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| **Job Description** |
| The main aims and objectives of this post will include, as appropriate, those that reflect key corporate priorities, for example, Cultural Diversity, Social Justice, Environmental Quality and Economic Prosperity and to provide strategic vision, leadership and management in all business related aspects of the College/School:   1. Provide strategic vision, leadership and management in all business related aspects of the College, working collaboratively with other Colleges/Schools, Local Authority and funding bodies to shape and implement effective procedures, opportunities, development and sustainability to ensure provision of outstanding education. 2. Be commercially aware and implement commercial approaches to contracts, building management, procurement and income generation. 3. Understand current and emerging political, economic, social, technological, enviromental and legal developments in relation to Colleges/Schools enabling internal and local change. 4. Accountability for college Finance, Human Resources (HR), Estate and Facilities management, Health and    1. Safety (H&S) and Administration. 5. Strategically plan workforce deployment and develop management structures and processes. 6. Train and support on a range of policies and procedures, e.g. Recruitment, Budget management. 7. Ensure compliance with statutory and legislative requirements. Lead, develop and implement whole school policies and procedures relating to Finance, HR, H&S, Estate/Facilities management. 8. Manage support staff performance and development ensuring effective strategies for recruitment, induction, professional development, performance management/appraisal. 9. Oversee HR Matters for staff including staff contracts, safeguarding and clearance checks, capability and disciplinary issues, absence management and employment legislation. 10. Lead and manage the school budget and finance procedures, monitor effectiveness of expenditure and usage of resources (VFM) reporting to senior leaders, governors and external bodies. |
| **These are the highest level objectives.**  **Summary of job tasks:** The tasks listed are, generally, only those taking at least 10% of the post holder’s time.  1. Management of college Finance procedures e.g.;   * Budget planning, setting and monitoring (approx. £7m p.a.) * Management and supervision of college finance staff * Implementing and updating of financial systems/software * Implementation of policies and procedures to meet audit standards * Reporting, providing expert advice, to LA, Governors and college management, including complex budget and contractual issues * Maximizing income generation |
| 2. Human Resources e.g.   * Regular review of college support staff structure, responsibilities and contracts * Review, amend and implement policies and procedures to ensure good practice and meet national and local requirements. * Reporting and providing expert advice to LA, Governors and college management * Oversight of support staff recruitment, development and training * Implementation of absence management, return to work, capability and disciplinary procedures * Management and supervision of college support staff including staff appraisals * Oversight and implementation of personnel records, systems/software. |
| 1. Contract Management e.g.  * Leads college management and oversight of multi-million pound BSF Facility Management and IT Managed Service contracts, ensuring contractual compliance and service outcomes. * Daily reporting and monitoring of issues arising from the contacts and attending weekly and monthly meetings, working with the Local Authority, other schools and commercial providers to resolve complex and contentious issues related to Managed Service contracts in respect of quality of service, disputes, changes, financial implications etc. * Advise and report to Governors and college management on implications of complex issues relating to BSF and other contracts. * Undertake, both for the college and groups of schools, tendering and negotiation of high value, complex contracts for the delivery of essential services (e.g. IT managed services, school catering services) and building/site development. |
| 1. Management of estate (buildings, grounds and assets) e.g.  * Act as site manager in respect of buildings/facilities excluded from the Managed Service contract (e.g. * Training Centre and Netball Centre); direct management of premises officer and cleaning staff, project management of refurbishment works and IT provision, maximizing income from third party hire, ensuring regular and reactive maintenance works/contracts etc. * Locally manage relationship with Managed Service provider in respect of main buildings/grounds, ensuring that issues are reported and contractual compliance met and changes implemented, escalating and negotiating contentious/complex issues to director/senior officer level when necessary. * Recommend, cost and implement changes to use and layout of existing facilities and new build. |
| 5. Health & Safety e.g.   * Use knowledge and experience to ensure the safety of all users (approx.1300 students, 150 staff and all other visitors to site) through regular review, robust policies, access control and emergency procedures. * Ensure compliance with changing national legislation, local and college H&S policies and undertake regular audits with Local Authority and other agencies. * Oversee safeguarding (DBS) provision to ensure all staff, contractors, visitors etc. are checked and recorded in line with national and local policies and procedures. * Report to Governors and college management of H&S issues and Chair internal College H&S Committee |
| 1. Strategic planning and leadership e.g.  * Use knowledge and experience to provide direction and leadership in response to complex changes in national and local school funding arrangements via various collaborative bodies such as Schools Forum, Education Improvement Partnership and inter-school network groups. * As part of the college Senior Leadership Team, use knowledge and experience to develop medium and long term strategies in respect of the College Improvement plan, revenue and capital budgets, staffing structures, teaching & learning, legislation and bought in services etc |

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|  | **Person Specification** | **E/D** |
| **A. Training & Education** | Educated to business degree level or  equivalent or  5 + years’ experience in a senior strategic leadership/management role | E |
| **B. Experience** | Significant experience or recognised qualifications in at least 3 of the following:  Facilities management/Health & Safety/Finance/Business relationship management  Evidence of previous successful senior management and leadership    Significant experience of leading the strategic systems, control and direction of a large organisation/service unit | E  E  E |
| **C. Equal Opportunity** | Must be able to recognize discrimination in its many forms and willing to put the Council's Equality Policies into practice  Commitment to the promotion of equality and diversity and operating in a safe and healthy environment | E  E |
| **D. Other Skills** | Ability to work strategically and to seek and implement creative solutions  Specialist knowledge, experience and skills in areas of Health & Safety, Finance, HR, and Site Management.  Strong skills in budget management, financial analysis, risk management and impact evaluation  Highly effective administrative, orginisational and IT skills  The capacity to work well under pressure, remain calm and cope with the unexpected  The ability to work collaboratively as a member of a variety of teams  Ability to lead others with energy, enthusiasm and create an ethos in which others feel motivated and can motivate others.  Strong communication skills and demonstrable ability to use these with a wide range of people including debating/negotiating at director/senior office level  The confidence and ability to provide expert advice through written reports, presentation and meetings  Able to demonstrate a proactive and supportive approach to assisting the college its purpose and vision | E  E  D  E  E  E  E  E  E  E |
| **E. Other Conditions** Including any hazardous or Environmentally adverse conditions | Reliable, honest and trustworthy  Commitment to continuous personal and institutional improvement  Commitment to high professional and personal standards of work and conduct  Flexibility in working hours, in order to attend governors meeting, community events and College events which are held in the, evenings.  Willing and able to travel within the city to other schools/colleges and occasionally to other local or national venues as appropriate  Willing and able to take most annual leave during vacation periods. | E  E  E  E  E |