



Job Description

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| <b>School Name:</b> | Parliament Hill & William Ellis Schools   |
| <b>Job Title:</b>   | Joint Business Unit Director  |
| <b>Reports To:</b>  | Headteachers  |
| <b>Purpose:</b>     | To provide the strategic leadership of the business management of Parliament Hill and William Ellis Schools. To provide advice and guidance to the Headteacher and Governors on whole school operations, strategic financial planning and other aspects of business management. To be responsible for ensuring that the business management function operates in accordance with statutory regulations and that high levels of customer service are provided. To be a member of both Senior Leadership Teams. |
| <b>Grade:</b>       | <b>Grade: SM3 – (ISR 16-20) (£68,709 - £75,573)</b>   |

**Other Duties**

- The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.
- All support staff are expected to model professional behaviour to students to support student development and behaviour, in line with our code of conduct.

**Commitment**

- Be conversant with Equality and Diversity in a school environment at all times.
- Be committed to working co-operatively towards the aims of the school.
- Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.

**Safeguarding and Child protection**

- Promote and safeguard the welfare of children, ensuring this principle, culture and practice is embedded across the team and in all systems, processes and communications, in compliance with national and school procedures and protocols.

**Data Protection**

- Ensure that all personal and pupil data and information is handled securely to the highest standards and in strict compliance with the data protection legislation and the School’s data management protocols.

**Job role and person specification**



## **1. Organisational**

- To be a member of William Ellis and Parliament Hill Senior Leadership Teams.
- To take a full and active part in the operational management of the school, streamlining organisational systems to create greater efficiencies.
- To have oversight of support for governors, including clerking, communications and the organisation of committees.
- Contribute to system leadership through purposeful collaboration with partner schools and other organisations.

## **2. Strategic**

Provide the leadership and management of the Business Management of both Schools including:

- Ensuring that the business management functions operate in accordance with statutory regulations.
- Interpretation of new legislation and guidance and identification of the implications for schools.
- Ensure the effectiveness of teams to maximise the positive impact on teaching and learning, safeguarding of children and extended services provision.
- Ensuring effective procedures for the recruitment, appointment, induction, review and development of staff in support services teams.
- Develop and implement procedures to evaluate the effectiveness of support services teams and feed directly into improvement planning.
- Establish standard operating procedures and other processes to maximise the efficiency of support services teams working within and across both schools and to provide service continuity in the event of staff absence.
- Develop an on-going customer service focus.
- Develop and share good practice in the Support Services Teams, across and between schools.
- To sustain and build partnerships with other schools and relevant bodies
- To facilitate the effective operation of the staffing and resources committees of the Governing Body, including being the lead advisor for these committees.
- Attending senior leadership meetings and governor committees as required.
- Securing sources of external advice where appropriate.

## **3. Finance**

To line manage school finance managers to ensure strategic leadership and management of finance within both schools including:

- Undertake strategic financial planning, providing advice to individual school finance managers, Headteachers and Governors on the most effective use of resources.
- Ensure that finances are managed effectively and in compliance with all relevant financial regulations. This includes official and private funds.
- To have oversight of the preparation and setting of annual and long term budgets including the identification of future changes in funding levels and expenditure needs.
- With finance managers, to be responsible for the monitoring of the budget for the current financial year including reporting to senior management and governors.
- To ensure that appropriate arrangements are in place for the financial planning and monitoring of



any traded activities.

- To prepare business case assessments and advise on the suitability and viability of projects and initiatives.
- To support finance managers with the preparation of year end accounts including securing appropriate arrangements for audit.
- To support finance managers with advising budget holders, staff and Governors relating to the efficient management of resources.
- Ensure effective arrangements for the provision of a payroll system for school staff including returns to Inland Revenue and other bodies.
- Ensure that procurement arrangements represent best value and meet relevant tendering procedures.
- Ensure proper accounting records are kept and control exercised over accounting arrangements.
- To lead the development of income generation through fundraising, seeking grants and developing trading services as appropriate.
- To streamline procurement across the two schools in order to increase efficiency and secure value for money.

#### **4. Human Resources**

To support the HR managers with securing appropriate arrangements to enable the schools to perform Human Resources functions effectively and in accordance with statutory regulations and guidance including:

- Advising the HR managers, Headteachers, other staff and the Governing Body on Human Resources issues.
- Arrangements for an effective case work service relating to individual staff including attendance management, capability, grievance and disciplinary procedures.
- Ensure that appropriate arrangements are in place to secure effective induction of new staff.
- Secure arrangements to source external advice where appropriate.

#### **5. Facilities management**

To have oversight of the LASWAP Building shared use agreement and day to day management of this facility.

- Secure arrangements to source external to manage the Premises Manager to ensure that the estates function is managed effectively and in accordance with the operational needs of the schools and any regulatory requirements including:
- The maintenance and development of the site and buildings to meet the needs of users and ensure that there is a safe environment.
- Production and maintenance of site maintenance and development plans.
- Maintaining high standards of security of the site and contents.
- Arrangements are in place for the maintenance, servicing, testing and inspection of site equipment, fixtures and school vehicles.
- Arrangements are in place to deal with emergency repairs or call-outs.
- Purchasing arrangements represent best value and that contracts are secured in accordance with financial guidelines and regulations.
- The operation and development of catering, cleaning and grounds maintenance services either through outsourcing or in house operation.
- Arrangements are in place for the site to remain operational during inclement weather.



- The work of the estates team and contractors meets the requirements of health and safety and other regulations.
- To have oversight of sustainability planning, developing and promoting energy efficiency measures and a waste disposal strategy.
- Maintaining licences as necessary.
- Implement a comprehensive Emergency Plan with an emphasis on disaster recovery to ensure business continuity and reduce unnecessary risk.
- Oversee the lettings of the school premises to outside organisations and school staff, and for the development of all school facilities for out of school use, with particular reference to the local community.
- advice where appropriate.

## **6. Whole school administration and communications.**

Ensure the efficiency, effectiveness and continuous improvement of school administrative systems and processes to support the school priorities, and compliance with local and national requirements. To have oversight of administration systems across both schools including:

- Line management of administration managers/officers
- Reception arrangements and communication with parents.
- Telecommunication systems.
- Reproduction, printing and photocopying services, leases and copyright compliance.
- Marketing, communications strategy and website compliance

## **7. ICT & Data management**

To support the joint Data Manager in designing a data strategy which supports the schools' strategic objectives and reflects current and future requirements of both schools. This includes providing direction on the undertaking of the efficient design, development and organisation of the school's Information systems.

- In conjunction with Camden's SitSS and school-based ICT personnel, oversee the management of ICT assets.
- Organise and chair termly ICT asset management group meetings advising on strategic decisions.
- Ensure that all personal and pupil data and information is handled securely to the highest standards and in strict compliance with the data protection legislation and the School's data management protocols.
- Working in close collaboration with the Data Manager, support the responsibilities of the Data Protection for the school, ensuring the integrity and safety of all school data and systems.

## **8. Catering**

- To liaise with the Catering Manager and Catering Consultant on all aspects of school catering ensuring that current regulations are adhered to.
- Work closely with the cashless catering system provider and the schools' ICT Systems and Infrastructure Manager, to ensure that systems such as tills and revaluation machines are in good working order and that their software sync's at least daily with the school's information management system (SIMS) and cashless payment system (ParentPay).

## **9. Health & Safety**



To be responsible to the Headteacher for leading on Health and Safety matters within the School including:

- Provide advice and guidance to other staff to assist them with the discharge of their responsibilities
- To ensure the Health and Safety Policy is maintained and developed
- To ensure that General Risk Assessments are carried out for all Estates department work.
- To ensure that specific risk assessments are carried out for tasks performed by premises staff.
- To ensure H & S is being discharged correctly across all site services.
- To undertake H & S audit checks across all areas of the schools
- To ensure all administration is in place for reporting of accidents and near misses.
- To ensure thorough investigation procedures are in force relating to incidents or accidents or near misses.
- Ensure adequate levels of qualified First Aid staff are available as necessary
- Ensure H & S is being discharged correctly across all extended service provisions.

### **10. Emergency procedures**

To control and co-ordinate emergency evacuation procedures including:

- Fire drills.
- Recruitment, training and deployment of fire marshals.
- Arrangements for checking of fire routes, alarms and equipment including servicing as necessary.
- Update, review and develop the Critical Incident/ Disaster Plans.
- Ensure that staff, other site users and other agencies are advised appropriately.

### **11. Community use**

To promote and develop the community use of the site including:

- Establishing, monitoring and developing procedures for community access without negatively impacting on the day to day operation of the School
- Ensuring that community use of the site is in accordance with health and safety and other regulatory requirements including coordination of risk assessment procedures
- Ensuring appropriate budget monitoring arrangements for the community programme.

### **12. LaSWAP centre**

To have operational oversight of the LaSWAP joint 6<sup>th</sup> centre:

- To work with the LaSWAP centre manage to secure smooth operations that support both schools.
- Build a cohesive cross school culture and strong collaborative team working.
- To strengthen joint accountability for operations.

### **13. Additional duties**

To play a full part in the life of school communities, supporting the aims and ethos of both schools, and encouraging students to follow this example.

- As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students.
- To ensure awareness of and compliance with personal responsibilities



- and requirements communicated to me in School policies and procedures including Health & Safety.

**14. Other specific duties**

- To continue professional development.
- To engage actively in the performance review process.

To undertake any other duties as specified by Head teachers not mentioned above.

**Person Specification**

|   | <b>Essential</b> | <b>Desirable</b> |
|---|------------------|------------------|
| Significant experience of leading the strategic financial planning for a large organisation /service unit.                          | Y                |                  |
| Professional qualification in accountancy or school business management   |                  | Y                |
| Experience and knowledge to secure arrangements for the effective Facilities Management and Human Resources provision at the school | Y                |                  |
| The ability to provide the leadership of other business management functions in the job description                                 | Y                |                  |
| Evidence of successful management and leadership of teams   | Y                |                  |
| Track record of successful project management   | Y                |                  |
| Understanding of school context   | Y                |                  |
| Experience of working in a secondary school or at least two primaries, or equivalent public or third sector experience              | Y                |                  |
| Evidence of a commitment to your own professional development   | Y                |                  |
| Excellent communication and presentation skills   | Y                |                  |
| Competent user of ICT   | Y                |                  |
| Self-motivated and organised  | Y                |                  |
| Energy, enthusiasm, and flexibility   | Y                |                  |
| Entrepreneurial   | Y                |                  |
| Sense of humour   | Y                |                  |
| Ability to work under pressure  | Y                |                  |