**Director of Business Services - The Role and Background Information**

**Reports to:** Headteacher

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

**Start date:** September 2017

**The Role**

The post holder will be a member of the Senior Leadership Team (SLT), with a key role in long-term strategic development and planning for the whole school. You will work closely with the Headteacher and have responsibility for the following areas:

* Leadership and management of support services
* Management of resources
  + finance and accounting
  + estate management
  + administration
  + catering and cleaning
  + health and safety
  + ICT

You will be expected to input into the development and implementation of school policy and strategic direction and should ensure that your own responsibilities are executed to support the achievement of the school and The Kemnal Academy’s Trust (TKAT) strategic objectives. This will require clear understanding of teaching and learning requirements and how, through your own activities and those of your staff, you will support this.

In addition, you will demonstrate a strong commitment to student education and to the ethos of the school. You will be an ambassador the school and TKAT both within and outside the school in the wider community.

Welling School is a much larger than average, 11-18 mixed secondary school with over 1400 students and serves an area where a significant percentage of students attend nearby grammar school.

As part of the Senior Leadership Team (SLT), you will have vision; clear communication and interpersonal skills; excellent people management and leadership skills; the capacity to grow the school’s commercial and other non-fee income; efficient administration skills; and, have the energy, drive and initiative to proactively support the Headteacher and SLT in driving Welling School in its continued success towards being an outstanding school.

The Job Description should be seen as a basic guideline and will be subject to regular quality assurance and review as part of our Continuing Professional Development programme.

**Background**

Welling School, located in the Borough of Bexley, is an 11-18; mixed non selective Academy with a Visual Arts Specialism, part of the TKAT family of schools.  The school was completely redesigned and rebuilt in 2005 (PFI) and became an Academy in 2011. The school has a successful 6th form partnership agreement with 2 other local Bexley schools. In February 2015, Ofsted judged the school to be Good in every category, including the 6th Form where many of our students choose to stay to continue their studies. We are now on our way to being Outstanding. In July 2016 the school was proud to receive Investors is People gold award.

Our school's vision is to provide an excellent education in a safe, supportive learning environment; one where students are valued and make positive contributions to the school community and prepare for their 'next steps' whether in the world of work, further education, or training.  We are an inclusive school, serving the local community, whereby the Visual Arts Specialism provides a strong focus for the Welling Ways ethos to pervade throughout. In essence the school is about keeping ‘doors’ open or opportunities available for the young people that we serve.

Our excellent facilities include: specialist classrooms; sports hall; all-weather sports pitch; dance studio, drama studios; art gallery; library and a designated 6th Form common room, complete with Apple Mac computers and café. It provides students and the wider community with the best possible environment for learning in the 21st century.  The school continues to invest in resources, including Information Communication Technology; an upgrade for our all-weather sports ground; and, a very rich and full range of extra-curricular activities, educational trips and visits which we view as an essential element to offering your child opportunities to the broadest possible curriculum.

We are a school which not only focuses on the academic, but also developing the child as a whole person - well rounded; happy; and an integral part of a respected and well-mannered community, regardless of status or age.  We do this through the Welling Ways; 6 core values and personal qualities which we encourage our students to demonstrate throughout their time at Welling School.  These are:



Creativity  
Collaboration  
Communication  
Resilience  
Organisation  
Leadership

We believe these are the key qualities which employers and universities look for.

We aim to instil students with a love of learning; to prepare them for challenge, but also to embrace change; to teach them to ask questions as well as find answers and to understand that learning should not stop whatever your age!  We are preparing students for life where competition will become more global, where the influence of technology will mean that change will come ever faster, and where the ability to be flexible, respond to challenge and be emotionally resilient will become ever more important.

Our mission is to achieve high standards and fulfil the expectations of all students of all abilities and from diverse backgrounds by making teaching and learning our focus.  We recognize that if a child is to accomplish those ambitions and improve their life chances it is essential that we work in partnership with parents and carers.

In conclusion through a combination of our innovative, broad curriculum, stimulating learning experiences and a safe learning environment we aim to provide students with the qualifications, skills and values they need to be happy, independent learners who will be able to enjoy their lives now and in the future.

**Safeguarding**

Welling school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The safeguarding of children is everyone's business and schools have a responsibility under Sec 175 of the Education Act 2002 to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. This includes:

Preventing the impairment of children's health or development;

Protecting children from maltreatment;

Ensuring children grow up in circumstances consistent with the provision of safe and effective care.

The Children Act 1989 defines a child as being up to the age of 18 years; it also defines significant harm and the roles and responsibilities of Children's Social Care and the Police. Reference Welling School Safeguarding Policy.