

St Thomas More Catholic School

JOB DESCRIPTION

OVERVIEW

Job Title	School Operations Coordinator (Secondary School)
Salary / Scale	£31,364 - £34,834 (FTE) NJC Scale points 22 - 26 (Grade I)
Contract type:	Permanent, Full Time (37 hours), 52 weeks
Purpose of the Position	To be responsible for the effective management of all the school's operational and school office administrative functions together with ensuring the provision of a high-quality administrative support to the Headteacher. Act as first line of contact for the Head and coordinate/liase directly with the Trust centralised functions, other schools within the wider Trust, parishes, parents, and other agencies. Lead and manage the school's administration systems and resources ensuring all requirements are assessed, developed and maintained.
Key Responsibilities	Management of all school operational and administrative processes and systems including Health and Safety, Lettings, HR, management of School site, catering and school administration procedures including school census returns, pupil databases, office procedures, attendance & absence, and liaison with parents. The role manages the school office, kitchen staff and Site team. This role coordinates all activity between the School and Trust centralised team ensuring adherence and compliance with all statutory and centralised Trust requirements. This job description may be amended at any time, following consultation between the employee and the Headteacher and will be reviewed annually.
Responsible to:	The Headteacher
Accountable to:	The Headteacher
Responsible for:	School Office staff, Site Supervisor, kitchen staff, reprographics staff

MAIN DUTIES

1. School Operations and Administration

- Manage, develop, and lead the school office team ensuring all school administration systems and operational procedures are efficient, effective, and accurate to enable the school to function effectively.
- Ensure the administration of the school's admissions policy including pupils to Year 7 transitioning from Year 6 of primary school and mid-year transfers liaising with Local Authority, other schools, parents and other agencies.
- Manage and oversee all non-academic functions and services within the school including the canteen, kitchen, reprographics, Lettings and Premises.
- Ensure all pupil databases and other MIS systems are updated including BROMCOM and MCAS/Parentmail.
- Ensure staff attendance is managed and monitored daily ensuring cover for absent staff, liaising with approved external agencies, and ensuring all safeguarding checks are completed.
- Lead the marketing and promotion of the school liaising with Trust Marketing Officer to arrange events (e.g., open evenings), campaigns, media coverage and promotional material to raise the profile of the school in both the Catholic and local communities and beyond.
- Manage and develop the school's website liaising with the Trust Company Secretary and Trust Marketing Officer to ensure statutory compliance.
- Maintain oversight of all school resources (fixed and consumable) including all school equipment, reprographics and IT hardware is appropriately maintained and fit for purpose in liaison with the Trust Central team.
- Ensure all school statutory and regulatory logs are maintained and updated including Subject Access Requests, FOI requests, school policies and Data Protection.
- Ensure the effective planning and coordinating all educational visits liaising with teachers, external agencies, Trust finance and parents.
- Manage administration team's support of the effective planning and coordination of all peripatetic tuition including music and, sports.
- Produce pupil related and other reports for the Headteacher, Local Academy Committee and the Trust as required.
- Arrange the provision of a confidential and efficient secretarial/PA support to the Headteacher/ Senior Leadership Team anticipating the requirements of the Headteacher/SLT, including briefing them and providing relevant papers and directions prior to meetings and events.
- Manage effectively and have oversight of Lettings for the school.

2. School Site Supervision and Health and Safety

- Line manage the Site Maintenance team (including any contract cleaners) on behalf of the Head overseeing day to day operations and liaising with the Trust Operational and Premises team.
- Act as the school's Health and Safety Manager, on behalf of the Headteacher, in accordance with the Trust's Health & Safety Policy liaising regularly to the Trust Operations Manager; this includes accurate recording of accidents/incidents, Training, First Aid, Fire safety and compliance.
- Manage all health and safety for the school, completing action plans, audits and compliance to all recording and reporting requirements via the Handsam portal and liaising with Trust Operations
- Ensure the site maintenance schedule and tracking of issues is addressed proactively and efficiently
- Manage capital bids and site development projects coordinating and liaising with Trust Operational team.
- Ensure all school minibuses are regularly inspected for safety, legal compliance and fully serviced including maintenance of Midas trained drivers.
- Meet regularly with the Trust Premises Officer to review premises audits, action plans, the school's Planned Preventative Maintenance Plan and site checks.
- Liaise with Trust central operations ensuring appropriate insurance for the school.

3. Trust Liaison and administration

Finance

- Liaise with Trust Finance regarding all budget and finance transactions, utilising SAGE software as appropriate and ensuring compliance with Trust Handbook and Trust Calendar.
- Process all order requisitions directly with suppliers ensure correct recoding on Trust 'Workspace' system and receipt of goods received.
- Collect all cash received by the school ensuring accurate and timely banking informing Trust Finance of any income banked
- Ensure accurate and timely completion of school's credit card log, school's gift register, inventory reports, asset records and other similar finance accounts.
- Ensure all debts are collected regularly (including catering) ensuring compliance with the Trust Debt Recovery Policy
- Maintain an accurate and up to date list of all contracts, suppliers, and Service Level Agreements.
- Maintain the school inventory record
- Ensure the principle of best value is maintained liaising with Trust Finance where appropriate

HR and Payroll

- Manage the school's recruitment of staff, volunteers and students on placement ensuring adherence to the Trust Recruitment Policy and Procedures and all pre-employment checks, induction and copies of all appointment paperwork is accurately completed and returned to Trust HR.
- Ensure timely and accurate inputting of all payroll changes onto 'Edupay' and appropriate paperwork to Trust HR for payroll processing.

- Ensure timely notification of all starters, leavers, and variations to Trust HR together with all appropriate paperwork to trigger production of contracts of employment and maintenance of accurate records of staff personnel records.
- Administer, record, and input staff absences, timesheets, and expenses onto Edupay where appropriate.
- Update school's database for Single Central Record and liaise oversee school data manager's role in the completion of the Workforce census.

4. Statutory and Trust based Returns

- Ensure all statutory and statistical returns are completed on time and accurately to agencies including DfE, Diocese, CES, Trust and the Local Academy Committee including school census liaising with the Trust central team where appropriate.

5. Safeguarding and Health & Safety

- Act as Lead regarding the school's safeguarding system, ensuring the highest standards of online safety and meeting with Designated Safeguarding Leads as necessary
- Assist and support the Headteacher by ensuring the school meets its statutory responsibilities and obligations including safeguarding, health & safety, safer recruitment, GDPR and equality.
- Liaise with the Site Supervisor and the Trust regarding Health & Safety including risk and test assessments for fire, school equipment, alarms and other hazards.
- Manage and ensure first aid is coordinated across the school and first aiders are suitably trained and equipment maintained; administer first aid as and when necessary.
- Support the Head in implementing the Critical Incident and business continuity plans.

6. Professional Development

- Participate in the Trust's performance management processes
- Participate in further training and development to improve own professional development and update knowledge required for the role

7. Working with colleagues and other relevant professionals

- Work in close collaboration with colleagues and other relevant professionals within and beyond the school including the Trust Central Team, school's Local Academy Committee, Trust Central Team, Headteachers, Teaching and support staff across the Trust and within each of its schools.
- Develop effective professional relationships with colleagues.
- Be aware of the Trust's objectives relating to the provision of Catholic education. All schools/academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies

in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Northampton.

8. Any Other duties

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).

For more information, please contact Trust HR by email at: TrustHR@Olicatschools.org or by telephone: 01604 497309 or, visit the OLICAT Trust website: www.olicatschools.org