



Business Operations Manager (with Examinations)

28.5 hours per week
(over 5 days)

Scale point 6 (£21,309 to £22,769.)

We are looking to appoint a School Business Operations Manager who will be responsible for the day-to-day business function of the school, such as HR, Administration, Premises and Finance with the additional responsibility of Examinations.

You will become part of a passionate team, fostering an environment where every child can achieve their full potential. The post is for 28.5 hours per week over 5 days, however we are flexible with the hours worked per day.

Experience of working in an educational setting in a similar role is essential along with experience of managing a busy office environment and the line management of staff and examination administration. Awareness of school database software and an excellent awareness of statutory data reports, record management and data protection requirements are essential to this role.

Our ideal candidate will:

- already have proven experience and have worked in a similar role,
- understand management and the business functions within a school
- be organised, can multi-task, can communicate efficiently and in a timely manner, and can meet deadlines
- be able to work effectively under pressure, giving attention to detail and accuracy.

Our students are 11-16 years and have been excluded or are close to being excluded from mainstream school. Students are referred to us by schools and the Local Authority. Our Teaching groups are small between 2 and 8 students per class. We currently have 35 students on role.

If you would like to find out more or would like an application pack email to you then please contact, Julie Jarvis 01527 597936 or email to jjarvis@theforge.worcs.sch.uk.

Applications form and job description are also available www.theforge.worcs.sch.uk/vacancies

Return completed application forms to the school by Friday 10th January 2025 first post
Interviews will take place soon after.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation.

FORGE SECONDARY SHORT STAY SCHOOL

JOB DESCRIPTION

Job Title	Business Operations Manager including Examinations
Grade	Scale 6 (Scale 18-22)
Working Hours	28.5 hours per week over 5 days, term time only plus 5 TED Days and 2 additional days when the GCSE results are published. (This post may require flexible work to incorporate the changing demands of the role)
Purpose of role	The school business operations manager (BOM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, compliance and administration
Reporting to	Head Teacher
<p>Finance</p> <p>Human Resources</p> <p>Administration</p>	<ul style="list-style-type: none"> • Under the direction of the Headteacher and Finance Manager, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals • To assist with the processing of invoices and orders and delegate necessary tasks to the Business Operations Team • Ensure the finance Policy • To co-manage the Finance Assistant • To work alongside Finance Manager • To liaise with the schools food provider and be the point of contact for the Catering Assistant • Hold the school procurement card and manage its expenditure • Manage the school asset register • Under the direction of the Headteacher, Lead the school's day to day HR functions, ensuring compliance with regulations, employment law and best practice. • implement the school's suite of HR policies and procedures, including staff handbook, advising senior colleagues and governors regarding processes, and ensuring compliance with policy • Under the direction of the Headteacher, lead on HR related projects, such as changes to roles, responsibilities and terms and conditions as required • Contribute safer recruitment processes within the school maintaining the single central record, including induction and probationary review) in accordance with policy, ensuring compliance with best practice and maintaining accurate records • Manage staff sickness and absence records, ensuring that staff complete self-certification and follow absence procedure • Coordinate training and development programmes for staff, volunteers and governors to support school improvement and school aim • To maintain the schools franking machine and ensure that the outgoing post is prepared and posted on time • To design, develop and produce reports, including data analysis and manipulation as requested by the Senior Leadership Team • To ensure the school complies with Data Protection Act and Freedom of Information Act requirements, designing and delivering training to

<p>IT & School Systems</p>	<p>support staff in relation to this legislation and work alongside the DPO to ensure the school adheres to GDPR regulations</p> <ul style="list-style-type: none"> • Manage administrative staff including recruitment, induction, appraisal, training and mentoring of these staff. • Oversee and manage all administration task and Reception duties. • To manage the school MIS system and produce the school census <ul style="list-style-type: none"> • To develop, manage and maintain the School Information Management System (Arbor) & train staff as needed. • To liaise with the schools IT support company to ensure IT equipment is maintained and updated where required and organise the workload of the IT technician and be their point of contact • To provide appropriate technical support and training to staff in using the software and interpreting information • To complete all statutory data returns, the school census and workforce census • To manage and maintain the school's records management systems, including efficient transfer of data for the new academic year, archiving and destruction • To maintain and manage the school's Parent Mail account
<p>Premises</p>	<ul style="list-style-type: none"> • Under direction of the Headteacher, oversee the management of the school site, including line management of the Site Manager, ensuring they are meeting all compliances.
<p>Examinations</p>	<ul style="list-style-type: none"> • To develop, manage and maintain the Exams module of Arbor • Co-ordinate and communicate all arrangements for all public examination entries to examining bodies including appeals, re-marks, special conditions for illness or special consideration • Delivery, distribution, submission and security of the relevant examination papers, stationery, materials, results and certificates in a timely fashion • Responsibility for arrangements of examinations including locations and time keeping in line with examination board regulations • Co-ordinate team of invigilators, with the support of the Deputy Head • Deal with enquiries from parents and students, including former students. • Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies • Organise appropriate arrangements for the support of candidates with special examination requirements in conjunction with the SENCO. • Liaise with Deputy Head to ensure appropriate timetabling and invigilation arrangements are in place for the school's internal Mock examinations.
<p>Additional</p>	<ul style="list-style-type: none"> • Oversee the medical and first aid registers and update staff with new information. • Participate in appropriate CPD with the agreement of your Line Manager • Undertake any other reasonable related duties and responsibilities of an equivalent nature, as may be determined by the post holder's line manager from time to time, in consultation with the post holder

Person Specification

	Essential	Desired
Qualifications	<ul style="list-style-type: none"> ● NVQ Level 3 or above in Business Administration or relevant experience ● Excellent numeracy /literacy skills 	<ul style="list-style-type: none"> ● HR qualification ● First aid at work
Experience	<ul style="list-style-type: none"> ● knowledge of MIS systems ● knowledge of statutory reporting in schools such as school census ● knowledge of Data Protection and Freedom of information legislation ● Experience of a similar role in an educational establishment ● Ability to relate well to children and adults ● The ability to support staff/pupils/respond to parents timely and efficiently ● Staying up to date with relevant policies, codes of conduct and legislation. ● Experience Line managing staff ● Experience of Managing a budget ● Knowledge of HR policies ● Knowledge of Safeguarding and Safer recruitment guidance. 	<ul style="list-style-type: none"> ● Able to design, create and produce reports using different IT platforms ● Working knowledge of relevant polices/codes of practice/legislation for schools ● Health and Safety knowledge ● Experience of managing school systems such as Arbor ● Experience as an Exams Officer or Assistant.
Knowledge & Skills	<ul style="list-style-type: none"> ● Excellent IT skills including Microsoft Office ● Excellent numeracy/literacy skills ● Ability to focus on detail and accuracy when entering relevant information ● Ability to plan, manage and be flexible due to changing workload patterns particularly during busier periods ● Excellent open, honest and direct communication skills ● Excellent organisational and planning skills ● Ability to work to strict deadlines ● Ability to make effective decisions ● Ability to work to professional standards, think independently and make sound judgments ● Enthusiastic, innovative and forward-looking. ● Ability to communicate professionally and effectively with all stakeholders 	<ul style="list-style-type: none"> ● Willingness to attend training
Other	<ul style="list-style-type: none"> ● Good attendance record ● 'can do' attitude ● is outward-looking, pro-active ● Caring and compassionate ● Be a good role model ● Good sense of humour 	<ul style="list-style-type: none"> ●