



# Ark Elvin Academy

## Job Description: Operations Manager

<b>Reporting to:</b>	<b>Vice Principal</b>
<b>Location:</b>	<b>Ark Elvin Academy</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Working Pattern:</b>	<b>Full time</b>
<b>Salary:</b>	<b>Grade 9, pay points 25 - 33</b>

### The Role

To provide the overall strategic and operational leadership and management for all aspects of administration operations support and catering in the academy.

To develop, lead and manage operational staff, building a strong and aligned team culture and ensuring that the resources and systems of the academy are deployed effectively and efficiently to achieve the educational aims of the academy.

To work with Ark Central and other academies in the Ark network, to develop high quality systems and services throughout the network, offering support where required.

### Key Responsibilities

#### Leadership

- Lead on the school's operational requirements, including, systems set-up, staff training and implementation of policies & procedures
- Work closely and liaise with Finance and Premises to ensure that in-school processes, as applicable, are implemented and followed
- Manage the academy's operational budget, ensuring that spend is managed in line with approved budgets and input into termly forecast/budgeting process, analysing and reviewing strategic plans for Academy's operational areas
- Line management responsibilities include- canteen, office staff including reception and reprographics.

#### Managing People & Services

Manage the office team, Reception, reprographics and Catering to ensure they are motivated, have high levels of commitment and productivity and perform well in their roles

#### School Operations

- To attend the weekly operations planning meeting with the principal and Vice Principal to plan the week and half term ahead



# Ark Elvin Academy

- Achieve the most competitive pricing for goods and services for the academy, complying with current and relevant procurement legislation and Ark's policies
- Ensure the academy is compliant with all the Ark policies, rules and procedures, including
- Establish and maintain effective administration systems throughout the academy, including systems for monitoring and reporting on all operational functions
- Ensure all Academy policies are reviewed and updated in a timely manner by and shared with the right stakeholders
- Ensure Elvin Essentials is updated regularly to reflect the fully codified operational model for the school
- Ensure that our school systems such as My Child at School (parent app), IPAY, community support fund, website is all running efficiently

## Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.



# Ark Elvin Academy

## Person Specification: Operations Manager

### Qualifications

- Educated to degree level or equivalent
- Professional management qualification desirable

### Knowledge, Skills and Experience

- Experience leading, coaching and motivating staff, ensuring professional development and effectively challenging and managing any underperformance
- Ability to manage budgets
- Able to work with a range of internal and external partners
- Knowledge and experience of managing procurement and contracts for services
- Confident in implementing procedures and processes within operational departments, and using Management Information Systems (MIS)
- Able to manage several projects at once, prioritising accordingly to meet deadlines
- Strong IT, systems, administrative and organisational skills
- Excellent written and oral communication skills.
- Understanding of relevant legislation, policies and procedures, and the ability to apply this understanding to real situations

### Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

### Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check



# Ark Elvin Academy

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*