**BRIGHTON & HOVE CITY COUNCIL**

**JOB DESCRIPTION**

**JOB TITLE:** Director of Finance & Operations

**REPORTS TO:** Headteacher

**DEPARTMENT:** Children, Families and Schools

**SECTION:** Varndean School

**Salary:** M6 -£49,545 to £54,495 ( as at Nov 2018)

**PURPOSE OF THE JOB**

The overriding purpose of this role is to be responsible for managing all non-teaching related aspects of the school’s operations and to ensure, on a strategic level, that the school is able to move forward and develop in a financially secure way, as follows:

1. As a member of the leadership team, to contribute to the school improvement plan.
2. To provide leadership, guidance, advice and management information on finance, premises and resources to governors, head teacher, leadership team and other managers
3. To manage finances and resources including support staff, capital refurbishment, facilities and services.
4. To take the lead role in premises design, development and project management, incorporating new installations and a rolling programme of refurbishments
5. To generate lettings income and negotiate charges with users in order to fund the caretaking team.
6. To lead the Personnel function within the school and liaise with the Head, the Authority HR teams and other stakeholders as appropriate.
7. To lead and manage the Administration and Communications functions within the school, ensuring the highest qualities of communications, utilising IT effectively to deliver a first class admin function.
8. To lead and manage the school’s Marketing and PR functions, ensuring the school is presented in the best possible light, ensuring that all publicity and promotional activity fall within the ethos of the school and branding guidelines.
9. To actively promote and expand the school’s presence on social media and in the local and national press.
10. To oversee the school’s Admissions function to the point of entry,
11. To manage fire, health & safety within the school and liaise with the Head, appropriate authorities and other stakeholders as appropriate.
12. To manage the PFI interface with Brighton & Hove School Services and Imagile, attending liaison meetings as appropriate and maintaining standards of quality on a daily basis through appropriate audit.
13. To oversee the catering operation.
14. To oversee the hygiene operation and waste management processes
15. To oversee grounds maintenance and pest control which is sub-contracted
16. To provide care-taking, governance, catering and finance to other schools.
17. To act as Data Protection Officer and ensure compliance with GDPR.

**PRINCIPAL ACCOUNTABILITIES**

**SLT:**

1. To participate as a Senior Leadership Team member in order to influence strategic decision making within the school.
2. To provide guidance, advice and management information on the financial management of the school to the senior leadership team.
3. To be responsible for maintaining school facilities (rooms and resources) as driven by the timetable and by lettings
4. To participate in SLT duty rotas, where appropriate, and to demonstrate willingness as a full member of the team, ensuring that any issues raised are dealt with appropriately.
5. Along with other SLT members, to write the School Evaluation Form (Ofsted) and prepare 1-year, 3-year and 5-year School Development Plans.
6. To have lead responsibility for some aspects of the school’s development, specifically: to lead the IT Strategy Group , Catering and Health & Safety teams in order to promote the health and wellbeing of students and staff, and to devise and drive forward strategies for the development of service IT functions within the school.
7. As an SLT member, to attend after-school events, including Open Evenings, Social Functions, and the SLT annual conference.
8. To ensure that all Personnel matters are dealt with promptly and in accordance with the authority’s guidance, including maintaining an overview of staff absence procedures.
9. To have oversight of the marketing, management and associated health, safety, welfare and legislative compliance of the schools herd of pygmy goats and rabbits.

**Finance**

1. To formulate and implement strategic plans for financial and business development in line with the school improvement plan. This includes managing and setting the annual budget, reviewing financial performance and preparing and presenting reports and proposals to the SLT, Head Teacher and Governors.

1. To research, generate and sustain income through entrepreneurial activity in such a way that the school can continue to develop as an innovative and creative organisation ensuring that the ethos of the school and best value principles are adopted.
2. To identify, apply for and act as point of contact with central and other agencies with regard to grant applications and additional funding in order to ensure available funding is secured.
3. To ensure that the appropriate financial reports are prepared for governors, the local authority, the DfES and other outside bodies as required making sure that statutory obligations are met.
4. To provide detailed end of year management accounts for the Governors and Head Teacher, ensuring compliance with, and advising on the council’s financial management standard in schools and other appropriate Financial Regulations.
5. Responsibility for and management of the school’s private accounts ensuring efficient operation and best value.

**Human Resources**

1. To provide guidance and direct line management [performance review] for administrative, financial, and technical and site staff within the school to ensure that the best level of support is provided.
2. To have lead responsibility for HR within the school and to provide advice to governors , Head Teacher and staff on all personnel issues, including the statutory requirements related to staff welfare, pay, sickness, discipline, leave, contracts, employment checks and other conditions of service.
3. To take the lead role in the recruitment and selection of support staff and their deployment within the school, balancing requirements with available resources.
4. To be responsible for addressing employee relations issues for all staff (teaching and non-teaching).

**Premises**

1. To lead the negotiation, monitoring and evaluation of all aspects of the school’s contracts with external providers.
2. To take the lead role in design, planning and instructing contractors in large capital refurbishments and to project manage all works undertaken.
3. To work with the leadership team, governors and LA on the long term development of the buildings and grounds in a way that promotes improved learning for students, as well as the health and safety of all the site’s users.
4. To take the lead role in the planning and development of school projects and oversee the day to day organisation of school building works from the schools angle ensuring principles of best value are adhered to.
5. To apply and achieve the principles of best value in the procurement of works, services and supplies in order to continuously improve the efficient and effective use of limited resources.
6. To review risk management and insurances annually and to ensure a recovery plan is in place to provide continuity of financial administration in the case of an emergency.
7. To take responsibility for all premises-related issues including scheduling of work on a weekly basis and act as on-call contact for contractors and site staff during annual leave taken.
8. To ensure sound contract management in the areas of catering, hygiene, waste management, grounds and pest control.

**GENERAL ACCOUNTABILITIES**

*(These accountabilities are applicable to all posts)*

To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy.

In particular: as set out in Section 4.4 of the Council’s Health and Safety Policy, and within their area of responsibility:

* To maintain awareness of current Health & Safety legislation and ensure that all employees understand and comply with Health and Safety Policy; that they are informed, trained and supervised to safeguard their own and others welfare and safety
* To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice
* To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice
* To ensure that safe premises, equipment and working environments are maintained
* To develop practices within the directorate/division that uphold and develop the principals of the City Council’s Equality in Employment Policy and the Equalities Policy in relation to staff and to service provision.
* To work within and actively promote the City Council’s Equalities and Equality in Employment Policies in relation to service delivery and staff management.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

**BRIGHTON & HOVE CITY COUNCIL**

**PERSON SPECIFICATION**

**Post Title:** Director of Finance & Operations

**Department:** Children and Young People’s Trust

**Section: Varndean School**

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| **Job Related Education, Qualifications and Knowledge** | * School Business Management qualification or relevant experience (CSBM/DSBM/ADSBM highly desirable)
* Thorough knowledge of appropriate legislative frameworks surrounding financial management, human resources and premises management.
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| **Experience** | * Significant experience at a senior level in a professional administrative and/or finance, and /or HR role.
* Experience of working within a financial environment, including budget monitoring, financial record keeping and income generation
* Experience of handling complex contractual compliance/ Facilities management
* Experience of producing specifications for and managing large-scale capital building and refurbishment projects from design through to implementation
* Experience of working with external suppliers, contract negotiation and management
* Experience in a schools environment
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| **Skills and Abilities** | * Ability to think strategically and analytically
* Highly developed planning and organisational skills
* An effective communicator capable of precise and well argued judgement; able to influence and persuade, but also listen and learn.
* Proven ability to work accurately and prioritise under pressure and to meet competing deadlines
* Able to interpret legislations and regulations
* Excellent numerical skills
* High level of ICT skills, including MS Word, Excel and management information systems
* Ability to work co-operatively as a team member, whilst also working on own initiative
* Ability to maintain confidentiality
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| **Equalities** | * To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council’s Equalities Policy.
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| **Other Requirements** | * Demonstrate a flexible approach to work and an ability to quickly change priorities when necessary. Awareness of current Health and Safety legislation as it applies to their area of responsibility , ideally IOSH certification. Awareness of the need to identify hazards in their area of responsibility and the ability to assess and manage the associated risks
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**Hardest Part of the Job**

1. Strategic management of the Budget and the School Development plan as the consequences of not getting it right are vast.
2. The need to be able to step back and see the big picture, and understand the consequences of SLT decisions across the whole school, weighing up the viability of ideas and judging the impact on pupils and people.
3. Needing to have authoritative knowledge of a broad range of areas – from Finance to HR and managing capital refurbishment projects. In a typical day the post-holder must respond to a large number of diverse demands and queries.
4. Responding to and managing the particular demands associated with Varndean School, which has a broad and diverse community. Also the high number of vocational courses, heavy focus on ICT and wide range of learning styles has led to a higher than typical number of building and installation projects, the design and delivery of which the post-holder is responsible for.
5. The post-holder is facing additional challenges associated with the PFI structure at Varndean, as the school is set to expand over the next 2-3 years.

**Dimensions**

Governors have devolved daily budget decision making to the Post holder. Post holder will look at priorities in the development plan and then make recommendations to the Governors and SLT.

● Total Budget for the school is £7.5 million per annum (18/19). [Of this amount, around £1.5 is managed by other staff, with the remaining £6m managed directly by the post-holder]

* Staffing costs for post-holder’s direct reports £312
* Non-staff costs associated with the post-holder’s Principal Accountabilities (including agency costs, advertising, premises expenses, services – e.g. utilities) £910,441
* Pupil Premium allocation of approx £312,290
* Lettings income £40,000 per annum (18/19)
* 184 members of staff (9 direct reports). Post-holder manages 9 staff directly and is responsible for recruitment and deployment of other support staff.
* Large capital and expansion projects, in conjunction with the LA and PFI contractors.
* 1360 pupils, set to increase to 1500 over 5 years

**Scope for Impact**

As a full member of the SLT the post-holder is jointly responsible, along with senior teaching staff for the strategic direction of the school. Outside of the SLT there is considerable freedom to determine how the objectives set out above are met as the Governing Body and Headteacher have delegated full responsibility for the running of the schools non-teaching operations and financial performance against agreed targets to the post-holder.

The scope of impact of the post holder is far reaching across the school as decisions on budget can change how the curriculum is run. SLT decisions can also affect Teaching Staff, Support Staff and Office space. The post holder has to be aware of the Headteacher’s educational vision, check viability and put it into practice across the school.

The post-holder has had a particular impact in the area of capital refurbishments, recent examples of which have included a new amphitheatre; creation of four school bases, a new 3G pitch, sports hall upgrade, installation of three eco-buildings; the development of more specialist classrooms to teach Science; a specialist internal exclusion room for students with behaviour difficulties, new soundproofing of the science labs, and bicycle sheds.

The post-holder will play a key role in managing the challenges and opportunities created by expansion of Varndean School. This project will have an enormous impact on the educational facilities offered to pupils and the wider community as the vision is to redevelop the canteen facilities, create new specialist spaces and increase commercial opportunities.

**Job Context**

This role is mostly office-based, but the post holder does spend a significant amount of time ‘out and about’ checking on all aspects of the premises.



We confirm that the job description, person specification and additional information provided above conveys a full and accurate description of the job at this time.

Postholder: ………………………………………………………….

Line Manager: …………………………………………………………

Job Analyst: …………………………………………………………

Date prepared: …………………………………………………………