



School Operations Lead Astbury St Mary's Primary School

Job Description & Person Specification

Context

CDAT is a multi-academy trust currently made up of 31 diverse schools across the Diocese of Chester. Established by the Chester Diocesan Board of Education in 2014, CDAT's vision is to build thriving learning communities where every individual can flourish.

Children are at the heart of our work. We are committed to helping them develop academically, creatively, socially, and spiritually. Inspired by the words of Jesus in John 10:10 — 'I have come in order that you might have life, life in all its fullness' — we want all our pupils to experience outstanding learning, wide-ranging opportunities, and deep personal development.

The School Operations Lead role is part of a strategic shift towards greater efficiency and centralisation of core business functions. The postholder will serve as the key operational and administrative support within school, working closely with the central Finance, HR and Estates teams.

Job Description

Chester Diocesan Academies Trust (CDAT)

Job Title:	School Operations Lead
Salary:	NJC Pt 12-17 £28,597- £31,021 FTE April 2025 (Pay award pending)
Pension:	Membership of Local Government Pension Fund

<p>Job Summary:</p> <p>Core responsibilities</p>	<p>Administration & School Office</p> <ul style="list-style-type: none"> - Provide direct administrative support to the Headteacher and SLT - Manage parent communication, correspondence, and reception duties - Administer key pupil records, statutory data returns, attendance and admissions - Oversee effective school office service delivery <p>Finance</p> <ul style="list-style-type: none"> - Submit purchase requisitions to the Central Finance Team - Maintain oversight of deliveries, stock levels, and order status - Liaise with central finance to resolve order, invoice or budget queries - Support audit documentation and local record-keeping - Manage unrestricted bank account – income, payments and bank recs <p>Human Resources</p> <ul style="list-style-type: none"> - Input HR transactions via the trust HR portal (e.g. new starters, leavers, contractual changes) - Maintain on-site safeguarding records and checks - Act as the first point of contact for HR queries, liaising with the central team as required <p>Premises & Compliance</p> <ul style="list-style-type: none"> - Work with the Premises Manager and central Estates team to ensure compliance with statutory checks (e.g. health & safety, fire safety, risk assessments) - Maintain and update on-site compliance documentation - Escalate issues requiring support or funding beyond the school's scope <p>Operational Support</p> <ul style="list-style-type: none"> - Lead on day-to-day non-teaching operations, acting as school liaison with IT, contractors and service providers - Coordinate events, trips, logistics and external visitors - Support emergency and incident procedures, including site access and lockdowns - Contribute to school business continuity planning
<p>Accountable To:</p>	<ul style="list-style-type: none"> • Headteacher (with a matrix relationship to Central Team)
<p>Key Relationships:</p>	<ul style="list-style-type: none"> • Headteacher and SLT • Central Trust Team • School Staff • Parents and carers • Contractors and external service providers
<p>Hours & Location:</p>	<ul style="list-style-type: none"> • 32 hours per week (0.7912 FTE), across 5 days – 40 Weeks a year. • Core working hours: 08:00–17:00 (30 minutes unpaid lunch) • Location: On-site, school office/reception

Person Specification

- Qualifications/Experience
 - Good standard of education (GCSEs or equivalent) – Essential
 - Experience in a school or operational admin role – Essential
 - Familiarity with HR or finance systems – Desirable
 - Knowledge of statutory school compliance – Desirable
 - Experience liaising with external service providers – Desirable
- Skills and Attributes
 - Excellent organisational and multitasking skills – Essential
 - Strong communication and interpersonal skills – Essential
 - Proficient IT skills (MIS, finance portals, HR platforms) – Essential
 - Ability to work independently and take initiative – Essential
 - Calm under pressure, solution-focused – Essential
 - Professional, discreet and reliable – Essential

Expectations

Staff in all CDAT roles must be flexible and committed to continuous improvement. This includes adapting to evolving structures and systems as the trust grows and being actively involved in professional development. All staff are expected to:

- Promote the Christian values and ethos of CDAT
- Uphold trust-wide policies, including safeguarding and equal opportunities
- Support effective communication and relationships within the trust community
- Demonstrate integrity, professionalism, and respect in all aspects of their work