



Operations and HR manager Job Description



Job Purpose

The provision of full support to the Head Teacher and Leadership Team to ensure the effective leadership, management, and administration of the school. Working alongside the Finance Manager, fulfil all specific responsibilities of the school business manager role.

Duties and Responsibilities

Human Resource Management

Oversee general personnel matters including employment clearance for new staff, including undertaking medical checks, DBS checks and any other checks as appropriate.

Maintain confidential staff records both electronic and paper

Maintain the single central record to a high standard to ensure that the school is fully compliant

Oversee the preparation of adverts, job descriptions and the organisation of the interview process for the appointment of new staff.

Advise the Head teacher on assessments of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.

Attend employment tribunals as necessary and maintain paperwork trails.

Ensure that all policies relating to Personnel and staffing are reviewed and updated on a regular basis.

Formulate, monitor and implement the schools safety policy to comply with the requirements of the Health and Safety at work Act and other legislation

Advise the Head teacher and Governors on matters relating to employment law issues including employment protection, equal pay, sex discrimination etc.

Management of school support staff as identified.

Oversee the schools professional development, organise training and liaise with external providers as identified.

Office Management

Provide leadership and guidance for the office team to ensure that work is undertaken within timescales and that an effective service is delivered.

Ensure the provision of an effective administrative, secretarial and clerical support to the Head Teacher, the Leadership team and other staff as necessary.

Health and safety

Monitor energy consumption in conjunction with the school Caretaker to ensure that the school is operating as efficiently as possible

Prepare charts and information for Governors about energy efficiency and work with the caretaker and SLT and pupils to develop and implement an energy efficiency plan.

To ensure that all contractors on site comply with the schools policies

To liaise with contractors in the absence of the caretaker.

To maintain an accurate record of all training and development in regard to Health and safety, child protection such as fire evacuation plans, critical incident plans and first aid training.

Carry out risk assessments with the Health and Safety rep, reporting to the Head teacher and Governors if appropriate.

To have overall responsibility as the Health and Safety Lead for the School, to oversee the Health & Safety and Risk Management of the School and ensuring associated policies and procedures are clearly communicated and complied with at all times
Complete accident investigations, ensuring that any identified risks are reported to and reviewed by the Headteacher

Work with the Caretaker to ensure the planning, coordination and delivery of projects or maintenance does not interfere with the smooth running of the school

Facilitate the letting of school premises to external organisations, for the development of the extended services and local community requirements

Work with Caretaker to ensure that the school is compliant with all legal and statutory regulations, and that any issues are recorded and kept updated

General

To ensure all tasks are carried out with due regard to Health and Safety

To undertake appropriate professional development including adhering to the principle of performance management.

To adhere to the ethos of the school

To promote the agreed vision and aims of the school

To set an example of personal integrity and professionalism

Attendance at appropriate staff meetings and parents evenings

Any other duties as commensurate within the grade in order to ensure the smooth running of the school

As a member of Greenholm staff team all Individuals have a responsibility for promoting and safeguarding the welfare of pupils and as such all staff are expected to model the appropriate behaviours as agreed in the schools code of conduct.

Observance of the schools Equal Opportunity policy and Confidentiality Policy will be required