



EMAT
EASTERN MULTI-ACADEMY TRUST



Operations Manager

Upwell Academy
Norfolk, PE14 9EW

Job Details



Job Overview

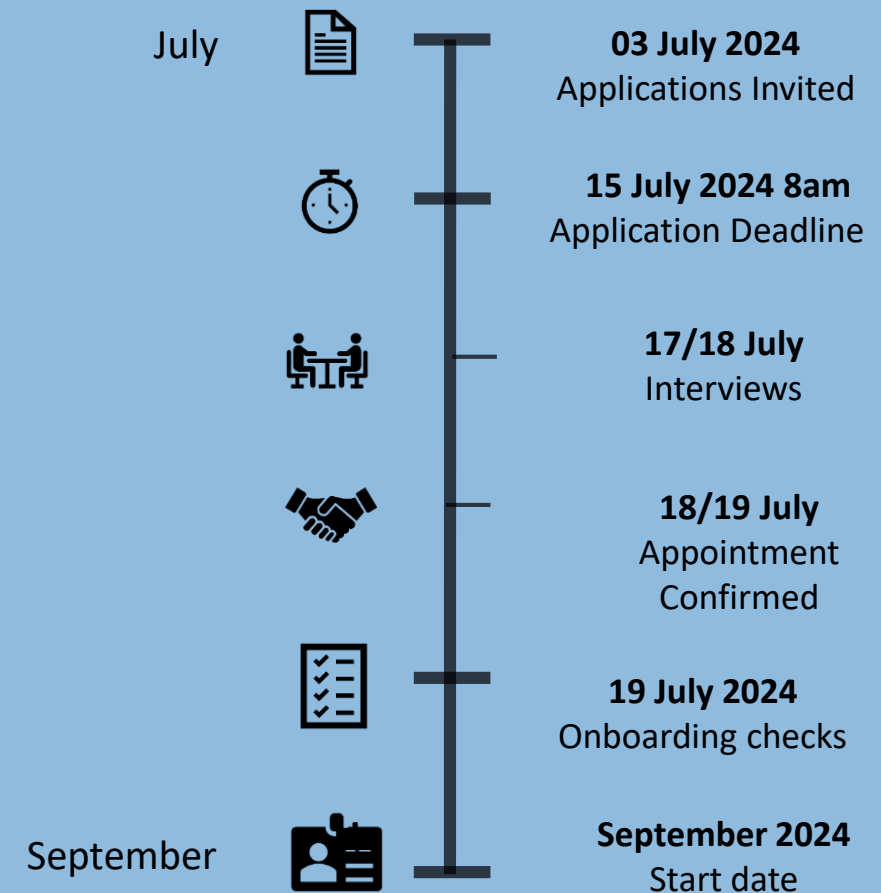
Academy	Upwell Academy
Start date	September 2024
Reporting to	Principal / Deputy Principal
Salary range	Grade G
Pension	LGPS
Hours per week	37 hours per week term time plus 2 week
Contract type	Permanent

Eastern Multi Academy Trust (EMAT) is committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. Our workplace practices support a range of family friendly, flexible and inclusive work arrangements, staff engagement forums and employee support services to welcome and support staff from different backgrounds. Our ambition is to demonstrate in our work together that we promote an inclusive environment and signal our commitment to celebrate and promote diversity.

How to Apply

Applications should be received no later than **15 July 2024 8am**.

Please complete the online application process. All information within your application will be treated confidentially.



We welcome part time or flexible working applicants and are committed to making work accessible for all. EMAT is an Equal Opportunities Employer and ensures that those we hire and employ are suitably qualified persons and treated fairly regardless of their Age, Sex, Race, Disability, Pregnancy and Maternity status, Marriage and Civil Partnership, Religion and Belief, Sexual orientation or Gender reassignment. We are committed to safeguarding and promoting the welfare of children and young people and keeping children safe in education, our staff are expected to share and uphold this commitment. Appointments will be subject to satisfactory references, workplace health review and enhanced DBS check including the children's barred list check as required.

Job Description

Post Title: Operations Manager

Salary: Grade G

Main Purpose

To co-ordinate and administer the operational support processes of the academy ensuring it is efficient and effective and meets the academy needs.

Main Accountabilities

- To ensure the provision of smooth and efficient administrative support for the Academy including the front of house service and support to the Senior Leadership Team.
- To ensure relevant administrative systems and procedures are in operation and followed within the Academy including maintaining local and Trust policies/ procedures.
- To ensure appropriate communication with parents/carers from the Academy as requested by the Principal e.g. regular newsletters.
- To liaise with central Finance for purchase orders and other functions.
- To handle and account for cash on the premises including preparing it for collection and reporting to central Finance.
- Day to day support to Principal in collaboration with Finance in order to monitor Academy Budget
- To act as HR contact point and as a conduit for forms, claims and documentation for HR from the Academy and its staff.
- To receive and record staff absences and report to central HR and ensure return to work processes are completed. To arrange cover as directed by the Principal either internally or via agencies or direct supply staff as required.
- To oversee the implementation of the Academy policy for pupil absence.
- To oversee Health and Safety for the site with the support of the site staff including the management of the risk register. -- -
Thus ensuring that the site is safe and secure at all times.
- To contact contractors directly where appropriate and liaise with Central Estates for major maintenance issues, health and safety issues and implementation of maintenance and project works.

Job Description

- Provide support and liaise with contractors to facilitate all provision to support pupil learning.
- To maintain the fixed asset register ensuring this is accurately maintained.
- To act as part of the call out team for emergencies.
- To liaise with the catering function regarding student numbers and meals for the day and hospitality requirements.
- To maintain the website with local Academy information such as news stories, parents evening information.
- To book and record Academy determined training for all staff including safeguarding/ PREVENT refresher training.
- To provide support and assistance in the organisation of parents evenings and other Academy events
- To co-ordinate trips ensuring they are administered appropriately and ensuring the trip leader completes the relevant documentation and Risk Assessments.

Additional Information

This post is based at the local Academy but liaises directly with the relevant central Trust functions.

Other features of the Post:

This Job Description is not definitive or exhaustive but is provided to give the post holder an indication of the range of activities, duties and responsibilities concerned with the employment and may be subject to review and revision at any time at the discretion of the Trust if, in the interest and efficiency of the service, it should be deemed necessary.

Job Description

The successful applicant will be able to demonstrate the following minimum requirements. Please note that candidates will be shortlisted for interview based on this specification and should, therefore, bear this in mind when preparing their application and completing the application form. If you do not meet the essential criteria please do not apply. Criteria will be assessed at different points of the selection process as shown. The Assessment Stages are:-

A = Application I = Interview P = Presentation T = Test

	Criteria	Essential	Desirable	Assessment Stage
Qualification	English and Maths qualifications to Level 2 (GCSE A-C), or equivalent	✓		A
	Business Admin or equivalent qualification or recent proven high level office experience	✓		A
	Educated to level 3/ A-level Standard	✓		A
	IOSH Manager trained or willing to undertake	✓		A
	Proven experience in a busy general office environment	✓		A
Knowledge, Understanding and Experience	Supervisory experience	✓		A
	Experiencing coordinating/managing wider functions	✓		A
	Understanding of education preferably primary		✓	A
	Basic knowledge of Health and Safety	✓		I

	Criteria	Essential	Desirable	Assessment Stage
Personal and professional qualities	Very good IT skills and ability to use all Microsoft office suite including the ability to ensure the website is up to date (with training)	✓		I
	Ability to prioritise and work under pressure at key times	✓		I/T
	Able to produce reports from systems	✓		I/T
	Able to coordinate the Extended Schools Provision keeping accurate records		✓	I/T
	Ability to juggle priorities and keep the Academy moving	✓		I/T
	Able to deal with pressure/multiple deadlines	✓		I
	Calm manner and customer focussed	✓		I
	Other	Understanding of, and ability to comply with the requirements of safeguarding/Child Protection	✓	
Ability to travel			✓	A
Ability to work flexibly outside normal hours if necessary			✓	A

Upwell Academy

*Part of Eastern Multi
Academy Trust (EMAT)*



Eastern Multi-Academy Trust



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