



Job Description Operations Officer

Reporting to	Executive Headteacher
Salary/Grade	Grade 12

Purpose	<ul style="list-style-type: none"> • Responsible for the smooth running and daily administration of the school office. • Undertake administrative, reception, secretarial, data and other duties thereby ensuring the provision of an effective and efficient administrative service for the school. • Effectively line manage the operations/admin staff and premises staff • Act as the school's Data Protection Officer
Key Responsibilities	<ul style="list-style-type: none"> • Responsible for the day to day coordination of the school office, managing a team providing administrative, reception, secretarial, reprographics and support for the school. • Promote a business-like office environment, forming excellent relationships with parents and staff. • Manage performance, supervise, train, and develop your team as appropriate. • Responsibilities outlined may require effective delegation to relevant Operations Team members within the school settings. • Ensure records and systems are kept up-to-date and measures are used to safeguard personal information relating to students in accordance with statutory and other requirements. • Coordinate the administration of recruitment including advertising, collating documentation, medical clearance, and DBS checks as required. Keep staff personnel files up to date. • Coordinate the annual school calendar of meetings and events. • Responsible for maintaining the Single Central Record and safeguarding training records. • Ensuring content on school website is current and up to date. • Maintain control of school policies ensuring they are up to date and displayed, as necessary. • Responsible for school accident reporting and monitoring. • Provide an efficient secretarial service to the Senior Leadership Team (SLT) as and when required. • Support short, medium- and long-term strategic planning and direction through the provision and development of all administrative services in the school. • Maintain a detailed knowledge of manual and ICT based administrative systems and procedures used in the school. Identify and pursue opportunities to improve the efficiency of internal procedures, working with staff take maximum advantage of the potential offered by SIMS and other MIS systems.

<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • Ensure accurate attendance records daily for all pupils and staff and follow guidance and regulations around compulsory practices such as student and workforce census. • Assist with the arrangements for school visits, induction days and major events such as open afternoons/evenings; school plays; awards and events. • To oversee the catering function of the school, being the point of contact for the catering supplier • Attend Leadership meetings as invited and provide administrative support. • Assist with marketing and promoting the school including website, and social media. • Contact for the PTA. • To carry out the role of Clerk to Governors, supporting the Local Governing Body, and providing relevant paperwork and administration (hours required outside of school hours to be returned in lieu). • Monitor and manage the office / administrative budget, ensuring best value following the school's purchasing processes. Budgets including postage, stationery, visitor/student passes and first aid. • Responsible for the efficient and effective communication to parents and carers including weekly bulletin. • Coordinate compliance, servicing, and maintenance (using I Am Compliant system). Training will be given. • Take an active role in ensuring the school environment is welcoming for students, staff and visitors. • Cover break/lunch duty when required. <p><u>Data Protection Officer</u></p> <ul style="list-style-type: none"> • Ensure the school's processes are in line with current and forthcoming legislation. • Implement the trust policy on data protection in conjunction with the Central and regional expertise. • Undertake audits of the school's data protection processes. <p>The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.</p>
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<p>Additional duties and Information</p>	<ul style="list-style-type: none"> • Ensure the aims, priorities and policies of the Trust are adhered to • Act as a positive representative of the Trust and its learners in all circumstances and at all times • Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified
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	<ul style="list-style-type: none"> • Employees are expected to be courteous to colleagues and provide a welcoming environment to all, maintaining a professional standard of demeanour and dress • Attending relevant meetings, as required • Participating in training and other learning activities and performance development, as required • This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust
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Signature (employee):	
Date:	
Signature (line manager):	
Date:	

PERSON SPECIFICATION

Essential	Essential (E) Desirable (D)
QUALIFICATIONS	
5 GCSEs or equivalent (Grade A*-C) including Maths and English	E
Evidence of a further qualification, professional development or training	D
EXPERIENCE	
Experience of using SIMS	D
Experience of working in a busy office environment	E
Good understanding of the education sector	E
Experience of working with a range of partners and stakeholders	E
SKILLS	
Excellent written and verbal communication	E
Ability to use initiative and prioritise work	E
Strong interpersonable skills	E
Skilled at working under pressure to meet deadlines	E
PERSONAL QUALITIES	
High professional and personal standards	E
Respect for young people and their needs and passionate about enhancing opportunities	E
Demonstrates resilience, high level of motivation, initiative and 'can do' attitude	E
Commitment to maintaining confidentiality at all times	E
Demonstrate strong leadership qualities with experience of building excellent working relationships	E
Good sense of humor	E
OTHER	
Comply with safer recruitment checks including enhanced DBS	E