**Job Description: Director of Business Services**

**Reports to:** Headteacher

**Responsible for: F**inancial and Operational Management

**Start date:** September 2017

**Salary:**  NJC Scale PO8 Point 55 – 60 (£49,367 - £54,199)

**Job Purpose**

* Act as the school’s leading support staff professional and work as part of the Senior Leadership Team to assist the Headteacher in her duty to ensure that the school meets its educational aims
* To take responsibility for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school, through support to the Headteacher and colleagues
* To promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school’s learning objectives
* To be responsible for the management of Financial Resources, Administration, Human Resources, Reception, Health & Safety, ICT network, i-Brary
* Contract Management of the PFI (Private Finance Initiative) contractual relationship, representing the school through the partnership with Kier Facilities Services, Investors in the Community (Special Purposes Vehicle) and London Borough of Bexley
* Update policies as required

**Leadership and Strategy**

* Attend Senior Leadership Team meetings and contribute to strategic decision making.
* Attend Governors’ Committee meetings as a Professional Officer
* Produce and present reports as required by the Governing Body, Headteacher, The Kemnal Academies Trust (TKAT), Local Authority (LA) and Education Funding Agency (EFA) or other bodies, and attend meetings if required
* In the absence of the Headteacher, take delegated responsibility for financial management and other decisions falling under the remit of the Director of Business Services
* Plan and manage change in accordance with the school development plan
* To lead, manage and develop the school support staff functions
* To work with and manage the relationship with the TKAT Operations Executive (OE)

**Financial Resource Management**

* Evaluate information and consult with the Headteacher, Governors and SLT to prepare a realistic, timely and balanced annual budget plan, to reflect the school targets, including monitoring expenditure and income
* Submit the proposed budget to the Headteacher and Governors for approval and assist the overall financial planning process, including producing regular reports, updates and budget forecasts to the Headteacher, Governing Body, TKAT OE, Cost Centre managers, LA and EFA (as appropriate)
* Discuss, negotiate and agree the final budget, in line with the TKAT OE and EFA timelines.
* Use the agreed budget to actively monitor and control performance to achieve “best value”, through compliance with TKAT’s Scheme of Delegation, Procurement Law and Operational Leasing
* Manage and closely monitor all financial transactions in relation to PFI (see section below).
* Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action
* Propose revisions to the budget if necessary, in response to significant or unforeseen developments
* Ensure large budget expenditure lines are monitored carefully and reported on individually, including, for example, utilities costs
* Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
* Liaise and cooperate fully with TKAT’s Internal and External Audit inspectors before, during and after Inspections, including acting upon, preparing reports and feeding back to the Headteacher and Governors
* Ensure the financial risk and viability of school visits are secure
* Smooth liaison with financial organisations and agencies
* Ensure timely financial deadlines issued by Governors / TKAT are met, including submissions and year-end budget closedown
* Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
* Plan, implement and maintain systems of financial management to enable the school to make effective use of its resources
* Identify additional finance required to fund the school’s proposed activities, and seek and make use of specialist financial expertise
* Take an active role in seeking external funding, working with the relevant staff/areas of the school in putting bids together
* Maintain an assets register
* Ensure the payroll services for all school staff, including the management of pension schemes and associated services are in place and managed by the Finance Manager
* Work with the Director of Partnership 6th to ensure inter-Academy charging, based on student migration, is effectively managed and in line with best practice

**Administration Management**

* Manage key school administrative staff and IT network team, including direct liaison with Kier Facilities Services Site Manager
* Design and maintain administrative systems that deliver outcomes based on the school’s aims and goals, ensuring colleagues are supported accordingly
* Define responsibilities, information and support for staff and other stakeholders
* Establish and use effective methods to review and improve administrative systems, avoiding any duplication of work/tasks
* Prepare information for publications and returns for the Department for Education (DFE), LA and other agencies and stakeholders within statutory guidelines
* Ensure appropriate reprographics resources are available to support school staff and colleagues in the delivery of the curriculum, ensuring the appropriate resources are effectively utilised to deliver promotional material for use internally and externally

**Management Information Systems and ICT**

* Manage the relationship with TKAT’s ICT management/support team, through the support agreement
* Consider approaches for existing use and future plans to introduce or discard technology in the school
* Consult with relevant internal and external people and other parties to introduce new technology or improve existing technology for different purposes
* Ensure that the strategy provided by the Kemnal Trust for using technology is aligned to the overall vision and plans for the school ensuring “Best Value“
* Agree the communication strategy and relevant policies, including Data Protection, for use of technology across the school
* Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT, including teaching, learning and assessment systems
* Ensure contingency plans are in place in the case of technology failure
* Ensure that the school is fully compliant with the General Data Protection Regulations

**Human Resource Management**

* Line manage the HR Manager in ensuring that the HR function of the school meets all regulatory requirements
* Ensure the payroll services for all school staff including the management of pension schemes and associated services are in place and managed by the Finance Manager
* Manage performance management reviews and continuous professional development for key support staff as per line management structure
* Support the HR Manager in ensuring staff have a clear understanding of the policies and procedures and the importance of putting them into practice
* Seek and make use of specialist expertise when required e.g. legal services
* Work with the HR Manager in identifying the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

**PFI Contract Management (Facilities, Property and Services Management)**

* Contract manages and represents the school as a Professional Officer on all PFI-related items
* Attend monthly Facilities Management meetings with the LA, Investors in the Community (SPV) and Kier Facilities Services
* Attend all other PFI-related meetings, including the Partnership Board, Governors’ briefings, Benchmarking/Market Testing meetings, Lifecycle meetings, Fortnightly on-site FM meetings, PFI reviews and so on
* Brief the Headteacher and Governors on major issues relating to PFI
* Ensure all financial arrangements through PFI, including monthly application for payments, Post-Contract Variations (PCVs), preventative works, building works, sub-contractor contracts, utilities re-charges, lifecycle costs, Governors’ annual contribution to PFI etc. are managed in line with the school budget, “Best Value” principles and support the School Improvement Plan
* Ensure the safety and security operation of all school premises are tailored to meet the school’s needs and requirements
* Oversee the maintenance of the school site through the annual lifecycle programme, ensuring any financial and operational arrangements are coordinated with the school’s strategic plans
* Manage the internal room/event and facilities booking process, including setting guidelines for staff, keeping the bookings calendar up-to-date, liaise with Kier on requirements, monitor the events detailed under PFI Contract Schedule 17 and working with the lettings agent (Schools Plus) directly on shared issues. To support internal customers in planning and execution of events
* Monitor the day-to-day cleaning programme across the school, carrying out spot-checks and keeping a close check on service delivery shortfalls
* Plan and implement programmes of purchase and/or repair of furniture and fittings belonging to the school
* Ensure the Display Energy Certificate is up-to-date and the Carbon Reduction Commitment scheme is managed carefully to reduce consumption
* Ensure the continuing availability of utilities, site services and equipment
* Ensure arrangements are made for the school to offer a safe, clean and comfortable environment to facilitate a secure environment in which due teaching and learning processes can be provided for students and staff
* Establish, maintain and improve systems and arrangements for maintenance, cleaning and other reactive/pro-active works, ensuring records are kept in order to aid the effective day-to-day management and monitoring of the services provided by Kier, in line with KPIs
* Ensure ancillary services e.g. catering, lettings, grounds services etc., are monitored and managed effectively, in line with the PFI contract

**Health & Safety**

* Write and update annually the school Health & Safety Policy and School Business Continuity Plan, ensuring Governors approve it
* Chair the Health & Safety Committee and act as the school’s Health & Safety Co-ordinator and Incident Controller
* Plan, instigate and maintain records of fire practices and alarm tests and liaise with Kier Facilities Services’ Site Manager (and Emergency Services, if necessary)
* Ensure the school’s written health & safety policy is clearly communicated and available to all people
* Enable regular consultation with people on health and safety issues, ensuring feedback to Governors, Admac, TKAT OE, via the Finance & Facilities Committee and Behaviour & Safety Committee
* Ensure systems are in place to enable the identification of hazards and carry out risk assessments across all relevant areas of the school
* Ensure the school has a sufficiently sized First Aid team
* Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues, including First Aid and incident/accident reports, to the Senior Leadership Team, Governors and where appropriate the Health & Safety Executive
* Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs (e.g. DDA)
* Liaise with Admac on all health and safety issues and facilitate quarterly inspections
* Ensure trips and visits are risk assessed prior to departure and appropriate advice given to trip organisers to action and keep a log of action taken on that advice
* Ensure that there is full compliance with regards to risk assessing work experience placements/careers, providing appropriate advice, keeping a log of advice
* Advise Headteacher / liaise with Kier and respond to the operational workings of the school during emergencies / extreme weather and incidents / events

**Other**

* Work with community related projects and events, such as Friends of Welling School events, chairing the Residents’ meetings, leading on the School Travel Plan, Sustainable Development plan and similar
* The postholder will from time to time be required by the Headteacher to carry out tasks that are not detailed above, but in line with the outline of the Job Purpose
* Review / update and develop policies relevant to the post
* The post holder will need to be present during major whole school events, e.g. Prize Evenings, Saturday Open mornings

All the above specific responsibilities are in addition to all the duties outlined in the agreed generic job description

**Accountability and Discretion**

To take, and be accountable for, all decisions made within the parameters of the job description

**Standards**

The standards of the post holder will be measured through Welling School Performance Management system by setting targets linked to this job description and the generic role. The job description will be reviewed annually at the Performance Management meeting.

**POST HOLDER COMPETENCIES**

**Effective use of resources**

Take a lead role in the financial and operational management within the school, including:

* health and safety
* physical resources
* building fabric
* technology and environmental impact

**Delivering results**

* Identify issues and take a proactive approach to resolving them
* Be an innovator and deliver change initiatives to achieve added value and improve school performance in support of the overarching strategy and vision for the school and TKAT
* Have the ability to analyse information to understand issues, identifying options and support sound decision making in the delivery of projects, school processes and service improvements
* Understand the market place and client needs
* Regularly quality assures client service

**Strategic thinking**

* Contribute to the setting of a vision and strategy to the school
* Be proactive in ensuring improvement of performance in business and operational aspects of the school, showing clear and strong leadership
* Ensure compliance with legal, regulatory and ethical requirements
* Support the management of risk

**Working with others**

* Play an active role in developing productive working relationships with colleagues and stakeholders within the school, TKAT, outside agencies and the community
* Build and lead effective, harmonious and productive teams
* Support staff to empower them to achieve high standards through robust staff management and development as part of Welling School’s Continued Performance Development programme
* Be approachable

**Professional Development**

* Take responsibility for your own and your team’s personal and professional development, by fully supporting and participating in the school’s Continued Performance Development programme, to ensure high performance