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| **JOB DESCRIPTION** | **ROYTON AND CROMPTON SCHOOL** |

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| **Job Title:** Director of Services | |
| **Senior Leadership Team** | |
| **Grade:** SM2 NJC Points 54-57  (£48,428 - £51,193) | **Terms:** Full Time/Full Year, Permanent |

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| **Job Purpose:**  The post holder’s core function, as a member of the School Leadership Team, is to take a strategic lead in the development of the school. With particular responsibility for:   * + Financial direction and development   + Estates and New Build – Client Lead   + School Status Impact Planning   + Partnerships – developing business and commercial links   + Support Staff and Resources   The post holder will lead and ensure the effective deployment of all support staff within the school to ensure that these objectives are met. |

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| **Key Tasks:**  **Financial Direction and Development**  To ensure that the use of the school’s finances support its vision and aims and are appropriate to the school’s current and likely future resources by:     * Calculating a detailed annual revenue budget including deployment of staff and other resources in line with the schools strategic aims and objectives; * Maintaining an annual strategic financial plan, including calculation of medium term financial forecasts linked to the schools strategic aims and objectives and in line with likely resources available, advising the Senior Leadership Team and School Governors of current and future financial position and trends; * Establishing clear links between educational performance management and the deployment of resources, ensuring quality assurance of individual and departmental performance by clearly linking residuals to faculty/departmental/school development planning and CPD; * Keeping abreast of developments in education and possible changes to National Funding formulas;      * Ensuring Best Value is obtained on all contracts; * Leading and directing the school’s Finance Team ensuring their efficient management of a school financial resources including compliance with audit, Local Authority and Government regulations and requirements; * Advising the Headteacher and governors if fraudulent activities are suspected or uncovered; * Seeking professional advice on insurances and advise the Headteacher and governors on appropriate insurances for the school; * Ensuring the accuracy of the school payroll, specifically employee and employer contributions and staff pensions.   **Estates and New Build – Client Lead**  To ensure effective management of the school estate by:   * Taking the strategic lead for the development and management of the school site in line with school requirements and new build contract requirements;      * Being responsible for the effective management and provision of current an future external FM services to ensure all H&S legislation is complied with;      * Acting as Client Lead in the planning and preparation of the new building supporting Local Authority representatives in the preparation of outline specifications, tenders, liaison with architects/project managers/sponsor and ensuring that the build programme is carried out according to budget and agreed plan;      * Ensuing effective management and provision of ICT services, currently and in preparation of the new build; * To have delegated strategic responsibility for all health and safety matters, including maintaining and developing systems, policies, procedures and working practices; including the measures to be taken in the event of critical incidents / emergencies.   **School Status Impact Planning**  To build financial and staffing capacity for organisational change and have a lead role in any future changes to school status.  **Partnerships – developing business and commercial links**  To establish appropriate external links to:   * Develop business and commercial links with the community to enhance career prospects of pupils, and their wider family * Develop sources of additional educational resources to support learning * Secure high level bid based funding from external sources;   **Support Staff and Resources** To ensure the effective deployment of the support staff workforce within the school and foster a high performance culture. To ensure effective working relationships with senior and middle leaders/managers across the school to deliver its objectives.  General Responsibilities:  Contribute to the strategic direction of the school, find practical solutions and decide how to deliver the school’s objectives within the scope and remit of the role.  To undertake, and play a central role in, shared duties of senior leadership team in attendance at specified school events and participation in duties  To be responsible for implementing the school’s corporate initiatives and ensure they are embedded in support services.  Annual development and review of statutory and non-statutory policies.  To attend all Senior Leadership meetings, Full Governing Body meeting and committee meetings as required.  To act as Data Protection Officer and maintain the registration requirements. |

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| **Standard Duties:**   1. To actively promote the equalities and diversity agenda in the workplace and in service delivery. 2. To uphold and implement policies and procedures of the council and directorate including customer care and health and safety policies. 3. To undertake continuous professional development (CPD) and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures, and to ensure that members of the service are informed appropriately. 4. Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:**  Contacts are employees of the school, the council, partners, trade union and professional association representatives, elected members, inspectors, external organisations and the public |

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| **Relationship To Other Posts In The Department:**  **Responsible to:** Headteacher  **Responsible for:** Operational line management within scope and remit and strategic line management oversight of wider support staff groups. |
| **EXPERIENCE, EDUCATION, SPECIAL**  **QUALIFICATIONS AND TRAINING REQUIREMENTS**   * See Person Specification |
| **SPECIAL CONDITIONS**   * Enhanced DBS |
| **CONTROL OF RESOURCES (HUMAN, FINANCIAL, MATERIAL)**  All resources applicable/integral to the post. |
| This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the postholder. The postholder will be expected to participate in the School’s appraisal programme for support staff and to participate in appropriate staff training and development activities. |
| **HEALTH AND SAFETY**  The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School’s and LA’s policies and procedures. |

*2017/JD/DirectorofServices/SLT*