

Batley Multi Academy Trust - Job Description

Trust/School Post:	Hyrstmount Junior School
Department:	Office and Administration
Post:	Business and Operations Manager
Grade:	8
Accountable to:	Headteachers
Responsible for:	Administration and Site Teams
Purpose of Job	
Organise and supervise administrative, site and financial colleagues / systems within school.	
Responsibilities	
Under the direction of the Headteacher and SLT:	
General support and administration:	
<ul style="list-style-type: none"> • Support with the planning, organisation and monitoring of support systems/ procedures/ policies at the school. • Effectively supervises and leads the Business Support Team. • Prepare and submit relevant information to the Headteacher and return to other agencies as required. • Undertake all confidential administration as directed by the Headteacher/SLT and to ensure that the Business Support Team provides an effective administration support service and responds to ad-hoc requests as appropriate and in a timely manner. • Support the Business Support Team with the maintenance of electronic diaries and a calendar of activity for the school. • Coordinate educational visits and maintain appropriate records in accordance with Policy in liaison with the organiser. 	
Financial Support:	
<ul style="list-style-type: none"> • Support the Headteacher in overseeing all school expenditure liaising as required with the Site Team to ensure that all planned and reactive maintenance represents value for money. • Undertake general finance tasks, including processing invoices, processing purchase orders and raising sales invoices in accordance with Trust policies and procedures, delegating tasks as appropriate. • Ensure that the school fully complies with the financial policies and procedures as directed by the Chief Finance Officer (CFO). • Prepare and submit relevant information to the Headteacher, Local Governing Body and other external agencies as required. • Assist the Headteacher and Trust CFO in setting an annual budget for the school. 	

- Carry out budget monitoring exercises and provide monthly and ad hoc budget monitoring to the Headteacher and Local Governing Body as required.
- Add requisitions to the financial management system (currently Civica FinancialsLIVE), setting up new creditors as and when required.

Human Resources Support

- Maintain, with assistance from the Business Support Team, a full and confidential record system for colleagues, including the Single Central Record (SCR) and training records.
- Work with the Trust People and Talent Team to coordinate effective recruitment processes and undertake pre employment checks for new starters.
- Contribute to induction processes for new colleagues.
- Responsible for implementing leaver processes
- Monitor all absence - Leave of Absence and ill health and produce reports for the Headteacher and local Governing Board as required.
- Oversee the accurate completion and compliance of appropriate documentation in order to ensure that contractual and payroll information is recorded and accurately maintained.
- Liaise with the Trust Payroll Team as appropriate to escalate and resolve any pay queries raised.
- Support the Business Support Team with statutory returns for example the School Census and the School Workforce Census.
- Contribute to organisational well-being initiatives in school to ensure that colleagues feel supported and well-being is a key focus for the school.

Line Management:

- Line Management of a small admin and site teams; including direction and coordination of tasks, training and development of colleagues and line management tasks such as performance review.

Premises and Site:

- Provide supervision to the Site Team to ensure proper maintenance and repair of the school is carried out and that progress is monitored.
- Act as the first point of contact in school for contractors, and ensure the appropriate monitoring of all service contracts including cleaning and catering.
- Ensure the work of on-site contractors is monitored and recorded.

Health and Safety and Compliance:

- Maintain the Health and Safety Management System.
- Ensure Health and Safety in school is fully understood and embedded; liaising with the Chief Operating Officer and Headteacher to ensure compliance.
- Proactively engage with internal and external stakeholders of the school to make them aware of their health and safety responsibilities and accountabilities.

Other:

- Maintain a professional and business office environment and promote good relations with colleagues.
- Effectively respond to general enquiries from parents/ carers and other stakeholders in a timely manner or delegate appropriately.
- Act as the first point of contact for the school for all non-educational issues, audits and support the SLT to prepare and communicate information as required.
- Provide business support to the Trust Leadership Team and other schools as appropriate.

- The postholder will be required to be flexible and able to travel between the schools within the Trust.

Additional Information

- Key responsibilities will be similar across both schools, applying the same trust guidelines, policies and strategic direction.
- Some roles may vary depending on each schools' operational requirements.
- Time will be managed equally between the two schools, with some flexibility applied when necessary.
- Undertake any such duties commensurate with the post as directed by the Headteacher/ Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and young people and act in a supportive way that helps others and enables them to be open about any issues affecting them.

Batley Multi Academy Trust - Employee Specification

Post: Business and Operations Manager	Grade: 8
----------------------------------------------	-----------------

Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience	Essential/ Desirable	Method of assessment
Educated to A-Level standard or equivalent.	Essential	Certificates
Considerable experience of working in an operationally demanding role.	Essential	Application Form/ Selection Process
Experience of working independently with minimum supervision.	Essential	Application Form/ Selection Process
Some experience of supervising and developing others.	Desirable	Application Form/ Selection Process

Performance Attributes <i>Please note, all the following criteria are essential</i>	Method of assessment
Good literacy and numeracy skills to be able to produce documentation to a high standard.	Application Form/ Selection Process
Good IT skills.	Application Form/ Selection Process
Effectively communicates and exchanges orally or in writing varied information to inform internal and external stakeholders.	Selection Process
Works cooperatively as part of a team and makes an active contribution taking responsibility for activities as directed.	Application Form/ Selection Process
Effectively supervises others and supports others to achieve shared goals.	Application Form/ Selection Process
Organises own workload with minimum supervision and prioritises own workload and others' workload to meet deadlines and the needs of the school/ Trust.	Selection Process
Consistently performs to the best of their ability as directed and in accordance with the school's/ Trust's policies and procedures.	Selection Process
Commitment to delivering an efficient and effective service.	Selection Process
Responds appropriately to difficult or unexpected situations and interprets information to resolve difficult problems.	Selection Process

Recognises the importance of continued professional development.	Selection Process
Represents the school with integrity and professionalism.	Selection Process
Flexible approach and adapts to change in a positive manner and encourages others to adapt to change.	Selection Process
Resilient and able to work under pressure.	Selection Process