



## **CHILDREN, ADULTS AND HEALTH**

### **JOB DESCRIPTION**

**POST TITLE:** Operations Coordinator

**GRADE:** Band 5

**REPORTING TO:** Executive Headteacher

The Operations Coordinator is an operational and strategic role responsible for maintaining operational excellence. The actions of Operations Coordinator must always be aligned with our mission, vision, and core values. The essential functions for Operations Coordinator are as follows:

#### **Operational Coordination:**

##### **Supporting the Executive Headteacher and strategic leadership of the federation:**

- Developing, implementing and reviewing operational policies and practice.
- Contributing to and supporting the delivery of the long term strategic plan of the federation.
- Coordinating systems and procedures to ensure effective governance; including identifying and organising governor training, ensuring access to individual school and federation information for Governors.
- Supporting the development of the federation through researching effective partners and effectively coordinating due diligence procedures.

#### **Systems Development:**

- Develop and implement non-instructional systems and procedures that ensure operational excellence across the federation.

#### **Public relations:**

- Develop and ensure consistency of federation public relations and communications. Including the effective communication of the federation aims, objectives and successes.
- Ensure a public presence of the federation through events organisation and publicity through links with local media and the social media image of the school.
- Produce monthly federation newsletters to be distributed to all stakeholders.

#### **Operational Compliance**

- Liaise with the attendance team, admin, school business manager and other staff as required to capture and organise key school data with reliability for the creation and completion of various compliance reports (attendance, enrolment, staffing, sickness, census information etc).





- Support the Executive Headteacher in gathering information, developing reports and arranging events to ensure effective reporting to Governors.
- Under the guidance of the Executive Headteacher produce and successfully complete all necessary compliance reporting to LA and government including responsibility for collecting accurate census data, supporting phase leaders with the administration of the submission of key assessment data etc.
- Support the senior leadership team by coordinating website compliance in each school within the federation and ensuring information is compliant.
- Maintain and coordinate up to date information on all federation websites to ensure a consistent approach.
- Support the senior leadership team, inclusion and family support team to ensure all statutory documentation is recorded effectively (where required) and organised consistently across the federation.
- In the role of named Federation Data Protection officer, liaise with the service provider and the leadership and administrative teams to coordinate the compliance with GDPR across the federation and coordinate the delegation of responsibilities and tasks to meet compliance.

### **School Operations**

- Liaise with the school caretaker, site manager and school business manager to ensure the effective running of the school premises where appropriate.
- Support the School Business Manager to ensure financial procedures are accurately and clearly reported to the Executive Headteacher and Governors.
- Support the School Business Manager in applying for and securing bids and funding streams.
- In the role of named Federation Health and Safety Coordinator ensure that all fire, health and safety regulations, policies and procedures are reviewed annually and implemented appropriately ensuring the wellbeing of all school staff and pupils.

### **Human Resources**

- With office support, serve as human resource administrator as it relates to employee information and benefits.
- Review staff CPD in line with performance management requirements and ensure coordination of training needs across the federation including recording staff training and input.
- Undertake any recruitment tasks required including organisation of appointments and related administration.
- Regularly review and monitor staff wellbeing including workload expectations, feedback to and liaise with the senior leadership team of the federation to implement actions to address issues raised.

### **Contribution to Leadership and Management**

- Meet with school leadership team regularly to discuss goals, progress towards goals, trends and challenges, areas for growth, and action plans.
- Coordinate the federation's operational response to change.





- Coordinate the leadership team meeting minutes, diary and electronic diary and organised required events and check follow up actions across the federation.
- Create a culture of service and support developing team members to excel in their roles and ensuring the school maintains operational excellence.
- Coordinate and support senior leaders with the administration of admission into school.
- Undertake any coordination and administration tasks required to ensure operational excellence.

### **Culture of Achievement and Respect**

- Communicate respectfully and thoughtfully with parent/guardians/pupils remaining sensitive to different families' cultures, values and needs.
- Work with the school leadership team to implement the school's mission; coordinate work and collaborate with the LA.
- Assist in creating a school culture with staff, parents and pupils focused on strong academic achievement, fairness, respect and high expectations for behaviour.
- Ensure staff members understand the procedures and have the resources to operate effectively.

### **Professionalism**

- Collaborate with colleagues to continuously improve personal practice and achieve overall goals and mission of the school and the network.
- Access meaningful learning experiences (professional development opportunities, and ideas from colleagues and supervisors) and exercise judgment in accepting findings as valid for application.
- Reflect critically upon operational coordination experience, identify areas for further professional development as part of a professional development plan that is linked to school and network goals, access meaningful learning experiences, and listen thoughtfully to other viewpoints and respond constructively to suggestions and criticisms.
- Fulfil all outlined and related functions professionally and thoroughly.

This list is not exhaustive and additional tasks and responsibilities may be added to ensure the successful running of school.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

Reference: JC/CL      Date: 6.06.18

