



Da Vinci Academy  
A L.E.A.D. Academy



# School Operations Manager

Candidate Information Pack

*'The L.E.A.D. Academy Trust is one of the strongest sponsors operating in the East Midlands, with a track record of successfully improving underperforming schools...'*

Department for Education, 29 May 2015, Leicester Mercury





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## School Operations Manager

Salary: Grade SO1 (£26,470—£28,221 pa)

Contract: Permanent

Hours: 37 hours per week

Weeks: 52

Reporting to: Headteacher

Managing: All administration staff

Location: Derby, DE21 4ET

Start Date: 1 September 2018

### Inspire our students to succeed

Having converted to academy status at the heart of the L.E.A.D. Academy Trust in May 2017, Da Vinci Academy is a successful secondary school with just under 600 students. A student centred philosophy is supported by an unwavering commitment to the achievement of successful outcomes for each and every young person. Together with the L.E.A.D. Academy Trust, a strong and clear vision is in place - to be the best that we can be and to deliver outstanding education to young people. This is what we all firmly believe in and strive to achieve at all times.

The School Operations Manager is the academy's leading support staff professional and assists the Headteacher in their duty to ensure that the school meets its educational aims.

The School Operations Manager has the overall responsibility for Financial and Human Resource Management, Management Information Systems, and Facility Liaison. We are looking for an experienced, conscientious and enthusiastic professional to undertake this role from September 2018.

It is an exciting time at Da Vinci Academy with the appointment of a new Headteacher from January 2018. You will be part of Da Vinci Academy's future development and the journey to securing improvement and raising standards across all areas.

***The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.***

***This post is subject to an enhanced DBS check.***



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## Safeguarding

The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

**This post is subject to an enhanced DBS check.**

Da Vinci Academy adopts a rigorous Safer Recruitment Policy which is followed for every appointment.

If you are invited to interview, your suitability to work with children will be explored. As such you will be asked to declare any convictions, cautions or reprimands which you have incurred.

If you are then successful at interview, an offer of employment will be made. This offer will be subject to the L.E.A.D Multi-Academy Trust Receiving:

- Satisfactory background checks e.g. Enhanced Disclosure and Barring Service check, Prohibition Check and Medical Check
- Satisfactory References
- Proof of Eligibility to work in the UK

Staff will be expected to take part an induction day which has a safeguarding focus.

Staff will be expected to undertake CPD Safeguarding Training throughout every academic year.

There is a clear policy for staff conduct which all employees must adhere to.



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L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

## L.E.A.D ACADEMY TRUST

Da Vinci Community School converted to academy status as part of the L.E.A.D Academy Trust in May 2017. The school is now part of an Academy Trust, which was recently named by Ofsted's Chief Inspector, Sir Michael Wilshaw, as a "high performer" and was listed among the seven strong performing multi-academy trusts in the HMCI October commentary report; stating that it should be used as an example to others.

The L.E.A.D. Academy Trust is a registered charity created in 2011. The Trust aims, through outstanding leadership, to provide the highest quality education to enable every pupil to realise their full potential. Further information about the Trust can be found here <http://www.leadacademytrust.co.uk/about-us>

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## Job Description

***The School Operations Manager is the academy's leading support staff professional and assists the Headteacher in their duty to ensure that the school meets its educational aims.***

***The School Operations Manager has the overall responsibility for Financial and Human Resource Management, Management Information Systems, and Facility Liaison.***

*37 hours per week (Rota for Reception cover from 8.00 am – 5.00 pm term time only) to be agreed with the team*

***This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Headteacher.***

<b>Da Vinci requirements for all employees</b>	
<ul style="list-style-type: none"> <li>• Eligible to live and work in the UK and 18 or over.</li> <li>• The academy is committed to safer recruitment and appointment will depend on the successful completion of an enhanced DBS check.</li> <li>• All posts in the academy are part of a commitment on behalf of the staff to work towards achieving the academy's clearly defined aims and in accordance with the academy's curriculum statement.</li> </ul>	<ul style="list-style-type: none"> <li>• High level of professional conduct and smart appearance</li> <li>• Commitment to safeguarding students at all times</li> <li>• Follow all LEAD and DVA procedures and policies</li> <li>• Excellent communication skills and proficient in English Language</li> </ul>
<b>Role Focus</b>	
Supporting the effective running of the academy and its support staff.	
<b>Role Specific Tasks</b>	
<ul style="list-style-type: none"> <li>• To support the Headteacher in the effective functioning of: Finance, Administration, MIS, HR and Facilities Management</li> <li>• Lead and direct the administration team to ensure the fulfilment of the following:</li> </ul> <p><b><u>Financial Resource Management</u></b></p> <ul style="list-style-type: none"> <li>• Support the overall financial planning and budgeting process</li> <li>• Use the agreed budget to actively monitor and control performance to achieve value for money</li> <li>• Identify and inform the Headteacher and Trust of the causes of significant variance and take prompt corrective action</li> <li>• Propose revisions to the budget if necessary, in response to significant or unforeseen developments</li> <li>• Provide ongoing budgetary information to relevant people</li> <li>• Advise the Headteacher and the Trust if fraudulent activities are suspected or uncovered</li> <li>• Assist with identifying additional finance required to fund the school's proposed activities</li> <li>• Monitor the effectiveness and implementation of financial and operational agreements</li> </ul>	



### **Administration Management**

- Manage the whole school administrative function and lead all support staff to include performance management
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
- Manage systems and link processes that interact across the school to form complete systems
- Define responsibilities, information and support for staff and other stakeholders
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources
- Establish and use effective methods to review and improve administrative systems
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Benchmark systems and information to assess trends and make appropriate recommendations
- Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines
- Consider approaches for existing use and future plans to introduce or discard technology in the school
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- Communicate the strategy and relevant policies, including GDPR for use of technology across the school
- Establish systems to monitor and report on the performance of technology within the school
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems
- Ensure contingency plans are in place in the case of technology failure
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

### **Human Resource Management**

- Ensure a compliant and updated SCR is maintained at all times
- Ensure an effective payroll system is in place for all school staff including the management of pension schemes and associated services
- Ensure the school's equality policy is monitored and clearly communicated to all staff in school and is on the school website
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Manage recruitment, performance management, appraisal and development for all support staff including cover staff and midday supervision team



- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
- Monitor the way policies and procedures are actioned and provide support where necessary
- Seek and make use of specialist expertise in relation to HR issues
- Evaluate the school's strategic objectives and obtain information for workforce planning
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

**Facility & Property Management**

Together with the Safeguarding and Health & Safety Leader:

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations to the PFI
- Ensure the safe maintenance and security operation of all school premises
- Liaise with the site operating company to manage the maintenance of the school site
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
- Seek professional advice on insurance and advise the SLT on appropriate insurances for the school

**Health & Safety**

- Liaise with the Safeguarding and Health & Safety Leader as necessary

Training and Induction	Other duties / expectations
<ul style="list-style-type: none"> <li>• Attend all staff briefings and training as appropriate</li> <li>• Undertake appropriate safeguarding courses as instructed</li> <li>• Attend and respond positively to appraisal</li> <li>• Assist in the training of new staff as appropriate</li> <li>• Actively seek training as required</li> </ul>	<ul style="list-style-type: none"> <li>• Possess financial or HR qualifications and/or experience</li> <li>• Act as a professional ambassador for the academy</li> <li>• Secure positive staff/pupil relationships</li> <li>• First aid training and associated duties</li> <li>• Maintain confidentiality at all times</li> <li>• Secure positive staff/pupil/ student family relationships</li> <li>• Observe data protection guidelines</li> <li>• <b>DVA is committed to safeguarding and promoting the welfare of children. All employees are required to read and implement our Safeguarding Policy</b></li> </ul>



## Person Specification

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	5 A*-Cs at GCSE including English and Maths	E	✓	✓
2.	A degree qualification or equivalent	D	✓	
3.	A professional qualification in Business Management, Accountancy, Human Resources and/or Premises Management or relevant management experience	E	✓	
4.	Evidence of Continuous Professional Development	E	✓	✓
<b>EXPERIENCE</b>				
5.	Management within a public/private sector setting	E	✓	✓
6.	Experience in financial, HR, business and/or premises operations	E	✓	✓
7.	Experience of managing administrative systems and procedures	E	✓	✓
8.	Experience working in a school setting	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
9.	Good knowledge of effective ICT administration systems	E	✓	✓
10.	Good knowledge of financial procedures and regulations	E	✓	✓
11.	A working knowledge of employment law	D	✓	✓
12.	Ability to communicate verbally with, and write reports for, a range of stakeholders, including Governors and external agencies	E	✓	✓
13.	Ability to manage people effectively by conducting regular meetings, setting targets for performance, delegating tasks appropriately, and monitoring the quality of delivery and outcomes	E	✓	✓
14.	Sound knowledge of policy and practice regarding premises management, Health and Safety, and human resources	D	✓	✓
15.	Ability to prioritise conflicting demands and thrive under pressure	E	✓	✓
16.	Ability to take a problem solving approach to tasks, and develop valid and financially sound solutions	E	✓	✓
17.	Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner	E	✓	✓
18.	Ability to use computer systems, including word processing skills to produce tables, spreadsheets and reports	E	✓	✓
19.	Ability to use management information systems; and be able to transfer the experience of using one system to another similar system, if needs be	E	✓	✓
20.	Ability to build and maintain effective working relationships with a wide variety of people	E	✓	✓
21.	Ability to maintain strict confidentiality in all matters	E	✓	✓
22.	Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description and any other educational / academies' developments	E	✓	✓



## Person Specification

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
<b>PERSONAL QUALITIES</b>				
23.	Commitment to working flexibly and as needed to ensure the highest professional service for students and staff	E	✓	✓
24.	Highly organised, literate and articulate	E	✓	✓
25.	Highest levels of professional and personal integrity	E	✓	✓
26	A commitment to continuous improvement through honest self-evaluation, an acute sense of accountability and a commitment to transparency	E	✓	✓
27.	Personal resilience, persistence and perseverance	E	✓	✓
28.	Commitment to the pursuit of Continuous Professional Development by oneself and others	E	✓	✓



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## How to Apply and Visits

Should you have any questions regarding the role please contact Gemma Wilkinson, PA to the Headteacher on 01332 831515 or email [gemma.wilkinson@davinciacademy.co.uk](mailto:gemma.wilkinson@davinciacademy.co.uk)

**To apply, please visit our website and submit a fully completed application form, supported by a covering letter (no more than 2 sides of A4) which details your reasons for applying and how your experience meets the requirements outlined in this pack: <http://www.davinci.derby.sch.uk/school/job-vacancies/support-vacancies>**

**Completed application forms should be sent to [vacancies@davinciacademy.co.uk](mailto:vacancies@davinciacademy.co.uk)**

Visits are highly recommended and warmly welcomed. To arrange an appointment, please contact Gemma Wilkinson on 01332 831515 or email [gemma.wilkinson@davinciacademy.co.uk](mailto:gemma.wilkinson@davinciacademy.co.uk)

**Closing date: Thursday 12 July 2018 at 12 noon**

**Interviews: Monday 16 July 2018**

**Start date: 1 September 2018**