

THE COOPERS' COMPANY & COBORN SCHOOL



JOB DESCRIPTION

BUSINESS AND FINANCE DIRECTOR

Hours:	36 hours per week; 52 weeks p.a.
Salary / Grade:	Aligned to SLT grading on a 5 point scale. Starting salary tbc.
Terms and Conditions:	In line with support staff in schools.
Reporting to:	Headteacher

Contract:

It is anticipated that there will at times be a higher demand for work during school term time, with a requirement to attend events such as training and meetings that take place outside normal working hours. A flexible approach will be needed to accommodate the demands of the post.

Responsible for:

Strategic overview across all teams of support staff.

The following roles report directly to the Business and Finance Director (BFD), who will assume responsibility for performance management and appraisal:

- Site and Services Manager
- Head of Finance and Payroll
- ICT Systems Manager
- HR Administrator
- Other roles expected to report to BFD after initial period of support structure review.

Job Purpose:

- To provide the strategic leadership of the business management of the school to support the development of our students.
- To provide advice and guidance to the Headteacher and Governors on strategic financial planning and other aspects of business management.
- To be responsible for ensuring the business function operates in accordance with statutory regulations and that high levels of customer service are provided.
- To be an active, full member of the SLT.
- To act as CFO (Chief Finance Officer) as defined in the Academies Financial Handbook
- To act as Data Protection Officer.

Corporate:

As a member of the SLT:

- Take a full and active part in the leadership, operation and development of the school.
- Contribute to system leadership through purposeful collaboration with partner schools and other organisations.
- To provide professional advice to SLT in all areas of expertise, including finance, facilities, human resources, marketing and services, and to take delegated responsibility for premises and financial decisions following appropriate discussions with the Headteacher.
- To maintain an up to date Risk Register, in liaison with Governors / SLT, ensuring mitigating actions are identified and staff responsibilities allocated.
- To deputise for the Headteacher as required in relevant fields of expertise.
- Ensure that the school is fully prepared to meet Ofsted financial criteria.
- To liaise with relevant members of the Local Authority, the ESFA and other stakeholders
- To provide support as relevant to the SLT.

Strategic:

Provide the leadership and management of the Business Management of the School, including to:

- Provide a strategic overview across all teams of support staff, including those not directly line managed.
- Ensure the business functions operate in accordance with statutory regulations.
- Interpret new legislation and guidance and identify and communicate the implications for the School.
- Motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery, and maximise the positive impact on teaching and learning, safeguarding of young people and extended service provision.
- Ensure effective procedures for the recruitment, induction, review and development of staff in the team, overseeing the recruitment of support staff involved in site, ICT, administration, payroll, HR and finance
- Develop and implement procedures to evaluate the effectiveness of the team and feed directly into improvement planning.
- Establish standard operating procedures and other processes to extend the efficiency of the team and provide for service continuity in the event of staff absence.
- Develop and maintain up to date business continuity plans.
- Develop an ongoing customer service focus.
- Secure arrangements to source external advice where appropriate.
- Lead the development of income generation within the ethos of the school through capital bids, seeking grants and developing trading services as appropriate.
- Maintain up to date knowledge of developments and thinking within the education sector.

Governance:

- To attend all main Governing Board, Resource Committee and Audit Committee meetings.
- To assist the Chair of the Resources Committee in agenda planning.
- To secure effective administration and clerking support for the Governing Board, committees and any working groups, in liaison with or on behalf of the Chair of Governors, as required.
- To draft policies within all areas of responsibility for approval and adoption by the governors.

Finance

To lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the Leadership Team and Governors, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained.

Working with the Headteacher the BFD will prepare an annual budget for the school, to be submitted to the Governing Board, and will provide specific expertise in long-term financial management.

The BFD will be responsible specifically to:

1. Ensure the school has appropriate financial systems, and to manage all aspects of the school's financial systems, both official and private funds, in accordance with agreed policies and timetable; ensure accurate financial records are maintained, and report on a regular basis to the Headteacher and Governors.
2. Prepare and set annual and long-term budgets including revised estimates, savings, growth and the identification of future changes in funding levels and expenditure needs.
3. Monitor the budget for the current financial year including reporting to SLT and Governors.
4. Ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both the EFSA and the school are observed.
5. Prepare, for approval by the governors, annual estimates of income and expenditure.
6. Prepare the year end accounts.
7. Manage the Civica software, giving guidance to other users.
8. Prepare business case assessments and appraisals for projects, and for the development of long-term initiatives for the school.
9. Lead liaison with external auditors, and initiation of and management of audit procedures as necessary. This may include peer review with other schools or other internal audit provision on behalf of the trustees.
10. Attend the Governing Board Resource Committee meetings.
11. Plan for and write bids for funding as required.
12. Manage the tendering for all service contracts; monitoring all insurance policies, with a view to cost effectiveness; and ensuring that the school maximises its potential from the EFSA
13. Prepare and submit capital bids to the EFSA, monitoring and control of capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors
14. Support staff responsible for delegated budgets with procedures which enable them to effectively monitor these budgets and use resources efficiently.
15. Secure appropriate arrangements for the effective provision of payroll and pension administration services for teaching and support staff.
16. Oversight and support of the work of the Head of Finance and Payroll, ensuring that a high quality service is provided and staff pay is accurate and timely.
17. Undertake the role of Chief Finance Officer (CFO) as defined in the Academies Financial Handbook (AFH).
18. Ensure compliance with the guidance and regulation laid down in the AFH, and training / advising colleagues and governors on any key changes as they pertain to their roles and activity.

Facilities Management

To oversee the Site and Services Manager to ensure that the estates function is managed effectively and in accordance with the operational needs of the school and any regulatory requirements including:

1. Take the lead on compiling, and implementing, a Premises Development Plan including energy conservation;
2. Develop and maintain a site maintenance and decoration plan.
3. The maintenance and development of the site, buildings and grounds to meet the needs of users, and ensure that there is a safe environment.
4. Maintain high standards of security of the site and its contents.

5. Ensure arrangements are in place for the maintenance, servicing, testing and inspection of site equipment, fixtures and school vehicles.
6. Ensure efficient arrangements are in place to deal with emergency repairs and call outs.
7. Ensure purchasing arrangements represent best value and that contracts are secured in accordance with financial regulations and guidelines.
8. Ensure provision of effective, economic and appropriate telecommunications systems.
9. Develop and promote energy efficiency measures.
10. Ensure the appropriate placing of all service contracts including cleaning and catering, and ensure contracts are effectively monitored and managed.
11. Through regular contact with the premises staff, ensure the proper maintenance and repair of the school is carried out, and progress monitored.
12. Secure arrangements for the site to remain open and operational during inclement weather.
13. Ensure the work of the estates team and contractors meets the requirements of health and safety and other regulations.
14. Support the Site and Services Manager, advising on all Health & Safety matters, including measures in the event of emergencies including critical incident plans.
15. Support the Site and Services Manager in provision of systems for telecommunications, porterage, laundry and waste disposal.
16. Appraise projects for the development of the school.
17. Ensure systematic monitoring of the work of on-site contractors and arrange for estimates for work.
18. Ensure that the best use is made of premises personnel and be responsible for their allocation of hours and pay claims.
19. Monitor and oversee the quality of work by contractors, caretakers and cleaning staff, reporting to Governors as appropriate.
20. Secure arrangements to source external advice where appropriate.

Human Resources

To secure appropriate arrangements to enable the school to perform Human Resources functions effectively and in accordance with statutory regulations and guidance including:

1. Advise the Headteacher, other staff and the governing board on Human Resources issues.
2. Embed arrangements for an effective case work service relating to individual staff including attendance management, capability, grievance and disciplinary procedures.
3. Ensure that appropriate arrangements are in place to secure effective recruitment and induction of new staff.
4. Secure arrangements to source external advice where appropriate.
5. Performance Management, appraisal and development of the staff directly managed.

The BFD will have oversight of the work of the HR Administrator, advising and supporting as necessary, to ensure the HR service is planned and delivered efficiently. A review of the HR function, currently spread across a number of colleagues, including the Headteacher, will be a priority for the BFD.

Administration and ICT

The BFD will be responsible for those aspects of administration of the school which do not relate to the teaching, supervision and pastoral care of students. Specific responsibilities include to:

1. Oversee the ICT Support Team in order to coordinate planning for the effective provision of ICT resources at the school including hardware / software and the efficient running of the ICT Technician Team.
2. Manage the efficient and effective running of the finance office as one of the school's points of public contact.
3. Ensure inventories of equipment and stock are maintained; all statutory and statistical returns are completed as appropriate; and efficient running of the ICT administration system.

4. Provide an overview of the technical aspects of SIMS to ensure completion of the School Census by the Data Manager, along with other EFSA returns.
5. Maintain an overview of copyright, licensing and data protection.
6. In addition, review the administrative functions of the school, currently line managed by a range of colleagues, and make recommendations for reducing the number of separate line management arrangements.

Marketing

1. Develop and propose a strategy for appropriate marketing of the school, in line with the School Improvement and Development Plan, and in liaison with the Headteacher. It is anticipated the agreed elements will be implemented, which may add to the schedule of activity outlined in the following points. Some may fall under the direct responsibility of the BFD, others may be absorbed by colleagues where workload allows.

Notwithstanding the pending creation of a Marketing Strategy Plan, the following will form the core of the approach to marketing in the early months following the BFD's appointment.

2. Ensure robust systems exist for maintenance of the school website.
3. Ensure the website is compliant, and that staff responsible for updating particular sections do so reliably, working to a clear timetable.
4. Arrange for the building of relationships with representatives of the local press and media.
5. Arrange for copy and photographs of newsworthy events to be provided to local media sources.

Data Protection Officer

1. Maintain expertise in the relevant detail of the General Data Protection Regulation (GDPR), advising, guiding and training staff and governors as needed.
2. Deal with freedom of information requests and subject access requests in line with legislation, including the Freedom of Information Act 2000.
3. Ensure the school (the data controller) handles and processes data in accordance with the GDPR.
4. Keep comprehensive and accurate records of all data processing activities, detailing the purpose of the activity and making these records public upon request.
5. Report any data breaches to the Information Commissioner's Office within the legal time frame.
6. Undertake audits of the school's data protection processes.
7. Present reports regarding data processing at the school to senior leaders and the governing board.
8. Act as the first point of contact, in relation to data protection, for the school's management board and staff members, as well as for individuals whose data is processed.

Community

1. Work closely with the Lettings Manager, to ensure appropriate policies are developed and maintained to secure compliance in all areas, including proper treatment of VAT, insurance for hirers, pricing, and safeguarding and safety procedures.
2. Promote the school's activities and premises with the objective of maximising letting income, within agreed policies.
3. Ensure appropriate budget monitoring arrangements for lettings and other community activity.
4. Ensure that community use of the site is in accordance with health and safety and other regulatory requirements, including co-ordination of risk assessment procedures.

Health and Safety

To line manage the Site and Services Manager in all aspects of health and safety, and specifically to ensure appropriate arrangements are made for the following. The BFD will take a lead on a number of these functions, by agreement.

1. Formulate, monitor, implement and review the school's Health and Safety Policy including the introduction of all Risk Assessment procedures.
2. Provide advice and guidance to other staff to assist them with the discharge of their responsibilities.
3. Develop and implement an internal Health and Safety audit process.
4. Ensure effective procedures are in place for reporting of accidents and near misses.
5. Ensure adequate levels of qualified First Aid staff are available as necessary.
6. Ensure Health and Safety is being discharged correctly across any external and out of hours service provisions.
7. Provide for the control and co-ordination of emergency evacuation procedures.
8. To report to Governors on Health and Safety.
9. In co-operation with the Fire Service, the installation and maintenance of equipment for protection against and escape from fire.
10. Ensure the correct keeping of fire safety records and initiation of regular fire practices.

School Catering and Midday Supervisors

1. To line manage, and support as necessary, the Site and Services Manager who is responsible for the efficient running of the school dining room including the catering contract and Midday Supervisor Team.

Additional Duties

- Liaise with and support and advise the Parents and Friends Association (PFA).
- Any other duties in line with the skills of the postholder and the general nature of the post, at the request of the Headteacher.
- To ensure awareness of and compliance with personal responsibilities and requirements communicated to staff in school policies and procedures, including Health and Safety and Child Protection.
- As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students.

The Coopers' Company and Coborn School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to checking through the Disclosure and Barring Service (DBS).

Please note that, although this job description is fairly detailed, the nature of the role and the changing nature of the education landscape mean that it is not possible to capture all elements of the role now or for the future. A level of flexibility of approach is required therefore.

This role is subject to a six month probationary period.

These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher. This job role profile does not form part of the conditions of employment – it describes the way in which the post holder is expected and required to perform.

Signed: Date:
Employee

Signed:..... Date.....
Line Manager