

OPERATIONAL LEAD



BUDGET vs SPEND
MONTHLY REFLECTION DETAIL / DATA
CHILD CONCERNS / SAFEGUARDING
COMPLAINTS / OFSTED
STAFFING (incl. FINANCIAL COSTS)



HEALTH & SAFETY
TELECOMMUNICATIONS / PRINTERS
BUILDING LEASES / REPAIRS &
MAINTENANCE ISSUES
PARENT / STAFF SURVEYS















COMPANY DEBT MANAGEMENT
EY FUNDING & SEN GRANTS
PAYROLL or PENSION QUERY
NON-ROUTINE EQUIPMENT / WHITE GOODS
CONNECT SYSTEM - UPDATES / QUERIES /
TRAINING COMPANY DEBT MANAGEMENT
NEW EMPLOYEE HR PROCEDURES, incl. DBS, FIRST AID
COMPANY GIFT AID CLAIMS










DAY TO DAY SETTING MANAGEMENT - incl.
INVOICING, INITIAL DEBT PROCESS, PETTY CASH
RESOLVING INITIAL QUERIES
DISTRIBUTING PLA INSURANCE DOCUMENTATION
ADMIN - incl. NEWSLETTERS, ENROLMENT PKS,
STAFF UNIFORM, ORDERING, STAFF CERTIFICATES

OPERATIONAL ROLES / RESPONSIBILITIES


ADMINISTRATION

-  DAY-TO-DAY ADMINISTRATION (E.G. REGISTERS, FORM-FILLING)
-  UPDATING PARENT, SITE USERS OR AGENCY CONTACT DETAILS
-  INITIAL ENQUIRIES / ENROLMENT / DEPOSIT: PROCESS WITH PARENTS
-  CONNECT SYSTEM – MANAGEMENT OF BOOKINGS (including any changes), STAFF ABSENTEEISM, HOLIDAYS
-  FINANCIAL MANAGEMENT* (incl. EY & SEN** FUNDING, AMENDMENTS TO INVOICES, DEBTORS, BUDGET VS. ACTUAL)
-  MONTHLY REFLECTIONS/DASHBOARD DATA & DETAIL*
-  TERMLY GROUP MANAGER'S VISIT - AUDIT & ACTION PLAN*
-  REVIEW OF ACCIDENTS, MEDICINES, SAFEGUARDING, CARE PLANS**
-  ORDERS – SAINSBURYS, COUNTY, IN KIND, ETC
-  ENSURING REPORTING PROCEDURES ARE FOLLOWED*, FILED AND SHARED WITH CEO (incl. COMPLAINTS, ETC)
-  SETTING COMMUNICATION* – e.g. CALENDAR / EVENTS / NEWSLETTER
-  COLLATING ANNUAL SURVEY INFO – PARENTS & STAFF



STAFF

-  RECORDING & REPORTING HR INFO – e.g. RETURN TO WORK / AMENDMENT TO CONTRACT (signed)
-  MANAGE CONNECT SYSTEM TO RECORD HOLIDAY, SICKNESS AND WORKING WEEK STAFF DETAIL (FOR PAYROLL PURPOSES)
-  COORDINATING STAFF CERTIFICATES* (for internal training)
-  MANAGE NEW EMPLOYEE INDUCTION SECTION 2*
-  SETTING DEVELOPMENT / SETTING ACTION PLAN*
-  ORGANISATION OF STAFF THROUGHOUT THE DAY*
-  STAFF REFLECTION MEETINGS* - RESPONSIBLE FOR MINUTES (incl. sharing with CEO) AND CONVEYING DASHBOARD DATA




PLANNING PROCESSES

-  LEADERSHIP REFLECTIONS – SHARING TARGETS / ACTIONS*

CHILDREN

-  ROOM MOVEMENT & PREDICTIONS*
-  ORGANISATION KEY GROUPS / PODS*

OTHER

-  HEALTH & SAFETY ACTION PLANS, incl. CRITICAL INCIDENT ACTIONS
-  MANAGING GIFT AID DECLARATION FORMS, incl. setting events
-  MAINTENANCE REQUIREMENTS

*SHARED RESPONSIBILITY WITH PEDAGOGICAL LEAD & PRACTICE LEAD

**LINKED WITH FAMILY SUPPORT & INCLUSION LEAD