

JOB DESCRIPTION

DIRECTOR OF FINANCE & OPERATIONS

The Director of Finance & Operations will operate as a member of the Senior Leadership Team, sharing in the collective management of the School and directly responsible to the Headteacher for the strategic and operational management, organisation and development of all non-teaching School functions. This will include the operation, maintenance and development of the financial procedures and systems of the School, the School premises, information technology, the catering service, School administration and other non-teaching support services.

The Senior Leadership status of this post shall require the post holder to be flexible with regard to working time arrangements in term time, with the School day as the core, together with flexible working days/hours during School holidays sufficient to meet the requirements of the post.

1. Job Purpose

- The Director of Finance & Operations is the School's leading support staff professional and works as part of the Senior Leadership Team to assist the Headteacher in his duty to ensure that the School meets its educational aims.
- The Director of Finance & Operations is responsible for providing professional leadership and management of School support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement throughout the School.
- The Director of Finance & Operations promotes the highest standards of business ethos within the administrative function of the School and strategically ensures the most effective use of resources in support of the School's learning objectives.
- The Director of Finance & Operations is responsible for the Financial Resources, Facility and Property, Health and Safety, Information and IT and Administration of the School. They will coordinate and link with a team of colleagues in order for this to be achieved

2. Senior Leadership Responsibilities

The Director of Finance & Operations will:

- Assist the Headteacher as required in matters relating to the leadership of the School
- Contribute to the formulation, implementation and review of School policies, risk management, quality improvement and development planning
- Attend and contribute to Senior Leadership meetings as required
- There is a general duty on all staff and on those who hold leadership responsibility for the determination, implementation and review of School policies and procedures and, in particular, to be proactive in ensuring that School policies on equal opportunities are followed
- Undertake the role of Company Secretary



3. Finance and Accounting

The Director of Finance & Operations will:

- Be responsible for the management and operation of all aspects of the School accounting function. This will include:
 - Annual Budget
 - Returns to the Education Funding Agency
 - VAT
 - Grants
 - Annual Accounts
 - Statutory and internal audit
 - Ordering, invoice processing and payment, for all goods and services
 - Income, including invoicing, collection and the online, cashless system for parents
 - Public and private funds
 - Payroll
 - PAYE, Inland Revenue and National Insurance
 - Teachers' Pensions
 - Local Government Pension Scheme
 - Insurance and risk protection arrangements
 - Monthly Management Accounts
 - Control of Assets
 - Control of investments
 - Trust Funds
- Operate, maintain and develop associated financial regulations and procedures as required
- Be the line manager for the finance officers
- Prepare the annual budget for approval by the Governing Body in consultation with the Headteacher and in accordance with specified procedures
- Monitor income and expenditure in relation to budgets and inform the SLT and Governors' Finance & Premises committee on a regular basis of budget/actual financial performance
- Monitor cash flow and investment of school funds
- Maintain an analysis of costs and statistical information and supervise the computerised financial system
- Provide advice and assistance to budget holders
- Assist the SLT in monitoring academic course viability and teacher and room utilisation
- Be responsible for the preparation of bids, in respect of grant applications
- Promote income generation to include the operation and administration of the school letting scheme and the school gift aid scheme
- Prepare and implement a rolling, medium-term financial plan for the school
- Be responsible for the preparation of business cases for changes and projects



4. Estate Management

The Director of Finance & Operations will:

- Oversee the maintenance and the development of the School site, buildings and utilities
- Ensure the safe maintenance and security operation of all School premises including ensuring that statutory contracts are in place along with appropriate insurance
- Implement the approved insurances/risk protection arrangements and handle any claims that arise
- Ensure the continuing availability of utilities, site services and equipment
- Ensure a safe environment for the stakeholders of the School and a secure environment in which due learning processes can be provided.
- Be the contract manager for the Premises and Cleaning contract
- Manage the maintenance, repair and provision of all School assets, including School buildings, furniture and fittings, maintaining and updating the asset register as required
- Oversee the utilisation of all Capital grants and oversee the preparation, planning and implementation of all building maintenance and development including new building works
- Line manage the lettings manager

5. Information Technology

The Director of Finance & Operations will:

- Oversee the operation and development of the IT network infrastructure and equipment
- Be the line manager for the IT Network Manager and other IT support staff
- Oversee the preparation and implementation of the School IT Strategic Plan
- Oversee the procedures for replacement and enhancement of IT equipment, in order to meet academic and support

6. Security, Health and Safety

The Director of Finance & Operations will:

- Line manage the School Health and Safety Officer and Fire Officer and promote health and safety in School as set out in the Health and Safety Policy
- Ensure the Health and Safety Policy is compliant with the requirements of the Health and Safety at Work Act and other legislation and ensure that this is put into practice and is subject to review and assessment at regular intervals or as situations change
- Ensure a safe environment for the stakeholders of the School
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors, and where appropriate, the Health and Safety Executive
- Manage the procedures set out in "Fire Precautions: Code of Practice" and ensure they are undertaken, including Fire Drills, and ensure that the Code is regularly updated to reflect the statutory requirements
- Ensure the appropriate level of security consistent with the ethos of the School
- Develop and manage critical incident and business continuity procedures
- Organise and control the use of vehicles and cycles within the School grounds, including the annual organisation of parking bays and the parking arrangements for occasional special events



- Ensure the minibus is used in line with the Minibus Policy which must be kept updated to ensure compliance with changes in the law

7. General Administration and Organisation

The Director of Finance & Operations will:

- Oversee all aspects of the management of the administrative function within the School, including reprographics, publications, School Office, the computerised administration system, ensuring compliance with data protection and other legislative requirements and acting as the School Data Protection and Freedom of Information Officer
- Organise and implement normal routines and changes in routine, including arrangements for the operation of the School during holidays and liaise with all relevant staff on these matters
- Oversee the completion of official statistical returns
- Have oversight of the admissions arrangements

8. Support Services

The Director of Finance & Operations will:

- Oversee the procurement and management of the school catering contract
- In association with the School Office, oversee the administration of Free School Meals
- Have overall Senior Leadership responsibility for the employment, conditions of service, care and welfare of all non-teaching staff

9. Personnel

The Director of Finance & Operations will:

- In association with the Personnel Assistant have oversight of all aspects of the School's personnel function, liaising with the School's personnel advisers, and ensuring that associated matters are in accordance with current legislative and other requirements
- Ensure that staff personnel records are maintained and kept up to date and secure, including job descriptions, contracts, sickness and other absences
- Be responsible for the organisation of recruitment, induction, performance management of all non-teaching support staff
- Ensure the School's policies needed to comply with legislation concerning employment protection, equal pay, sex discrimination, absence, etc. are up to date and the implementation of these policies is clearly communicated to all staff



10. Governing Body Responsibility

The Director of Finance & Operations will:

- Participate as required in the work of the Governing Body, including attendance at the Full Governing Body meetings and those committee meetings pertaining to areas which the post holder is responsible including: Finance & Premises, Audit and Personnel when relevant agenda items arise
- Update the School Prospectus when needed
- Carry out other duties as may reasonably be required by the Headteacher and/or the Governing Body to fulfil the 'purpose of the job' as defined in the preamble to this job description

11. Review of the Job Description

- This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post-holder may be required to undertake additional duties as required by the Headteacher
- This job description will be reviewed and updated as required, in consultation with the post-holder and the Headteacher
- Person Responsible: Headteacher