Job Description: Business Operations Lead

Key Requirements

Qualifications and Experience:

- Strong verbal and written communication skills.
- GCSEs in English and Maths
- The ability to manage multiple tasks efficiently while maintaining a smooth workflow.
- Excellent attention to detail.
- Proficient IT skills: including Word / Excel / social Media platforms.
- Strong administrative skills.
- Previous experience in a school setting is preferred, though not essential.

Personal Qualities:

- Commitment to promoting the ethos and values of the school
- Integrity, honesty, loyalty, and fairness
- Ability to work under pressure and prioritise effectively
- Maintaining confidentiality at all times
- Embracing change and dealing with difficult situations effectively
- Proactive in safeguarding and promoting the welfare of children

Duties and Responsibilities

General Office Administration

- Manage incoming phone calls, redirecting enquiries, and taking accurate messages alongside the Admin Assistant.
- Contribute towards the planning, development and organisation of support service systems, procedures and policies.
- Manage manual and computerised record/information systems.
- Supporting the Admin Assistant with Admissions as required
- Manage ICT systems and equipment to achieve uninterrupted service
- Support the administration of first aid and medicines.

Financial Management

- Key liaison between the school and the WMAT finance team for orders / contracts etc.
- Maintain the schools' contract register
- Manage the Requisitions and Purchase Order Processing for school supplies and services.
- Manage the stock of all school supplies and books.

- Order food and cleaning supplies for the school kitchen.
- Manage the school's fundraising and income generation strategy.
- Manage school and curriculum licence renewals and insurances.
- Supervise the proper collection and banking of all income.
- To be a school credit card holder.

Estates and Facilities

- Lead the development, implementation, and monitoring of the school's health and safety policies and procedures, ensuring compliance with all relevant legislation and best practices
- In conjunction with the Premises team, ensure preparation of maintenance schedules (including equipment testing), and the efficient operation of all plant and facilities on the premises
- Adhere to all established health and safety protocols and procedures, reporting any potential hazards or incidents immediately.
- Manage local contractors to ensure they operate safely and meet service level agreements.
- To oversee Health and Safety and fire regulations at the school, ensuring the school is legally compliant with all statutory inspections and maintenance
- Manage accident reporting, near misses, investigations and staff H&S training.
- To ensure the continued monitoring of catering, grounds maintenance and cleaning services are upheld, ensuring a healthy and safe environment for all stakeholders of the school.
- Manage the administration of volunteers, collating documentation for DBS checks and references as required.
- Project manage capital developments on behalf of the school.
- Maintain oversight of risk assessments to ensure health and safety is observed on the site whilst ensuring safe working practices and environment for all site personnel and visitors.
- To champion the school's commitment to sustainability both environmentally and within financial constraints

Health & Safety

- Act as the school's Health & Safety Co-ordinator
- Monitor and oversee the EVERY compliance system
- Oversee and ensure all school risk assessments are kept up to date and in place
- To initiate regular fire alarm tests and evacuations drills, ensuring full records are maintained
- Ensure the Trust's written health & safety policy statement is clearly communicated, personalised to Crondall Primary School and available to all people and is put into practice, subject to review and assessment at regular intervals or as situations change

- Liaise regularly with the Governor responsible for health and safety
- Enable regular consultation with staff/visitors on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Head teacher and LGB and where appropriate the Health and Safety Executive

Marketing and Events

- Co-ordinate activities and innovative initiatives to promote the school and drive pupil recruitment.
- Assist with the organisation of internal and external events, school trips and residentials.

Leadership and Staff Management

- Attend the Senior Leadership Team and appropriate Governor committee meetings
- Negotiate and influence strategic decision making within the school's Senior Leadership Team
- Directly line managing the Site Team and Kitchen Team
- To ensure the Single Central Record (SCR) is maintained accurately and on a timely basis in accordance with statutory responsibilities
- Manage all staff CPD/training.
- Monitoring of staff sickness, providing monthly reports for the Head teacher

Professional Standards

- Safeguard and promote the welfare of children and staff.
- Follow all school policies and the staff code of conduct.

Note: This list is illustrative and not exhaustive. The postholder may be required to undertake other duties appropriate to the role as directed by the Headteacher.