

Operations Manager for the North Birmingham Hub

Application & Information Pack



Outstanding
pupil experience

Excellence
in education

Impactful
teaching

Effective
partnerships



Contents:

Introduction from the Chief Executive and Trust Chair	1.0
Advert	2.0
About our Trust	3.0
Our Schools	4.0
Our operating principles and values	5.0
Job Description and Person Specification	6.0
Job Description	7.0
Person Specification	8.0
How to make an application	9.0
Deadline for applications	10.0
Interview Dates	11.0
Start date	12.0

1.0 Introduction from the Chief Executive and Trust Chair

On behalf of the Trust Board, we would like to thank you for your interest in this new opportunity for the role of **Operations Manager for the North Birmingham Hub**.

The Operations Manager is a hugely important role, working alongside senior colleagues to provide full operations support to Audley Primary School and the Oval School within the North Birmingham Hub of the Trust.

You will work closely with the Director of Finance and Operations (DOF) and his team to provide the full range of administrative, clerical, and operational support.

This information pack has been developed to provide you with more information about the post and what is needed to make an application. Within the pack, there is further detail of the role, a job description, person specification and the application process.

We hope that it will encourage you to submit an application.

We wish you every success and thank you for expressing interest in this exciting post.

Best wishes



Rob Bowater
Chief Executive



David Sheldon
Trust Chair

2.0 Advert

Operations Manager for the North Birmingham Hub

Salary: Grade 5/6 Scale Point 38 - 44 (£42,614 - £49,202 FTE)

Hours: 37 hours per week

Responsible to: Director of Finance and Operations

Duration of Post: Permanent (on successful completion of 6-month probationary period)

Working Weeks: This is a term-time only position

Location: Audley Primary / The Oval School

Start Date: September 2022

drb Ignite Multi Academy Trust has a vision for children:

'all pupils achieve the highest standard of educational outcomes regardless of circumstance or background'

Are you an experienced and confident business manager looking for your next challenge?

This is a unique opportunity to apply for this exciting new role, working across both Audley Primary School and The Oval school. The successful candidate will work alongside senior colleagues to provide full operations support to the schools.

We are seeking an exceptional individual who is positive, efficient, innovative, and highly organised to fulfil the role of Operations Manager to the North Birmingham Hub. The post holder will be required to support, organise and manage the administration teams across both schools, support systems and other activities that enable the effective running of the Hub.

You will also be expected to communicate regularly with the Trust Executive Team with any Trust projects or day to day activities to support the wider Trust strategies.

You will have excellent organisational and communication skills and will be able to build strong working relationships and influence the work of others. You will also be flexible, self-motivated, and resilient.

The Senior Administrator will work in such areas as Finance, HR, Estates management, GDPR compliance and other adhoc activities to support the wider Trust. This may on occasions require working outside of regular hours.



Line management will be through the Director of Finance and Operations, although some task management will be via the Headteacher of both Audley Primary School and The Oval School.

Completed application forms should be sent to: **Julie Gouldbourn, Director of HR, recruitment@drbignitemat.org.**

Closing date for applications: Monday 27th June 2022 – 12.00pm

Interview date: w/c 4th July 2022

drb Ignite Multi Academy Trust is absolutely committed to safeguarding and promoting the welfare of children and adults through Safer Recruitment processes. The Trust expects all staff and volunteers to share this commitment. DBS checks will be required for this post. The Trust welcomes diversity and is committed to equal opportunity.

3.0 About our Trust

‘All pupils achieve the highest standard of educational outcomes regardless of circumstance or background’

The drb Ignite Trust was founded in October 2014 and is an ambitious and growing academy sponsor focused on leading educational improvement across its family of schools. As a Trust, we are clear about the central role of strong school leadership in achieving and sustaining this ambition for all pupils.

We are a primary phase Trust operating nine schools across Birmingham and Dudley (eight community schools and one Church of England school). Our central Trust office is located in Brindley Place, City Centre, Birmingham.

As a developing Trust we have plans for further growth within the West Midlands area. We are currently a £20m a year organisation providing a good education to more than 3,100 children.

Please visit our website for more information about the Trust and its schools www.drbignitemat.org.

4.0 Our schools



Outstanding
pupil experience

Excellence
in education

Impactful
teaching

Effective
partnerships

5.0 Our operating principles and values

As a collaborative Trust, we have shared values that are critical to our vision and approach. They articulate how we work together.



The Trust is committed to achieving equality of opportunity in its services to school communities and in its employment practices. All employees are expected to comply with and to promote its equality policies, to undertake equalities training and to challenge racism, prejudice, and discrimination of any type.

At all times we work together to:

- take a dynamic approach to driving continuous improvement in teaching and learning
- listen to the voice of pupils, parents, staff, trustees and other stakeholders
- support schools to work together to improve the quality of teaching, curriculum provision and leadership
- develop our leaders to inspire and influence others, leading by example and playing an active part in wider Trust improvement
- create outward facing schools that engage with local, national and international partnerships to access expertise, professional development and improvement support

We believe our culture and ethos of achievement and aspiration supports **every pupil** to succeed and look forward to a bright and fulfilling future.



6.0 Job Description and Person Specification

Post title: Trust Operations Manager

Salary: Grade 5/6 Scale Point 38 - 44 (£42,614 - £49,202 FTE)

Working Weeks: Term-Time Only

Contract: 37 hours (Trust Central Contract) plus employee pension (LGPS)

Duration of Post: Permanent (on successful completion of 6-month probationary period)

Holiday: This is a term-time only position

Responsible to: Director of Finance and Operations

Location: Audley Primary / The Oval School

Start Date: 1st September 2022

Primary purpose: To provide high-quality operations support to the North Birmingham Hub.

Background: The North Birmingham Hub comprises of two Trust schools, Audley Primary School and The Oval School. Both Trust schools are located in Stetchford, Birmingham with only 0.7 miles separating each school.

Key relationships:

Internal: Director of Finance and Operations, Director of HR, Director of Estates, Director of IT and Compliance, Headteachers and Senior Leaders.

External: Other key partners

7.0 Job Description

Purpose of role

The school Operations Manager is responsible for supporting the strategy and operation of the business functions of the North Birmingham Hub, including financial management, health and safety, human resources, compliance and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

The Operations Manager will also oversee the smooth running of the school offices, line managing the school administration team including completion of their annual appraisal and the management of any absence, wellbeing or staffing concerns.

Key accountabilities:

Job Purpose

- To support the Trust executive team with implementing Trust contracts / projects across the schools
- To lead the administrative services within the schools and to work with the Trust Director of Finance and Operations
- To lead and manage the schools' reception and administrative staff which will include all line management and performance management duties
- To liaise with the Trust Estates team to support compliance of the school estates
- To manage, prepare and maintain staff HR personnel records in line with KCSIE and be the point of contact for the Director of HR
- To manage and co-ordinate recruitment in school ensuring that safer recruitment practices are followed at all times
- To act as a role model and lead by example, embracing change and pursuing the best for the school

Main Tasks and Responsibilities

Administration

- Plan and organise the work of the administration and reception staff to ensure that all staff are supported and the school presents a welcoming and professional face to the public.
- To effectively line manage the school administration team including completion of their annual appraisal and the management of any absence, wellbeing or staffing concerns.
- To work with the Headteacher and school senior leadership team to provide support for administration tasks as required.

- Complete the annual Staff Workforce Census (SWC) as per the required timescales.
- Oversee schools census returns, ensuring data collected is accurate before submission
- Prepare, update and circulate the necessary annual documentation for safeguarding purposes at the start of each academic year; ensure that all staff are compliant, keeping return details confidentially and securely.
- Liaise with Head of Marketing to ensure the school website is compliant and updated as required
- Report and present to the Director of Estates on any issues (including updates to maintenance/building works, health and safety matters, and any accidents on site)
- Review CPD programme and appraisal framework for all administration and site staff

Finance

- Contact debtors with outstanding debts (including parents owing money)
- To advise the Headteacher and/or Director of Finance of Finance if fraudulent activities are suspected or uncovered
- To work with the Hub finance officer, ensuring efficient ordering, processing and payment of all goods and services to the school.
- To work in close liaison with the Trust Accountant on any banking queries
- To work in close liaison with the Headteacher and Director of Finance to ensure you have an overview of the financial position of the school.

Human Resources / payroll

- Regularly liaise with the Director of HR to have knowledge and understanding of all HR processes within the school and Trust.
- Ensure that personnel records are correctly maintained and retained in line with policy and KCSIE having regards for confidentiality and security.
- Be first point of contact for all staff on payroll matters.
- Oversee the management and maintenance of the School's Central Record (SCR). Ensure that appropriate checks, including DBS checks, are completed as per the Trust's requirements.
- Be responsible for the end-to-end recruitment process for all staff vacancies at Audley and The Oval in line with Safer Recruitment Guidelines.
- Ensure all recruitment paperwork is confidentially stored for the appropriate amount of time as per the standard retention guidelines.
- Process all new starters to the school in the correct manner ensuring all necessary new starter documentation is completed and relevant documents sent to payroll.
- Process all contract changes including new starters, leavers and mid contract adjustments in a timely and accurate manner.

- Ensure all staff absences are accurately recorded in the school and payroll systems
- Monitor staff absence levels and ensure that 'Return to Work' meetings are carried out on the first day back from sickness
- To ensure any absences that hit trigger points are escalated to the Headteacher and Director of HR as stated within the school policy.
- Liaise with the Headteacher and Director of HR on any complex HR issues at school.
- Maintain up-to-date staff employment files with relevant documentation as they occur
- Be the point of contact with the school payroll service to ensure the schools receives a good service and staff are paid on time and accurately
- Ensure all payroll queries are dealt with in a timely and professional manner. Ensure feedback is given to the employee so that they are aware the matter is being dealt with
- Ensure payroll is actioned in line with procedure including checking payroll reports on a monthly basis
- Process any changes to pay including things such as TLR updates, additional hours, expenses

Premises / Health and Safety

- To support the Estates team in maintaining a safe environment for all stakeholders
- Make sure health and safety checks and inspections have been carried out
- To act as the school's health and safety coordinator and fire officer including the completion of personal evacuation plans for pupils / staff with disabilities in co-ordination with the school SENCO.
- To plan, instigate and maintain records of fire practice and alarm tests
- To ensure the health and safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals.
- To ensure systems are in place to enable the identification of hazards and risk assessments
- To ensure that ancillary services (catering, cleaning etc) are monitored and managed effectively
- To be knowledgeable about health and safety issues specific to the Trust and how they relate to pupils, staff, visitors and contractors
- To work in close liaison with the facilities site team, delegating and monitoring any of the above points
- To monitor, regularly review and update emergency procedures within the school
- To assist in training staff on health and safety issues
- To be the first point of contact for any premises issues at both schools

Catering

- To support the Director of Finance and Operations in managing the catering provision at the school

General

- To be aware of GDPR and SAR requirements liaising with the Trust Director of IT and Compliance as necessary
- To work as part of a team and support the role of others at all times contributing to the overall work and ethos of the school.
- To undertake personal development through training and other learning activities including performance management, as required.
- Provide advice and guidance to staff, pupils and others as and when required.
- To carry out any other duties as reasonably required to contribute to the smooth running of the school.
- This role requires a strict level of confidentiality which must be maintained at all times.

These duties and responsibilities should not be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

8.0 Person Specification

Attributes required based on job description. **For note:** all attributes are essential, unless indicated in the table as *desirable*.

Key:

A - Application

I - Interview

Q - Qualifications

Attributes and experience	Recognised through
Relevant administrative experience, preferably within a school environment.	A, I
A working knowledge of Microsoft Office software, e.g. Excel, Word, Powerpoint and Teams.	A, I
A good standard of numeracy and literacy.	A, I, Q
Confidentiality as some material will be sensitive.	A, I
Excellent communication skills.	A, I
Ability to work under pressure and meet deadlines.	A, I
Understanding of Trust and school policies and procedures.	A, I
Working knowledge of school systems for both primary schools and Trusts.	A, I
Skills and abilities	Recognised through
Outstanding verbal and written communication skills with an ability to present information in a clear and concise manner.	A, I
Excellent Word and spreadsheet skills.	A, I
Ability to work well under pressure, prioritise workload and meet deadlines.	A, I
Attention to detail, including design and formatting.	A, I
Ability to work independently and also as part of a team.	A, I
Skills in listening and the ability to challenge and support colleagues.	A, I
Ability to work across the Trust to support colleagues at all levels.	A, I
Personal qualities	Recognised through
Demonstrates the values of the Trust.	A, I
Willingness to engage in training and personal professional development.	A, I
A positive 'can do' attitude and a strong work ethic.	A, I
Occasional attendance at meetings outside of normal hours.	A, I
Full driving license and a willingness to travel to other academies within the Trust.	A, I



9.0 How to make an application

If you wish to apply for this role, please download an application form from the Trust website: www.drbigitemat.org. Please note we do not accept CVs.

Completed applications should be addressed to Chris Finnerty, Director of Finance and Operations and submitted with a covering letter (no more than two sides of A4) outlining your expertise for the role. Application forms can be emailed to Julie Gouldbourn, Director of HR - recruitment@drbigitemat.org

Please note: In line with Safer Recruitment Practice, a minimum of two references will be sought for shortlisted candidates prior to interview. One reference must be the candidate's current/most recent employer. The Trust is absolutely committed to safeguarding and promoting the welfare of children and adults through its safer recruitment processes. The Trust expects all staff and volunteers to share this commitment. An enhanced DBS check will be required for this post.

drb Ignite Multi Academy Trust is absolutely committed to safeguarding and promoting the welfare of children and adults through Safer Recruitment processes. The Trust expects all staff and volunteers to share this commitment. The Trust welcomes diversity and is committed to equal opportunity.

10.0 Deadline for Applications

Please submit your completed Application Form and Covering Letter by:
Monday 27th June 2022 at 12.00pm

11.0 Interview Dates

Week commencing 4th July 2022

12.0 Start Date

September 2022

We look forward to receiving your application form.