

### Director of Finance & Operations (DFO)

**Line Manager:** Executive Headteacher  
**Responsible for:** Academy business managers, finance officers, office managers and site managers

#### CONTEXT

The purpose of this role is to lead the delivery of outstanding operations across the Clevedon Learning Trust (CLT). The role of Director of Finance & Operations (DFO) is an exciting new role. You will play a key role in the executive leadership helping to shape the future direction of the CLT creating structures to respond to recent growth.

The CLT is currently formed of seven schools in two geographical areas. One secondary and three primary schools in Clevedon and three primary schools in Bridgwater. We also have an Academy Order for a secondary school in Bridgwater and a further primary school in Clevedon making a total of nine schools for the CLT by the end of this academic year.

The role is designed for a high performing, impact driven person who is able to co-ordinate activity across multiple schools, providing efficient and effective operational services so that educational staff can maintain a core, unrelenting focus on teaching and learning. This person will also take a leading role in developing the strategic vision for the CLT and delivering this to secure high standards across the organisation that encourage other schools to join.

You will need to be able to motivate and bring together a team of financial and operational staff to ensure that you work as one central team for the CLT in ensuring value for money, policy compliance, budget adherence, site management and opportunities to generate income.

Reporting to the CLT Executive Headteacher, the post holder will be accountable for the financial and operational outcomes of the CLT and as such will performance and line manage the staff operating in the Business, Finance, Site and Operational Management teams as well as other functional leads to ensure that their objectives are being effectively met.

You will be an ex-officio Director of the CLT Trust Board attending meetings and reporting on all aspects of Finance and Operations.

The role will support the CLT Executive Headteacher and CLT Director of Education in the CLT growth strategy providing expertise to manage the conversion processes for schools joining the MAT. This will involve liaison with the school, Local Authority, Diocese, DfE and RSC.

In addition, the postholder will play a leading role in major CLT projects e.g. building, IT to ensure successful and financially efficient completion.

You will ensure delivery of consistent, efficient and outstanding support across all Schools in order that the strategic leadership team of the CLT (CLT Executive Headteacher, Director of Education and Director of Finance and Operations), can execute the School Improvement Strategy with the maximum available budget.

#### MAIN AREAS OF DUTY

##### 1. STRATEGIC

- 1.1. To support the Executive Headteacher in the strategic leadership of all non-educational functions across the Trust;
- 1.2. To support the Executive Headteacher in the formulation, monitoring and evaluation of the business plan and financial strategy that ensures viability of the Trust;

- 1.3. To lead on the development and implementation of all Trust policies, including finance and employment law, ensuring compliance with all relevant statutory procedures;
- 1.4. To oversee and advise on all procured contracts and services for the Trust including materials, cleaning, catering, grounds maintenance etc. in order to secure best value for the Trust;
- 1.5. To maintain the board's risk register, monitoring the ongoing financial and reputational risks and advising the board as appropriate on the risks associated with any new ventures;
- 1.6. To ensure that all statutory reporting on behalf of the Trust is accurate, compliant and timely;
- 1.7. To ensure that the Trust complies with statutory requirements such as data protection and the Freedom of Information act;
- 1.8. To ensure that the Trust complies with statutory requirements relating to health and safety;
- 1.9. To support and advise on recruitment of staff;
- 1.10. To line manage all staff within the administrative and premises teams within each School, including business managers and bursars;
- 1.11. To manage the performance of each School business manager as part of the annual appraisal cycle;
- 1.12. To work with the current CLT Project Manager (consultancy basis) to project manage the conversion of all new Schools joining the Trust, including the common transfer agreement, lease and funding agreement and to advise and support each school as appropriate;
- 1.13. To act, where appropriate, as interim business manager for any new School joining the Trust until such time a substantive postholder is recruited;
- 1.14. To be responsible for the induction and continued professional development of business managers, finance officers and office managers in each School;
- 1.15. To support the Executive Headteacher in generating continual streams of new income through effective bid-writing, partnerships, joint ventures and business development including potential funding opportunities to allow expansion and/or development of existing buildings to maximise income generation;
- 1.16. To oversee all operational matters of individual School business ventures including After School and Breakfast Clubs;
- 1.17. To oversee all financial matters of 'CLT Teaching School', and to support and advise the Head of Teacher Training accordingly;
- 1.18. To work closely with local governing body (LGB) and school leadership teams, headteachers in particular, at each of the Schools within the Trust providing the necessary advice and support;
- 1.19. To develop effective relationships with staff, pupils, parents, local businesses and stakeholders across the entire Trust.

## **2. FINANCE**

- 2.1. To develop and oversee all financial policies and procedures in each individual School and across the Trust to ensure compliance with the Academies Financial Handbook and Statement of Recommended Practices (SORP) of the Charities Commission;
- 2.2. To provide professional advice and support to the Trust on all aspects of finance and business management;
- 2.3. To attend all Board meetings and to present quarterly and annual financial statements to the Trustees;
- 2.4. To present quarterly and annual financial reports to the Strategic Leadership Team of the CLT;
- 2.5. To support each business manager in the preparation of overall school budgets for each School, including those for any related business ventures such as Teaching School, working closely with directors, Trustees, leaders and governors;
- 2.6. To prepare and submit all financial returns in a timely and accurate manner including financial records for the auditors and returns to Companies House;
- 2.7. To oversee and advise the work of the audit committee ensuring compliance with the Academies Financial Handbook and funding agreement;
- 2.8. To oversee the pooling of resources policy to ensure effective financial management of the top- slice and all associated costs and services;
- 2.9. To prepare individual Schools and/or the Trust as a whole for any internal or external audits and to respond appropriately with any subsequent recommendations;
- 2.10. To monitor closely the spending plans of each of the individual Schools by holding business managers to account and making any subsequent recommendations to the governors and Trustees as required;

- 2.11. To ensure that each individual School completes all relevant period-end procedures and that timely financial monitoring reports are presented to the governing bodies and Trustees in line with financial policy (where a school does not have any finance staff this would be done by the CLT Finance Team);
- 2.12. To manage all funding agreements with new and existing Schools to ensure compliance with Education Funding Agency requirements;
- 2.13. To research and bid for additional funding to DfE or other such organisations on behalf of each School and Trust as a whole, including the Condition Improvement Fund;
- 2.14. To develop and oversee the Trust's risk management strategy and procedures to ensure that key business risks are identified, assessed and managed;
- 2.15. To work closely with the Human Resources and Payroll Service providers to ensure all returns are completed accurately and submitted to HMRC in a timely manner;
- 2.16. To manage the effective purchasing and procurement of products and services for the Trust and negotiate, manage and monitor contracts, tenders and agreements for the provision of support services, to include; school improvement, payroll, audit, human resources, legal, health and safety, IT, grounds maintenance, catering, cleaning, insurance, facilities management and the administration of the associated top-slice;
- 2.17. To support and advise on the Trust's asset management planning including lettings, income generation from the use of buildings and expansion and development of existing sites;
- 2.18. To conduct comprehensive financial due diligence on any school considering joining the Trust and to advise the Board on all associated risks.

### **3. HUMAN RESOURCES**

- 3.1. To work closely with the CLT Human Resources Manager (currently 0.2fte) to oversee compliance with relevant policies and procedures in line with employment law;
- 3.2. To support and advise on recruitment within the Trust;
- 3.3. To work closely with the Payroll provider to ensure robust arrangements are in place regarding all associated paperwork and administration;
- 3.4. To work closely with the CLT Project Manager and CLT Human Resources Manager as well as the CLT legal services to project manage the conversion of new schools joining the Trust in regard to TUPE, the regulation 13 notice, consultation and any other employment related matters, including due diligence;
- 3.5. To oversee the work of staff responsible for maintaining each School's Single Central Record ensuring necessary compliance;

### **4. PREMISES**

- 4.1. To oversee the Trust's strategic plan for maintenance, including the Asset Management policy for each School including repair and improvement;
- 4.2. To ensure that all contracts are in place for each School and that appropriate checks are carried out to ensure statutory compliance;
- 4.3. To oversee the Fixed Asset Register in line with the relevant schedules attached to each School transfer agreement;
- 4.4. To work with the CLT Project Manager to project manage the conversion of new schools joining the Trust in regard to preparation of the Common Transfer Agreement, lease, risk management, insurance, buildings surveys and associated due diligence;
- 4.5. To provide support and advice to each School, including Governors, on all matters relating to Health and Safety as part of the termly cycle of audit;
- 4.6. To oversee the completion of the annual submission for the Condition Improvement Fund for each School and the Trust as a whole;
- 4.7. To ensure all necessary insurance (buildings, employer's liability, public liability etc.) is adequate;
- 4.8. To maximise existing opportunities within the Trust through creative site and facilities management in regard to the delivery of central core services and lettings

### **AND IN ADDITION**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The allocation of particular responsibilities may be amended by agreement from time to time.

### **NOTES**

The CLT will endeavour to make any reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the time of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.