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**Job Description - Director of Corporate Services**

**Responsible to:**

Executive Principal & ISP Trust Board and committees

**Responsible for:**

The overall performance of all corporate finance and business functions of the MAT, overseeing:

Finance Manager

Estates & Premises Manager

IT Manager

Resources Manager

Outside contracts services

**Scope:**

The Director will be the Chief Financial Officer (CFO) of the Multi Academy Trust and as such holds responsibility in accordance with the Academies Financial Handbook. <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714474/Academies_Financial_Handbook_2018.pdf>

You will have a business-like approach to the leadership of the finance function, running it as a highly competent and efficient service.

**Purpose:**

* To work as a member of the Executive Team of Inspiring School Partnership Multi Academy Trust to provide high-quality leadership and management for the Trust capital estate and corporate services across the MAT.
* To provide and support all schools within ISP with their business functions including financial management, estates management, project management, IT, facilities and premises, health and safety, asset management.

**Main duties and responsibilities:**

**Leadership Role**

* Provide advice and clear information to the Trust and Executive Principal on ISP MAT operations, enabling informed and robust decision making
* Act as line manager for the leaders of designated MAT Staff and ensure effective communication and collaboration within and between these services
* Build a culture of continuous improvement and value for money in all operational areas, working with the Executive Team to ensure succession planning is in place through effective short and long term planning
* To support the induction process of all new operational staff
* Maintain a Risk Register for the Trust
* Lead the Due Diligence process in respect of schools or academies potentially joining the MAT
* Take responsibility for the role of Company Secretary ensuring the Trust complies with standard financial and legal practice and maintains standards of corporate governance.
* Acting as the lead point of reference for commercial and financial issues, as well as participating in the management of major academy projects, which may include potential growth

**Financial Management**

* Providing strategic leadership and management of all financial issues within each of the trust’s schools, advising the Trust board on all matters relating to the strategy and their impact on the financial position of the Trust
* Maintaining a strategic financial plan including a 5-year business plan and associated budgets to meet the trust’s strategic objectives which supports and develops the educational aims, ethos and growth strategy of the multi academy trust
* Developing robust financial management policies, processes and reporting systems for the financial management and control of the trust and its academies.
* Advising the board on any changes to financial legislation and its impact on the Trust
* Ensuring that Financial Standards are complied with in line with current legislation and requirements through the preparation and submission of required returns to statutory bodies, i.e. ESFA, Department for Education (DfE), Charity Commission, Companies House, external auditors and internal auditors as required
* Driving efficiencies across the trust – including leading on the year-on-year reduction in spend across key categories such as utilities, consumables, insurances, external support contracts and other unfunded discretionary spends
* To deliver fit for purpose systems and controls that will enable the Central Finance Team to maintain financial records in a consistent form, and make financial returns as required, including comparing actual payroll costs each month to budgeted costs
* Monitoring the financial performance of the academies and reporting the outcomes to the board’s finance and resources committee, benchmark against other schools and multi academy trusts

**Estates & Asset Management**

* To prepare an estates strategy to take advantage of moving from individual academies to a MAT model
* Be responsible for all development proposals and for the management of all capital and major development projects
* Develop and maintain the Asset Management and site master plans
* Proactively lead on identifying priorities for action or investment from asset management reports
* To oversee the Trust’s assets and procurement policies
* To ensure that each academy maintains a register of its fixed assets and that the assets are properly valued and appropriately insured
* Actively develop the lettings of premises to external organisations
* Take responsibility for administration of all MAT’s insurance policies
* To oversee the work of the Estate and Facilities Manager including:
  + Developing and implementing strategies for premises management to ensure that the quality of the ISP estate and the learning environment for students is sustainable, maintained, improved and available for use, including services for cleaning, catering and grounds maintenance
  + Ensure health and safety compliance, including fire regulations
  + Developing and delivering building improvement projects, taking part in on‐site surveys, liaising with architects and drawing up proposals as required, and liaising with organisations and agencies in connection with planning and implementing major works.
  + Ensure appropriate arrangements are in place to plan and implement building works, including reporting timelines, costs, and health and safety to governors for approval.

**Revenue Generation and Compliance**

* Researching, leading and advising the Executive Principal and headteachers on additional funding, grants, revenue/income opportunities and additional business opportunities
* Preparing appropriate bids or tender documents to acquire identified additional funds or grants
* Maximise revenues from sales and purchases, sponsorship, fundraising, lettings and business activities, ensuring they are well managed, without compromising the educational activities and learning environment for students

**Procurement and Contract Management**

* In conjunction with the Trust’s Executive Principal, Headteachers and Service Leaders: prepare, implement and monitor policies concerning the procurement and ordering of all MAT supplies and services to ensure compliance to ordering guidelines, as set out within the Trust Scheme of Financial Delegation
* Negotiate and monitor all purchasing decisions including service contracts and insurance policies through efficiency / collective purchasing and maintenance contracts, and monitoring their effectiveness and value for money
* Ensure all contracting and procurement activities are fully compliant with all public sector legislation and regulatory requirements
* Providing guidance to staff with financial responsibilities over retention of quotes obtained for goods, works and services and other associated documentation such as minutes of meetings, recording of decisions and reports

**IT Services / Resources & Marketing**

* Overseeing the work of the IT manager to include:
  + Developing and maintaining appropriate IT infrastructure and systems to support the objectives and aims of ISP
  + Ensure the MAT IT lead provides a strategic evaluation of the opportunities and risks of new and emerging technologies.
  + Ensure quality assurance and disaster recovery procedures are robust.
  + Ensure the development of effective communication technology streamlines the way we work and drive efficiencies
* Overseeing the resources, marketing and communication team within an academy to include:
  + Event management
  + Resources and display
  + Marketing of ISP brand and individual schools