



## Job Description

### Operations Officer – HR and Administration Clerk to the Local Partners

<b>Reporting to</b>	Headteacher
<b>Salary/Grade</b>	Operations Officer Scale Grade 12 point 12 £13.69 per hour (£26,421 FTE) Clerk to the Local Partners Grade 13 point 6 £12.38 per hour
<b>Hours</b>	Operations Officer 6.5 hours per week, Term-Time only plus 1 week Clerk to the Local Partners 1.5 hours per week, Term-Time only

<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Ensure the school environments and support services are managed and maintained</li> <li>• Responsible for the smooth running and daily administration of the school offices.</li> <li>• Effectively line manage the operations/admin staff, and catering staff (where applicable)</li> <li>• Act as the Data Protection Officer for the schools undertaking relevant audits and implementing policy. Training provided.</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for the day-to-day coordination of the school offices, managing teams</li> <li>• Providing administrative, reception, secretarial, reprographics and support for the schools.</li> <li>• Promote a business-like office environment, forming excellent relationships with parents and staff.</li> <li>• Manage performance, supervise, train, and develop your teams as appropriate.</li> <li>• Responsibilities outlined may require effective delegation to relevant Operations</li> <li>• Team members within the school settings.</li> <li>• 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.</li> <li>• Coordinate the administration of recruitment including advertising, collating documentation, medical clearance, and DBS checks as required. Keep staff personnel files up to date.</li> <li>• Coordinate the annual school calendars of meetings and events.</li> </ul>

- Responsible for ensuring the Single Central Records and safeguarding training records are compliant.
- Maintain control of school policies ensuring they are up to date and displayed, as necessary.
- Support the school's accident reporting and monitoring processes.
- Support short, medium- and long-term strategic planning and direction through the provision and development of all administrative services in the schools.
- Maintain a detailed knowledge of manual and ICT based administrative systems and procedures used in the schools. 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.
- 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.
- Attend Leadership meetings as invited and provide administrative support.
- Assist with marketing and promoting the schools through social media and website, ensuring content is current and up to date.
- Contact for the PTA.
- Liaise with Wessex Learning Trust Central Team regarding the school budget.
- 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 finance of the Pre-School's provision, to include invoicing and
- Early Years funding claims.
- Responsible for the efficient and effective communication to parents and carers including weekly bulletin.
- Cover break/lunch duty when required.
- To provide effective and efficient administration support and advice to the Partnership Board
- To work effectively with the Chair of Partners, other Partner and the Headteacher to advise on the features of effective governance, the Partnership
- Bodies structure and core functions.
- To be responsible for advising the Local Partnership Board on constitutional matters, duties and powers and work within the broad current legislative framework.
- To secure the continuity of Local Partnership Board business and observe confidentiality requests.
- To understand the Partnership Boards accountability to the Trust Board and other bodies (EFSA, Ofsted, the Department for Education etc).

**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.**

## Additional duties and Information

- 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
- 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

### **The clerk will:**

- Check that meetings are quorate, and if not, provide appropriate advice on how to proceed.
- Establish and maintain efficient procedures for meetings, sharing documents in a timely manner.
- Promote the use of project management tools (including risk registers) to support the Chair.
- Maintain a list of policies that are the responsibility of the school to review and update and liaise with relevant school staff to update and present to the Partnership Board when required.
- Ensure that board papers are clear and accurate, and that minutes capture discussion points and actions.
- Challenge the board if meetings are not conducted in a proper or orderly manner.
- Support the Chair in identifying priorities and upcoming issues.
- Maintain an accurate register of pecuniary and business interests and keep a record of Partners' attendance. Ensure these details are displayed on the school website. (This is a statutory requirement).
- Keep the school website up to date with Partner details and update the Department for Education website (GIAS) with Partner details. (This is a statutory requirement).
- Have an eye for detail and excellent proofreading skills.
- Use technology, namely the Trust Partner Software, effectively to streamline the board's processes.
- Have a systematic approach to managing documentation and other records that meets legal requirements for records management. Evaluate administrative procedures to ensure effectiveness and adapt where necessary.
- Have excellent time management skills.
- Remain calm and maintain a high standard of work under pressure.

### **Meetings**

- To work with the Chair, Headteacher (and other staff or Partners as relevant) to prepare documentation for meetings of the Partnership Board; to produce, collate and distribute via the Trust Partner Software all supporting papers to Partners at least seven days before each meeting.
- To be responsible for organising the practical arrangements for each meeting.
- To attend each Partnership Board meeting and take accurate minutes, ensuring that confidential matters are recorded separately; and ensure that minutes are uploaded in a timely manner to The Trust Partner System.
- To carry out all responsibilities as Clerk to all meetings which may include complaints, pupil exclusions, staff pay, disciplinary, grievance etc.
- To contribute to ensuring the local Partnership Board are compliant with the Trust's Annual Schedule of Business, reporting processes and procedures and statutory publishing.

- To arrange any statutory appeal committees/panels that the Partnership Board may be required to convene.

#### **Advice**

- To advise the Partnership Board on procedures, governance legislation and other matters where necessary, before, during and after meetings.
- Inform the board about training and development opportunities within the Trust.
- To speak out where the board is overstepping its strategic role or is not following the code of conduct.
- To advise on the annual calendar of Partnership Board meetings and other appropriate tasks.

#### **Partnership Board membership**

- To keep records of all Partners' roles, term of office, names, addresses, and contact details.
- To advise individual Partners, the Partnership Board and the Trust as appropriate of each upcoming end of term of office so that elections or appointments can be organised in a timely manner.
- To undertake administration relating to Partner appointments including ensuring that all Partners undertake relevant DBS checks and attend safeguarding training.
- To conduct that part of the meeting at which the Chair and Vice Chair are elected.
- To support the recruitment of Partners.
- To support the induction of new Partners and ensure they have access to relevant documents and software.

#### **Other Duties**

- To undertake additional duties as required, commensurate with the level of the role.  
Participating in training and other learning activities and performance development, as required

**PERSON SPECIFICATION**

<b>Essential</b>	<b>Essential (E) Desirable (D)</b>
<b>QUALIFICATIONS</b>	
5 GCSEs or equivalent (Grade A*-C) including Maths and English	E
Evidence of a further qualification, professional development or training	D
<b>EXPERIENCE</b>	
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
<b>SKILLS</b>	
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
<b>PERSONAL QUALITIES</b>	
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
<b>OTHER</b>	
Comply with safer recruitment checks including enhanced DBS	E
<b>Signature (employee):</b>	
<b>Date:</b>	
<b>Signature (line manager):</b>	
<b>Date:</b>	