



The Gilbert School and The Trinity School

Brinkley Lane, Colchester, Essex CO4 9PU



Job Description: Finance and Operations Director

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| Line Manager: | Finance Staff, Facilities/Health & Safety Manager, and IT Support Services. |
| Responsible to: | The Executive Headteacher Head of School, The Gilbert School Head of School, The Trinity School |
| Salary grade: | Band 11-12 (Range 38-48) |
| Full time /FTE | Full time - Permanent |

KEY RESPONSIBILITIES

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| 1. | To be responsible for the management of the school's finances. To manage the development of the sites and their maintenance in line with the DfE Good estate management for schools and in liaison with the Executive Headteacher and Local Governing Body. |
| 2. | Responsible for Finance Office, Facilities/Health & Safety Manager, IT Support Services and ensuring efficient and effective systems of work. |
| 3. | Responsible for appointment, induction, appraisal, probation and training for these staff in conjunction with HR and make any subsequent recommendations to the Staff Development Manager regarding on-going training needs. |
| 4. | To be responsible for the Health & Safety and safeguarding of the sites and everyone on them. |
| 5. | Contract monitoring, negotiation, and management. |
| 6. | To be responsible for the risk management and legal requirements across all areas of school life in conjunction with the Executive Headteacher and Local Governing Body. |
| 7. | To work strategically with all external agencies to the benefit of the Gilbert & Trinity Schools and their partners. |
| 8. | To work strategically with the Trust Chief Financial and Operations Officer to ensure a consistent, robust and effective approach to the schools' finances. |

FINANCE DUTIES

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| 1. | To assist the Principal Accounting Officer (Executive Headteacher) to manage the schools' financial position at a strategic and operational level. |
| 2. | Budget planning, monitoring, and review. Preparation of reports. |
| 3. | To have overall responsibility for the day-to-day financial management of the schools. |
| 4. | To advise and prepare reports as required for the Principal Accounting Officer, Local Governing Body, Alpha Trust Central Finance, and any other external agencies. |
| 5. | Liaise with the Executive Headteacher and Finance Officer to ensure the monthly EduPay gross to net variance payroll report is compiled and approved by the appropriate delegated officer and in line with the Trust advised deadline. |
| 6. | Ensure all accounting systems are kept in accordance with statutory accounting rules and regulations and amended as necessary/directed by Central Finance. |
| 7. | Liaise with Central Finance, auditors and Juniper working strategically to ensure the best outcomes possible in the Internal Control Evaluation, year-end audit and subsequent management letter. |
| 8. | Write sections of the MAT Trustees Report for inclusion in the MAT Annual Report & Accounts as required. |
| 9. | Main point of contact on Local Government Pension Scheme and responsible for monitoring liability in terms of risk to the school and budget implications. |
| 10. | Check through all credit card transactions and sign off as appropriate purchases. |
| 11. | Perform spot checks on any finance related process. |
| 12. | Ensure all returns to all external agencies are prepared and checked to deadline. |
| 13. | Assist Alpha Central Finance to ensure cash flow is monitored as appropriate and monthly checklist of all financial processes prior to end of period are completed and signed off at all levels to deadline. |
| 14. | Prepare tenders for major contracts, e.g., cleaning and catering following UK procurement rules. |
| 15. | Ensure that an asset/inventory register is in place, maintained and a physical annual check is performed. |

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| 16. | Ensure the register of all service contracts, licences and subscriptions is maintained with appropriate reviews of contracts on a timely basis to ensure no contract rolls over by default. |
| 17. | Ensure Register of Business Interests is in place and ensure it is maintained in conjunction with the Alpha Trust Central Team and the Clerk to Local Governing Body. |
| 18. | Responsible for Schools' insurance in all forms. |
| 19. | Attend Local Governing Body meetings as required and lead on premises, finance, audit, and risk sections of these meetings. |
| 20. | Member of Visits, Events and Trips Committee. Attend meetings and ensure internal events work in terms of site capabilities/clashes with Joint Use, etc. |
| 21. | Check and sign off all trips' budgets to ensure they break even and cover relevant costs. |
| 22. | Review and work to the current DfE Academies Accounts Direction, DfE Academies Financial Handbook and the Alpha Trust Finance, Policy and Procedures, ensuring appropriate use of public money. |
| 23. | Source additional external funding and manage/action an income generation plan as agreed with the Executive Headteacher and Local Governing Body. |

FACILITIES AND PROJECT MANAGEMENT

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| 1. | Ensure effective operation of site maintenance to showcase the schools as well maintained and providing a teaching and learning environment that enhances the education of the students. |
| 2. | Ensure the site teams are effectively managed and offer guidance where needed to ensure that the needs of the schools are met. |
| 3. | Management of the schools' lettings including marketing, site development, community use and income. |
| 4. | Tendering - negotiation, estimates, quotations, liaison etc. |
| 5. | Ensure the management of grounds maintenance, cleaning and catering contracts is effective and meets the needs of the schools. |
| 6. | Responsible for ensuring contractors have appropriate public liability insurance. |
| 7. | Management of schools rolling programme of repairs and decoration. |
| 8. | Liaise with Borough Council in respect of joint use facilities management |
| 9. | Report to and attend relevant management/committee meetings, including Local Governing Body meetings. |
| 10. | Project Management in association with external professional bodies of all building/refurbishment projects. |
| 11. | Ensure Asset Management Plan/Condition Surveys are accurately completed by external agencies as this will form the basis of success for future funding bids. |
| 12. | Write capital bids. |

IT SUPPORT SERVICES

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| 1. | Ensuring that the workload of the IT staff is well planned and managed. |
| 2. | Ensuring tasks are completed to an acceptable standard and within reasonable deadlines, so as not to negatively impact on Teaching and Learning. |
| 3. | Ensure all major events are planned and showcase the schools to their best advantage. |
| 4. | Ensure staffing is multi-skilled and capable of performing any function within the IT hub to reduce key person dependency. |
| 5. | Deal with complex queries of difficult callers/visitors. |
| 6. | Ensuring the Gilberd & Trinity schools have robust cyber security systems in place and are audited annually. |

HEALTH, SAFEGUARDING AND SAFETY

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| 1. | Overall responsibility for ensuring that the Facilities/Health & Safety Manager is effective in the management of Health and Safety matters and ensuring they are implemented. |
| 2. | Ensure Facilities/Health & Safety Manager has in place all H & S documentation, e.g., policy, fire risk assessment, annual site audit, evacuation procedures, critical incident plan and are regularly reviewed, kept up-to-date and fit for purpose. |
| 3. | Member of the critical incident team and responsible for the business continuity of the site in the event of a major incident on both school sites. |
| 4. | Overall responsibility for ensuring that the Facilities/Health & Safety Manager is effective in the implementation of Health and Safety matters raised by Ellis Whittam in their live audit report. |
| 5. | Ensure Facilities/Health & Safety Manager keeps all risk assessments up-to-date and new ones written as required. |
| 6. | Perform a safety check on key school events together with the Facilities/Health & Safety Manager (e.g., school show to ensure the set is safe for the rehearsals and performances). |
| 7. | H & S item on relevant Local Governing Body meeting, ensure H & S reports produced for these meetings on a timely basis and liaise with Health & Safety Governor. |
| 8. | Present fire evacuation evaluations to Senior Team for review. |

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| 9. | In the event of an H & S incident take the lead in dealing with investigation and any subsequent insurance claim. |
| 10. | Ensure the Facilities/Health & Safety Manager keeps the school compliant with all H & S legislation including RIDDOR. |
| 11. | Responsibility for ensuring the Facilities/Health & Safety Manager manages the overall provision of first-aid training effectively. |

| Alpha Trust (MAT) | |
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| 1. | Attend the strategic monthly Trust SBM meeting. |
| 2. | Negotiating best value services and consultancy as part of the MAT. |
| 3. | Working closely with the Chief Financial and Operations Officer for Alpha MAT. |
| 4. | Sharing best practice. |
| 5. | Financial strategy in terms of attracting funding both as part of the MAT and for The Gilbert/Trinity Schools |
| 6. | Ensure the Facilities/Health & Safety Manager (Trust H & S Co-ordinator) arranges regular H & S visits to support Trust schools ensuring compliance with the Ellis Whittam audit reports. Attend and report to the Trust H&S Committee. |

| Trinity School (New Free School permanent site to be completed for September 2023 opening) | |
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| 1. | Work with the Executive Headteacher and Headteacher as appropriate on the Trinity School. |
| 2. | Assist as required in the project management of the building of new school in conjunction with the Executive Headteacher, Headteacher of Trinity and DfE, supported by the Trust Chief Financial and Operations Officer. |
| 5. | Manage/oversee the finance, administration, site, It Support and H & S functions once school opens on a phased basis and up to and including full capacity. |
| 6. | Financial strategy in terms of attracting funding (long term). |

| LEGAL/COMPLIANCE | |
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| 1. | Ensure all statutory returns are filed to deadline at all relevant external agencies. |
| 2. | Liaise with solicitors as necessary and work with the Executive Headteacher on all legal matters. |
| 3. | Attend meetings and work with the Executive Headteacher on the Joint Use Agreement, which may entail liaison with the Local Authority, solicitors, and other agencies. |
| 4. | Take responsibility for finance and health and safety. |
| 5. | Check all contracts/service agreements that the schools enter into, to ensure the schools are covered in terms of potential liability and best value. |
| 6. | Do due financial diligence on new suppliers prior to entering into an agreement to minimise risk to the schools. |
| 7. | Ensure that all GDPR requirements are met in areas managed. |
| 8. | Inform the Trust Chief Financial and Operations Officer of any changes to ensure GIAS is kept up to date. |
| 9. | Maintain and update the Risk Registers for The Gilbert School and Trinity School |
| 10. | Ensure Directors/Members follow protocols. |
| 11. | Ensure business interests are logged. |
| 12. | Ensure all meeting agendas/minutes prepared to timescales. |

Notes

This job description is current at the date shown, but, in consultation with the postholder, may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

August 2021