



## **BEN RHYDDING PRIMARY SCHOOL OPERATIONS LEAD**

**Salary: SCP 18 (18-22) TTO + 7 DAYS Actual Salary £27,532**

**Permanent Role 37.5 hours 8.30-4.30**

### **GENERIC INTRODUCTION:**

The Operations Lead's role is to provide high quality support to assist the Headteacher in implementing excellent standards and procedures to ensure the smooth running of school operations.

### **Safer Recruitment**

Ben Rhydding Primary School is committed to the safety and well-being of all our pupils and staff and will follow all policies and recommended procedures to ensure the safe recruitment of staff.

### **PRIME OBJECTIVES OF THE POST:**

- You will organise and supervise whole school administrative and office systems; contributing to the management and implementation of office functions as well as plan and implement new initiatives to ensure an effective service to the school.
- Plan, develop and monitor support services, including coordination and delegation of relevant activities.
- Supervisory responsibility for Administrative Assistant in school office.
- May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

### **RESPONSIBLE TO HEADTEACHER THE POST HOLDER WILL:**

### **KEY RESPONSIBILITIES:**

- To support the administrative work of the Leadership Team.
- To be a point of contact for parents and be proactive in liaising and supporting them.
- To promote and maintain a professional and courteous service.
- Promote and maintain an efficient, safe, and attractive environment for the children within school generally whilst being aware of and supporting difference to ensure equal opportunities for all.

- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals; developing constructive relationships and, under the guidance of the Headteacher, communicate/liaise with both internal and external stakeholders/agencies/professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the Designated Safeguarding Lead in line with school policy and procedure.
- To support the Headteacher in the management of their workload, diary, staffing cover arrangements and in particular confidential correspondence.
- Under the direction of the Headteacher and working alongside colleagues at MLT you will develop, and supervise the whole school administrative function; delegating relevant activities and liaising between other members of the management team/teaching staff as appropriate.
- Participate in training and other learning activities and performance development as required.
- In liaison with the Headteacher, organise the induction of new staff, run 'stay surveys' and exit interviews for staff leaving
- In liaison with the Headteacher/ MLT colleagues, provide advice and guidance to staff and others on complex issues, undertaking research and obtaining information to inform decisions.
- Attendance and participation as appropriate in regular meetings including senior leadership team meetings and Trust meetings.
- Take a lead role in the development and maintenance of the whole school's recording/information systems and ensure confidential data is retained in accordance with legal requirements.
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required e.g. pupil data.
- Under the guidance of the Headteacher / MLT you will be responsible for the administration of procedures and policies including those relating to admissions, safeguarding, security, data protection, HR, and payroll; liaising with the Headteacher, Senior Leadership Team and MLT colleagues as and when appropriate.
- Be responsible for the completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfE, LEA, other agencies, and stakeholders.
- Support the Headteacher with marketing and promoting the school.

## **ORGANISATION:**

- To give advice and guidance as appropriate, making decisions regarding individual visitors/callers in terms of the advice and information provided and making judgement within established procedures and guidelines, liaising with other staff within the school and assessing the level of urgency.
- Frequently dealing with routine and less routine enquiries. Given the changing needs of the school, workloads can vary to involve less routine tasks and the post holder will be expected to undertake these with minimum supervision as they arise, verifying/authorising action where applicable, liaising with senior members of staff on more complex issues if necessary.
- Contribute to the planning, review and organisation of support service systems, procedures, and policies, participating in specialist groups to contribute to the resolution of issues, assisting in the development of new procedures, and addressing new issues or operational methods whilst supporting work on one off projects.
- To support/assist in the supervision of less experienced staff, students on work experience, trainees, and voluntary helpers.

- Assist with pupil welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.

#### **ADMINISTRATION:**

- Undertake routine administration, e.g. responding to letters and emails/maintaining and updating distribution lists/registers/school meals/arranging and coordinating meetings on behalf of other school staff/Governors/room bookings/minute taking/retrieve and disseminate information as appropriate to the needs of the school/school lettings and other uses of school premises.

#### **RESOURCES:**

- Maintaining stock and supplies, preparing, and assisting in the processing orders, checking delivery notes and invoices ensuring they are correctly recorded, cataloguing and distributing as required.
- Take a lead role in procurement in accordance with the Trust's procurement policies and procedures.

#### **OTHER**

- Adhere to the Staff Code of Conduct
- Use good common sense and initiative in all matters relating to the conduct and behaviour of individuals, groups of pupils and whole classes; the correct use and care of materials by individual and small groups of pupils, the safety, mobility (if required) and hygiene and wellbeing of the pupils;
- Assist in the organisation and arrangements of school events/trips etc.
- Assist with marketing and promotion of the school.
- Receiving and escorting visitors around school.
- To be responsible for reporting building maintenance in accordance with health and safety requirements.

#### **KNOWLEDGE AND SKILLS:** *(See Personal Specification)*

#### **GENERAL REQUIREMENTS:**

- Available to work term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.

#### **GENERAL ACCOUNTABILITIES:**

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Designated Safeguarding Leads or Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.

- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

**SPECIAL CONDITIONS OF SERVICE:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

**VARIATION IN ROLE:**

The duties specified above are, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Recruitment and Selection Policy Statement

The Board of Governors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If applicants have any questions regarding the role advertised these are to be addressed to [HR@mlt.co.uk](mailto:HR@mlt.co.uk)

**BEN RHYDDING PRIMARY SCHOOL**  
**PERSONAL SPECIFICATION**  
**OPERATIONS LEAD**

<b>Qualification and Training</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Evidence of continual professional development.	E	
<input type="checkbox"/> Recent appropriate CPD	E	
<input type="checkbox"/> Willingness to participate in CPD	E	
<b>Experience, Knowledge and Skills</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Minimum 2 years' experience of working in a school office environment	E	Application and selection process
<input type="checkbox"/> Experience using Microsoft Office and complex databases such as Arbor. This should include the production of detailed reports and spreadsheets etc.	E	
<input type="checkbox"/> Will possess a working knowledge of the school's relevant policies and procedures with an outline understanding of relevant legislation.	E	
<input type="checkbox"/> Some experience of supervising staff.	E	
<input type="checkbox"/> Experience of dealing with HR/payroll/Health and Safety matters.	D	
<input type="checkbox"/> Have an understanding of how an administrative support service within a school is run.	E	
<input type="checkbox"/> Meticulous attention to detail	E	
<input type="checkbox"/> Excellent oral and written communication skills	E	
<input type="checkbox"/> Ability to lead, motivate and work constructively as part of a team with a willingness to share knowledge, expertise, and experience.	E	
<input type="checkbox"/> Excellent organisational, communicating, and problem-solving skills with the ability to use own initiative and work proactively both in a team and independently.	E	
<input type="checkbox"/> Ability to remain calm under pressure; prioritising conflicting demands.	E	
<input type="checkbox"/> Maintain confidentiality in all matters relating to the school, its pupils, parents, or carers.	E	
<input type="checkbox"/> Ability to work constructively as part of a team	D	
<b>Values</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>

<input type="checkbox"/> A passionate commitment to achieving the highest standards for all staff and pupils and abiding by our school learning values	E	
<input type="checkbox"/> Fully committed to a close working partnership with staff and of all schools within the trust	E	
<input type="checkbox"/> Values equality, trust, honesty, selflessness, integrity, openness aligned with the Nolan Seven Principles of Effective Public Life and Ethical Leadership Framework.	E	
<b>Personal Qualities</b>	<b>Essential/ Desirable  E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Strong moral purpose	E	Application and selection process
<input type="checkbox"/> Conscientious and committed to high personal and professional standards	E	
<input type="checkbox"/> Skilled at building and forming productive working relationships with staff, parents and students, and the wider community	E	
<input type="checkbox"/> Enthusiastic about education and learning	E	
<input type="checkbox"/> Able to inspire confidence and remain positive and constructive under pressure, demonstrating characteristics such as integrity, resilience, and a sense of proportion	E	
<input type="checkbox"/> Self-critical and reflective, able to monitor and evaluate own performance and take action to improve or develop where necessary	E	
<input type="checkbox"/> Works well with colleagues and contributes effectively to the team(s)	E	
<input type="checkbox"/> Abides by the Trust's policies	E	
<input type="checkbox"/> Professional appearance	E	
<input type="checkbox"/> Emotionally intelligent	E	
<input type="checkbox"/> Sense of humour and perspective!	E	
<b>Equal Opportunities</b>	<b>Essential/ Desirable  E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Trust's Equality policy and practices as they relate to employment issues and to the delivery of services to the community	E	Selection process and reference
<b>Circumstances - Personal</b>	<b>Essential/ Desirable  E/D</b>	<b>How Identified</b>

<input type="checkbox"/> Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).	E	Selection process
<input type="checkbox"/> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).	E	
<input type="checkbox"/> Will not require holiday during term time	E	
<input type="checkbox"/> Flexibility – to work the necessary hours to meet the cyclical demands of the position	E	
<b>Safeguarding</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Has appropriate motivation to work with children and young people, and can relate to them	E	Selection process and reference
<input type="checkbox"/> Ability to maintain appropriate relationships and personal boundaries with children and young people	E	
<input type="checkbox"/> Displays commitment to the protection and safeguarding of children and young people	E	
<input type="checkbox"/> Good knowledge and understanding of the importance of safeguarding. students and the welfare of staff, and of the action to take if necessary	E	