

School Operations Manager – Primary

Job Description	
POST TITLE:	Operations Manager
GRADE:	Grade 6 (SCP 11-19)
CAR USER:	
LOCATION:	St Mary Magdalene's RC Primary School
RESPONSIBLE TO:	Headteacher
STAFF RESPONSIBLE FOR:	Business Support Officer
JOB PURPOSE: The main objectives to be achieved by the Postholder	
<p>The School Operations Manager will oversee the daily operational functions of a school, including human resources, premises management, health and safety management, operational management and administrative support. The role supports the school leadership team to ensure all systems and resources are in place for effective teaching and learning.</p>	
MAIN ACTIVITIES: What prescribed duties the postholder will have	
<p>Human Resources With the support of Trust HR service you will:</p> <ul style="list-style-type: none"> - Support the Headteacher and liaise with the Trust HR Team on all relative recruitment activity. - Support the Headteacher and liaise with the HR Team on any relative HR or staff related activity and administration. - Provide confidential and professional support for the Headteacher and Leadership Team. - To maintain the school Single Central Record, process DBS checks for new starters and complete any other administrative tasks to ensure the school is compliant with Safeguarding requirements. - Management of the induction process in line with Trust procedures. - Completion of monthly payroll tasks including inputting new staff onto the payroll system and monthly overtime and mileage claims. - Check stage 1 and stage 2 payroll and report any issues. - Management of HR records for Headteacher. - To organise staff training and update records as appropriate. - To support the monitoring of staff sickness absence escalating poor attendance in line with appropriate policies. - To produce staffing information for Governors reports. <p>Premises Management With the support of the Trusts Estate service you will:</p> <ul style="list-style-type: none"> - Have responsibility for premises staff and liaise with external cleaning contractors. - Monitor the condition of buildings on site and monitor the Capital projects plan to apply for SCA funding. - Review and negotiate service level agreements and contracts in relation to premises management with Trust input. - Liaise with the Senior Leadership Team to ensure that the schools facilities meet the school curriculum needs and plans. 	

- Work closely with the Headteacher to develop and implement business continuity and emergency/disaster recovery plans.
- Liaise with Trust Finance Manager to ensure that any facilities related works or expenditure complies with procurement and purchasing procedures and is delivered within budget.
- To provide reports on premises for Governors.

Health and Safety Management

With the support of the Trust Health & Safety Manager you will:

- Ensure that all staff receive suitable information, training, instruction and supervision to maintain their health, safety and wellbeing.
- Work with the Site Supervisor on IAM compliant to manage the health and safety statutory reporting and compliance tracking.
- Liaise with the Headteacher in relation to fire procedures taking responsibility for planned and emergency evacuations in the role of Chief Fire Officer.
- As the school's Chief Fire Officer ensure all legislation requirements are in place, fire notices are displayed and records are kept up to date, with regular fire practice drills.
- Ensure all lockdown drills are completed in line with DFE requirements.
- Implement Risk Assessments across the school to ensure hazards are appropriately removed or managed.
- Liaise with Site Supervisor to ensure systems are in place to enable the identification of hazards.
- Produce reports for Governors from IAM Compliant.

Operational Management

- To be responsible for accurate Workforce and Student Census and Pupil Assessment Data returns, ensuring all statutory data returns are completed in line with published deadlines.
- Organise the taking of accurate minutes of meetings, dissemination and monitoring of action logs.
- Produce, and respond to, correspondence on behalf of the leadership team and Headteacher.
- To update and maintain the school website and social media outlets ensuring compliance with statutory requirements.
- To oversee the policy management system ensuring that all staff receive and read relevant policies.
- To be actively involved in the marketing of the school.
- To promote and support school events and publications.
- To liaise with the press and Trust on marketing initiatives.
- Responsible for ensuring high standards of office and secretarial practice and running of administration services in the school.
- To manage the reception area, ensuring robust safeguarding procedures, and ensuring visitors are dealt with in a polite and efficient manner.
- Prepare the new academic year in SIMS and take responsibility for the promotion of year groups and structures within the system.
- Maintain accurate pupil records, including the management of pupil transfer data (CTF files) in collaboration with the governing body, Local Authority and other schools.
- Manage system permissions; ensuring staff have adequate access that is appropriate to their role within the school.
- Support the admissions process liaising with local authority, Governors and Business Support Officer/ Pastoral Manager.

Marketing

- To be actively involved in the marketing of the school.
- To promote and support school events and publications.
- To liaise with the press on marketing initiatives.

Additional

- To work flexibly and to undertake other duties which may be reasonably required of the role through discussion with the Headteacher.
- To attend evening meetings and school events when required.
- To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school.

Note:

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Prepared by:

RCAT HR Department

Date: May 2025

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.