



FAIRLEY HOUSE SCHOOL

JOB DESCRIPTION

FINANCE AND OPERATIONS DIRECTOR

September 2017

To be responsible for all day-to-day and strategic financial, estates and operational matters at Fairley House School and Charity. Reporting in these respects directly to the Head and the Board of Governors.

Financial

Responsibility for all financial matters relating to the school and charity, including:

- Strategic oversight of budget setting and financial control;
- Oversight of and responsibility for the Finance Manager activities;
- Responsibility for finalisation and filing of audited accounts;
- Identification of efficiencies to maximise use of school resources;
- Management of key financial relationships with third parties (e.g. banking)
- Identification and organisation of fundraising or opportunities
- Control and promotion of FHS' bursary and hardship funds.
- Monitoring the financial implications and requirements of staffing and pupil levels

Operational

Overseeing the provision of (non-educational) operational aspects of the school and charity on a day-to-day and strategic level, including

- Catering
- Transport
- IT
- Health and Safety
- Administration
- Security
- Property and Asset management (see below)
- Compliance with all non-educational aspects of inspection regimes

Property and Asset Management

Responsibility for the schools fixed and moveable assets, including property. This would include:

- day to day asset management in order to ensure both compliance with relevant legislation and regulation and the wellbeing and comfort of pupils and staff;
- oversee asset maintenance, renewal improvement and expansion to accommodate the school's needs;
- providing strategic leadership to the Head and the Board in relation to property affairs in order to shape and promote the School's vision;

General

Design and implement strategies to promote and support the school and charity's educational vision, aims and objectives.

Work as a member of the Senior Management Team, reporting to the Head, to provide leadership and direction in relation to non-educational aspects of the school and charity.

Supporting the Board of Governors in

- attending Board of Governors meetings, reporting on Finance and Operational matters
- attending relevant sub-committees as required
- providing information and guidance to assist with strategic decision making

Interacting regularly with staff, pupils, parents and Governors, in order to build and promote the ethos and vision of the school and charity.

Person Specification

	Essential	Desirable
Qualification and Experience	<p>Educated to degree level/and or Member of a Chartered Financial Body.</p> <p>Proven record of accomplishment and experience of leading a team.</p>	Experience of working in a school or educational establishment or charity.
Leadership and Personal qualities	<p>Outstanding leadership skills</p> <p>Excellent people skills</p> <p>To be able to work under pressure and manage time effectively</p> <p>Able to build relationships with all stakeholders</p> <p>Able to manage and influence internal stakeholders and outsourced service providers</p>	
Management	<p>Excellent Management and administrative skills</p> <p>Well-developed analytical skills</p> <p>Understanding of strategic financial planning and monitoring</p> <p>Able to produce financial reports for the Board of Governors</p>	Good understanding of financial and business issues in schools
Strategic	Experience of taking a strategic view and implementing change	
Communication and personal skills	<p>Excellent communication skills, able to engage with all stakeholders</p> <p>Have the capacity to understand and appreciate the demands of parents, pupils, staff and Governors</p> <p>Energy and enthusiasm to ensure success</p> <p>Able to promote and safeguard the welfare of pupils.</p>	

All posts are subject to an enhanced DBS check, reference checks, and medical. All posts have a three-term probation period.