teachers Pensions and LGPS is completed on time.

### **Payroll**

- Complete all HR paperwork for example, changes of contracts and salary changes and notify payroll.
- Review all overtime, unpaid leave, expenses claims before authorisation by the Director.
- Notify Payroll of any pay increases and pension contribution rate changes.
- Check draft and final Payroll reports using Staff Monthly Profile Listing.
- Enter payroll journals on to PSF.

#### **Audit/Grant Funding Agreements**

- Prepare all documentation for both internal and annual audit processes.
- Act on any recommendations that result from the Audit and the Trust.
- Ensure that all DfE Grant Funding agreements are understood, collated and deadlines are met, including audit processes

#### **Premises Management and Health and Safety**

- Work with the Trust procurement team to prepare work specification for tender and to assist with the selection of contractors.
- Work with the Trust's Health & Safety Business Partner to formulate, implement and monitor the Academy's Health and Safety policy.
- Ensure a safe environment for the stakeholders. Monitor statutory Health and Safety checks, Fire Risk Assessment and update the Business Continuity Plan.
- Manage/co-ordinate any building works

#### **Marketing & Liaison**

- Participate in the work of the Hub through attendance at meetings and participation in working parties.
- Promote the Hub to different audiences and raise the profile within the local community.
- Liaise with partners to strategically coordinate marketing

#### **Management Information Systems and ICT**

- In consultation with L.E.A.D. ICT that the Academy has a strategy for using technology aligned to the development plan.
- Ensure that contingency plans are in place in the case of technology failure.
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

#### **Resource Management:**

- Line management of Admin and Finance staff.

#### **Other Hub Specific Responsibilities:**

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Due to the infancy of the Teaching School Hub landscape, the job description will be jointly reviewed after 6 months within the first year.

### Operations Manager Person Specification

This job description lists the competencies expected of an experienced and fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

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<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>Studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths</li> <li>Relevant qualification at level 4 and above</li> </ul>	E E	
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Excellent level of oral and written communication skills</li> <li>Good level of use of ICT including Microsoft and other finance management or accountancy systems</li> <li>Able to work to tight deadlines, managing and prioritising time effectively</li> <li>Self-starter, with and ability to work independently &amp; use own initiative to overcome obstacles</li> <li>Good level of understanding of health &amp; safety and site management</li> <li>Knowledge of recruitment procedures and basic HR processes</li> <li>Knowledge of/or ability to learn Trust policies and procedures</li> </ul>	E E E E E E E	D
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven ability in a school or business environment</li> <li>Proven record of successful Financial Strategic Management</li> <li>Experience of managing budgets and budget monitoring</li> <li>Experience of managing and developing staff</li> <li>Project management experience</li> </ul>	E E E E	D
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Have an openness to learning and change</li> <li>Have a positive attitude to personal development and training</li> <li>Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility</li> </ul>	E E E	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>May be required to work out of school hours to support SLT</li> <li>This role is subject to an enhanced DBS</li> </ul>	E E	

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This Job Description will be reviewed on regular basis.  
January 2021