



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

JOB DESCRIPTION

Job Title:	Head of Finance & Business Services		
Base:	Eden Girls' School, Slough		
Reports to:	Principal	Grade:	M3 (SP 42-47)
Staff Responsibility for:	As assigned	Salary:	£45,506 to £50,394 per annum (includes Fringe Allowance)
		Term:	FTC until Spring Term 2021 Full Time
Additional:	-		

JOB PURPOSE SUMMARY:

To provide leadership and management of the school's strategic and business resources to support the school in its primary function of teaching and learning. To operate as part of the Senior Leadership Team to assist the School Principal in achieving objectives identified in the School Development Plan.

JOB PURPOSE:

1. Provide strategic leadership and development of the resource and business functions of the school and its estate.
2. Provide outstanding operational management for all aspects of business services, including finance, personnel, facilities and estates management, school administration, catering, ICT services and health & safety.
3. Provide strategic financial information for the Principal and Governors linked to clear objectives within the School Development Plan.
4. Develop and support strategies to progress the school, which include maintaining links with the community, families and local environment.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Effective Relationship with the Trust

- 1.1 Liaise effectively with, and support the work of, the Central Office of the Trust to enable it to ensure the effectiveness of your school alongside other Star Academies.
- 1.2 Ensure that all activities within the school serve the vision, strategic direction and priorities outlined by the Trust.
- 1.3 Support the leadership of other schools within Star Academies.

1.4 Share excellent practice and learn from, with and about other Star Academies.

2. Leadership and Strategy

2.1 Attend Senior Leadership Team (SLT) meetings and appropriate Governor meetings.

2.2 Influence strategic decision making within the SLT.

2.3 Plan and manage change in accordance with the School Improvement Plan.

2.4 Provide outstanding strategic and operational leadership of all areas of responsibility.

2.5 Performance manage all staff with respect to all areas of responsibility; through regular meetings, setting of appropriate targets for performance, providing support and challenge, and undertaking regular reviews for feedback.

2.6 Maintain an up-to-date understanding of relevant educational issues, policies and legislation; and incorporate the implications within the operation of your role.

2.7 Support the maintenance and enhancement of the school's ethos and mission through own outstanding professional conduct & high expectations of others.

3. Financial Management

3.1 Provide strategic advice for the Principal and Governing Body on the long term and short-term budgets for the School.

3.2 Be responsible for monitoring actual spend against forecasted spend and offering immediate advice to the Principal on areas of concern.

3.3 Have responsibility for ensuring all staff follow the Trust's financial procedures, and appropriate, clear policy guidelines are in place and acted upon.

3.4 Ensure that all financial activities comply with the Trust's financial regulations.

3.5 Ensure that 'Best Value' principles are applied to all appropriate purchasing decisions.

3.6 Oversee the ordering, receipt of goods and authorisation of payments through the Trust's financial system.

3.7 Lead and manage operation of the School bank accounts, including monthly reconciliation of bank statements.

3.8 To liaise with and provide information to the School's Responsible Officer and Auditors, to ensure recommendations are implemented.

4. Facilities and Estate Management

4.1 Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.

4.2 Ensure the safe maintenance and security operation of all school premises.

4.3 Manage the maintenance of the school site, including the purchase and repair of all furniture and fittings.

4.4 Ensure the continuing availability of utilities, site services and equipment.

4.5 Develop, establish and manage effective procedures for estate management and maintenance.

- 4.6 In accordance with the Trust's framework monitor, assess and review contractual obligations for outsourced school services.
- 4.7 Ensure a systematic procedure for asset management, which ensure an accurate and current asset register.
- 4.8 Ensure a safe environment for the stakeholders of the school to provide a secure environment consistent with the ethos of the school and its safeguarding commitments.
- 4.9 Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
- 4.10 Manage any letting of the school premises to external organisations, for the development of the extended services and local community requirements.
- 4.11 Ensure the Trust's arrangements for insurance are effectively managed within the school.
- 4.12 Act as the school's Lead Person for Health & Safety and as Fire Officer.
- 4.13 Manage Health and Safety issues associated with the premises, ensuring compliance with relevant legislation and Trust requirements.
- 4.14 Ensure the school's written Health & Safety Policy Statement is clearly communicated and available to all people.
- 4.15 Ensure systems are in place to enable the identification and effective minimisation of hazards, including personally undertaking regular risk assessments.
- 4.16 Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors, Trust and where appropriate the Health & Safety Executive.

5. Human Resource Management

- 5.1 Liaise with the Trust's Human Resource (HR) function to ensure an efficient payroll service for all school staff, including the management of pension schemes and associated services.
- 5.2 Ensure the Trust's equality policy is clearly communicated to all staff in school.
- 5.3 Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- 5.4 Manage the recruitment, performance management, appraisal and development of all support staff.
- 5.5 Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff.
- 5.6 Ensure people have a clear understanding of the policies and procedures, and the importance of putting them into practice.
- 5.7 Monitor the way policies and procedures are actioned and provide support where necessary.
- 5.8 Liaise with the Trust's HR function to seek and make use of specialist expertise in relation to HR issues.
- 5.9 Evaluate the school's strategic objectives and obtain information for workforce planning.

6. Management Information Systems and ICT Managed Services

- 6.1 Liaise with the Trust to monitor and report on the performance of the ICT Managed Services provider within the school.
- 6.2 Establish systems to monitor and report on the performance of technology within the school.

- 6.3 Manage the introduction of new, and management of existing, technology within the school – delivering outstanding value-for-money.
- 6.4 Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT, including teaching, learning and assessment systems.
- 6.5 Develop and manage contingency plans in the case of technology failure.
- 6.6 Provide leadership of the Management Information Systems in the school to ensure their effective and efficient use across the school.
- 6.7 Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency.

7. School Administration

- 7.1 Lead and develop the whole school administrative function.
- 7.2 Ensure the School's role in acting as the Admission authority is statutorily and effectively discharged, including management of any admission appeals.
- 7.3 Lead the effective marketing of the school; including adherence to the schools agreed branding, the production of the school prospectus and general communication in print and through the website.
- 7.4 Develop systems and structures for the effective management and administration of all areas of responsibility that deliver outstanding outcomes.
- 7.5 Introduce client-led approaches to resource services, including the development of internal and external service level agreements in consultation with the Trust.
- 7.6 Manage systems and link processes across the school to form complete systems.
- 7.7 Define responsibilities, information and support for students, staff and other stakeholders.
- 7.8 Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
- 7.9 Prepare information for publications and returns to the DfE, the Trust and other agencies and stakeholders within statutory guidelines.

8. Governance

- 8.1 Undertake the role of clerk for the Local Governing Body.
- 8.2 Convene meetings of the Local Governing Body.
- 8.3 Attend the meetings to provide information and produce minutes.
- 8.4 Maintain a register of members.
- 8.5 Maintain a register of Governors' attendance at meetings and report on non-attendance.
- 8.6 Give and receive notices concerning Governor appointments, resignation and disqualification.

9. Other Responsibilities

- 9.1 Lead on promotion, dissemination, implementation and monitoring of whole-school strategies.
- 9.2 Contribute to the wider life of the school and its community through out of hours and partnership work.

9.3 Carry out any such duties as may be reasonably required by the School Principal, Local Governing Body and the Trust.

10. Records Management

All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with the Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
QUALIFICATIONS				
1.	A degree qualification or equivalent.	E	✓	
2.	A professional qualification in Business Management (including Certificate / Diploma in School Business Management (CSBM / DSBM), Accountancy, Human Resources and/or Premises Management.	E	✓	
3.	A Member of National Association of School Business Management or equivalent.	D	✓	
4.	Evidence of continuous professional development.	E	✓	✓
5.	Middle or senior management qualification.	D	✓	
EXPERIENCE				
6.	Leadership within a public/private sector setting.	D	✓	✓
7.	Three years' experience in financial, HR, business and/or premises management.	E	✓	✓
8.	Experience of driving through organisational change.	D	✓	✓
9.	Experience of developing effective administrative systems and procedures.	E	✓	✓
10.	Experience of completing applications to secure extra funding.	D	✓	✓
11.	Experience of forming business partnerships.	D	✓	✓
12.	Experience of leading the review and implementation of a management information system.	D	✓	✓
13.	Experience of project management.	D	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
14.	Experience of producing a variety of financial reports, including detailed management accounts.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
15.	A good understanding of the principles underpinning effective performance management.	D	✓	✓
16.	Good knowledge of effective IT administration systems.	E	✓	✓
17.	Good knowledge of financial standards, and financial procedures and regulations in schools.	E	✓	✓
18.	A clear understanding of the HR and change processes, systems and structures needed to ensure a high quality, professional environment for learning.	E	✓	✓
19.	Ability to communicate verbally with, & write reports for, a range of stakeholders, including Governors & external agencies.	E	✓	✓
20.	Ability to manage people effectively by conducting regular meetings, setting targets for performance, delegating tasks appropriately, and monitoring the quality of delivery and outcomes.	E	✓	✓
21.	Sound knowledge of policy and practice regarding premises management, Health and Safety, and Human Resources.	E	✓	✓
22.	Ability to prioritise conflicting demands & thrive under pressure.	E	✓	✓
23.	Ability to take a problem-solving approach to tasks, and develop well thought through, valid and financially sound solutions.	E	✓	✓
24.	Good knowledge of what constitutes 'Best Value' and the ability to translate this into all aspects of the attached job description.	E	✓	✓
25.	Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner.	E	✓	✓
26.	Ability to use computer systems, including word processing skills to produce tables, spreadsheets and statistical returns.	E	✓	✓
27.	Ability to use management information systems; and be able to transfer the experience of using one system to another similar system, if needs be.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
28.	Ability to build and maintain effective working relationships with a wide variety of people.	E	✓	✓
29.	Ability to maintain strict confidentiality in all matters.	E	✓	✓
30.	Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description and any other educational / academies' developments.	E	✓	✓
31.	Ability to draw upon inter-personal skills to build effective business partnerships.	E	✓	✓
PERSONAL QUALITIES				
32.	Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards.	E	✓	✓
33.	Sympathetic to and supportive of the Islamic ethos of the School.	E	✓	✓
34.	A commitment to continuous improvement through honest self-evaluation, an acute sense of accountability and a commitment to transparency.	E	✓	✓
35.	Effective communicator, able to build and sustain positive relationships with all stakeholders in the school community.	E	✓	✓
36.	Commitment to the development of the school as a centre of excellence in the community.	E	✓	✓
37.	Adaptability to change and embracing of innovation and creativity.	E	✓	✓
38.	Energy, vigour and perseverance.	E	✓	✓
39.	Committed to the professional development of colleagues and self.	E	✓	✓
40.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
41.	A strong commitment to the Trust value 'Service'.	E	✓	✓
42.	A strong commitment to the Trust value 'Teamwork'.	E	✓	✓
43.	A strong commitment to the Trust value 'Ambition'.	E	✓	✓
44.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
45.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓