

**Post:** School Operations and Business Director

**Hours and Basis:** Full-time, Full Year, Permanent

**Salary:** L18 – L22 (currently £73,141 - £80,666 per annum)

**Accountable to:** The Co-Principals

### Principal Accountabilities:

#### Main purpose

The post holder is responsible for ensuring that the school meets its statutory and legislative obligations in relation to financial; personnel; facilities and health and safety matters.

The postholder should promote the highest professional standards and be seen as a role model for all associate staff.

#### Duties and responsibilities

##### Leadership and strategy

- Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- Under the direction of the Co-Principals, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing
- As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate

##### Financial management

- In partnership with the Co-Principals, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the budget to the trust board
- Production of financial reports for the ESFA, trustees, school leadership team and budget holders.
- Monitor the budget all year round, advising the Co-Principals where revisions or changes are needed
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Co-Principals to make strategic, long-term decisions
- Responsibility for ensuring that the requirements of central government, the DfE, the ESFA, local authority, HMRC, pension providers and other statutory organisations are met. This will include the accurate completion, authorisation and submission of all statutory returns within reporting deadlines.
- To be the point of contact for all statutory bodies in relation to all financial aspects of the school.

- To work with the external auditors to assist in the annual statutory audits, producing the year-end statutory financial statements, completing the EOYC and submitting as appropriate.
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Find and apply for grants
- Responsibility for creating a capital investment plan by liaising with operational managers and submitting to trustees for approval.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Manage the school's lettings offer
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate

## Human Resources

- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- To ensure that all staff contracts are in line with terms and conditions of service and legislation and that payroll and pension requirements are met.
- To act as the main contact with the school's payroll provider, ensuring that payroll is processed accurately and on a timely basis.
- To be the point of contact for all statutory bodies, including Teacher's Pension and Local Government Pension and ensuring that all compliance and reporting deadlines are met.
- To ensure that there are adequate arrangements in place regarding the effective administration of the pension schemes: including timely monthly submission, processing staff requests (e.g., retirement and opt in/out), staff queries and compliance to auto-enrolment.
- To have oversight of day-to-day management of personnel issues, particularly around payroll and contractual controls and compliance.
- To be the first point of contact regarding staff payroll queries.
- To ensure that the associate staff appraisal process is managed effectively.
- To ensure all aspects of safeguarding are met in relation to safer recruitment and the school's central register.
- To ensure that the Workforce Census is completed and submitted appropriately.

## Facilities

To ensure that all school facilities (including catering, ICT and reprographics) are managed effectively and in such a manner as to provide a purposeful working environment for pupils and staff.

- To oversee the quality of all facilities and to line manage senior members of the support staff.
- To lead on the submission of CIF bids and the delivery of projects as appropriate.
- To advise on and develop the school's buildings to ensure that they are well maintained and fit for purpose.
- To have oversight of day-to-day management of site issues.
- To take responsibility for the school's building development plan ensuring that accurate data is maintained, and appropriate priorities are set.
- To work with the school's operational managers (buildings, ICT and catering) to develop and deliver the strategic and operational plans within the school, ensuring they are aligned with the school aims and objectives.
- To oversee the management of the site and facilities, including cleaning, maintenance, security and health and safety.
- To oversee the operational management of ICT developments to ensure that they are fit for purpose.

## **Health and safety**

- With the Co-Principals and premises team, supervise the maintenance of the school site
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- Organise health and safety training for staff
- To act as the operational lead for health and safety across the school site.
  - To promote an open culture where health and safety is viewed as the responsibility of all.
  - To ensure that fire prevention, emergency closure and risk management processes are in place and reviewed appropriately.
  - To lead the Operational Health and Safety Committee.
  - To be the point of contact for statutory bodies and all audits requirements.
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

## **Compliance**

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register

The school operations and business director will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school operations and business director will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Co-Principals.

## **Personal and professional qualities**

The post-holder should demonstrate a high level of capability in the following areas:

- The ability to think strategically and lead whole-school improvement
- The ability to form and sustain positive professional relationships with pupils, staff, parents and governors inspire trust
- Good judgement in decision making; the ability to weigh up complex situations, sometimes under pressure, and decide on a course of action which prioritises the needs of the academy
- The ability to manage a significant workload and prioritise responsibilities to maintain effectiveness
- Excellent organisational and administrative skills, ensuring deadlines are met
- Excellent verbal and written communication
- High levels of self-awareness and the ability to critically evaluate one's own performance
- Self-control when confronted with stressful or sensitive situations

## **Empathy and emotional intelligence**

- The ability to influence and motivate others to achieve a shared goal
- High levels of resilience and emotional stability
- Professional curiosity and a willingness to take responsibility for one's own professional development

**Confidential references**

- Professional references should show a strong level of professional support and a positive recommendation from the applicant's current employer.

## **Person specification**

Criteria to be determined from application form and supporting statement.

**E** = Essential | **D** = Desirable

### **Training, qualifications and experience**

Relevant finance qualification: CCAB Qualified Accountant/Diploma for School Business Managers (CSBM)	D
Evidence of continuing professional development	E
Relevant professional management qualification	D
Membership of the Institute of School Business Leadership	D

### **Professional knowledge and understanding**

A strong background in financial management (typically 3+ years), including budgeting, reporting and forecasting	E
Experience of strategic leadership and operational management	E
Experience of Human Resources, processing payroll and pension administration	E
Experience of managing projects, meeting deadlines and delivering success in a fast-moving organisation	E
An understanding of procurement, contracts, risk assessment, health & safety, and traded services	E
Experience of working with a wide range of external agencies such as regulatory authorities and auditors	E
Experience of managing a range of people in a variety of roles	E
Experience as a school business manager or a senior business management role in an educational context	D
An understanding of public/education sector pay, working conditions and pensions	D
Experience of leading the appraisal and performance management of support staff	D
A firm knowledge of effective financial procedures, controls, employment law, facilities management, & legal compliance	D
Success in the submission of bids to secure funds in the public sector	D
An understanding of the role of the governing body / board of trustees	D
Knowledge and understanding of Child Protection and Safeguarding legislation	D

### **Notes:**

This job description may be amended at any time in consultation with the postholder.