

**INTERIM OPERATIONS LEAD
JOB DESCRIPTION & PERSON SPECIFICATION**

JOB DESCRIPTION

Reports to:	Chief Executive (CE)
Responsibility for:	Administrator (P/T); Finance Administrator (P/T); Digital Lead
Hours of Work:	An average of 6 hours per week
Salary:	£50 per hour

Main responsibilities of the role:

- The Operations Leader (OL) will have overall responsibility for the efficient running of the strategic and operational functions that support the work of all REP groups.
- The OL will have overall responsibility for the line management and be responsible for overseeing the work and support provided by the Administrator, Finance Administrator and Digital Lead.
- The OL will provide support and work closely with the Chief Executive (CE) to ensure that the operation and activities of the various sub groups and activities of REP coordinate with each other and the REP Board.
- The OL will be an active member of the REP Board attending all board meetings.
- To provide support to the REP Board as needed.
- Cooperate with the CE of the REP Board and others to develop the role of this position.

Key Duties and activities of the role:

Strategic:

- To have overall responsibility for the efficient support to the CE, Trustees, REP Board and Chairs of groups to enable them to fulfil their functions and run smoothly.
- To work closely with the CE to oversee the development of REP to meet future needs and initiatives.
- To ensure that the governance and decision-making arrangements of REP are adhered to by all groups.
- To support the work of the individual groups to ensure their efficient and effective running.
- To coordinate the work of the Administrator to ensure that the support provided meets the needs of the groups and activities, such as the conference.
- To regularly liaise with the Administrator to guide their work and ensure they are meeting the needs of Chairs etc.
- To have overall responsibility for the financial information and monitoring the REP budget in liaison with the Finance Administrator.
- To be an authorising signatory for cheques and payments in liaison with the Finance Administrator.
- To coordinate the work of the Digital Lead to ensure that the website, REP Briefing and any other digital platforms are effective sources of information.

- To have an oversight of the work of the procurement group.

Meetings:

- To receive, from the Administrator, minutes of all meetings and ensure items are forwarded to other relevant groups (e.g., the REP Board).
- To work with the CE in planning meetings such as REP Board away days, Woolston termly members meetings and annual conference.
- To prepare and present reports to REP Board meetings including financial updates.
- To attend all REP Board meetings (half termly).
- To attend REP Board Away Days (annual).
- To attend other REP meetings as required from time to time and take notes if needed (e.g., meetings with the LA directors).

If deemed necessary, for additional meeting attendance that sits outside the responsibility of the role, these will be agreed by the REP Board in advance.

Compliance:

- To be the named contact for complaints to be raised to and to ensure these are passed on and dealt with by the relevant lead or CE.
- To ensure that REP is compliant in terms of charitable status and reporting and raise any concerns regarding this to the REP Board.
- To manage a suite of relevant policies for REP, including Safeguarding, Data Protection and Finance.
- To ensure REP policies are reviewed as required by the REP Board.
- To maintain central records for DBS checks on REP staff and volunteers.

Finance:

- To receive regular budget monitoring reports from the Finance Administrator to ensure the budget is appropriate to meet the needs of REP.
- To be a signatory for cheques, approvals, agreements etc. on behalf of REP.
- To advise the REP Board on the annual subscription rates for REP members.
- To approve in collaboration with the appropriate REP Board member the claim forms for the Administrator, Finance Administrator and other individuals engaged by REP.
- To oversee the financial management of the professional development team and the Early Careers Framework administration.

Communications and Information:

- To liaise with school leaders to ensure that the School Development review information has been disseminated and to hear any concerns that may be raised.
- To be the contact point for the School Development review companies / consultants.
- To ensure that communications are replied to speedily and in a helpful and appropriate manner.
- To keep electronic filing systems up to date and stored safely.

- To present annual reports and budget outturn positions to REP members at the AGM.
- To collate information from schools on pupil numbers to calculate membership rates.
- Ensure webinar facilitators can access the tools they need to deliver the session.

Staff Management:

- To carry out, with other REP Board members, the performance management of the Administrator and any other staff that are engaged to report to this position.
- To cooperate with the performance management arrangements for this position.
- To line manage as appropriate any other individuals engaged by the REP Board in the future that will report to this position.

PERSON SPECIFICATION

Experience	• At least two years' experience of middle or senior management position held in a school or education setting • Experience of developing and managing strategic and administrative systems, in a school or education setting
Qualifications/ Training	• Degree or equivalent qualification, or equivalent experience in relevant discipline • Very good numeracy/literacy skills; at least to GCSE equivalent Grade A-C
Knowledge/Skills	• Able to appreciate and respect the roles of others within REP and understanding and supportive of the ethos and aims of REP • A good understanding of schools and the demands facing schools • Ability to have a strategic overview of the work of REP and advise the CE or others in the light of changing needs and demands • Ability to manage others effectively, working as part of a team with others and working independently when required • Excellent verbal and written communication skills • Advanced knowledge of Microsoft Word, Excel and outlook • An understanding of budgets and financial information such as estimates, projections etc. • Excellent organisation skills and able to manage conflicting priorities as they arise • To be flexible to adapt to the changing requirements of REP as it develops • Able to work to deadlines set by others such as the CE or Chairs of Groups • A very good understanding of the need for confidentiality and the ability to keep information confidential • Ability to relate well to Headteachers, LA Officers, guest speakers and other professionals engaged in work with REP
Personal Qualities/ Approach to the role	• Ability to self-evaluate learning needs and actively participate in development opportunities as identified through regular and annual performance management by the CE • Appreciation of the need for a strategic overview of REP • Flexible and collaborative attitude to working with REP • Ability to motivate, negotiate and influence others • An enthusiasm for the post and working with REP • Able to relate well to Headteachers, LA Officers, guest speakers and other professionals engaged in work with REP • An understanding of and commitment to equal opportunities and to respecting the diversity of individuals • Flexibility and able to prioritise tasks and work demands to meet deadlines • The ability to maintain confidentiality at all times