

**Director of School Services**





Director of School Services

Soulbury Scale 20-25 (currently £60,283-£66,121)

Required from September 2021

Thornleigh Salesian College is looking to appoint a full time, permanent School Business Manager to join our Strategic Leadership Team as the Director of School Services.

This is an exciting opportunity for the successful candidate to play a central role in helping shape the vision and direction of our school over the next five to ten years as we continue to grow and develop. We are looking to appoint a person who has excellent inter-personal and organisational skills who can take a central role on our school leadership team.

The Director of School Services is a wide-ranging role and the successful candidate will have considerable experience in leading and managing financial management systems, budgeting, premises and facilities, school administration, HR, health and safety as well as having the skills to manage a large team of support staff.

This is a highly rewarding but demanding role, which would suit a candidate with drive and passion. Our school is high achieving and successful-our children are at the heart of all our decision making and we build all our structures and systems to ensure that every child has the opportunity to fulfil their potential.

It is important that all staff in our school understand and are aligned to our Salesian ethos, which is rooted in Respect, Understanding, Affection and Humour. We offer a pleasant, supportive working environment, a forward thinking and outward looking leadership team and a real commitment to continuous professional development.

If you possess the drive, energy, passion and ambition needed to be successful in this role then we would very much like to hear from you.

For further details about the school, please visit our website or contact us to arrange an informal visit.

**Closing date: 12noon Monday 26th April 2021**

**Interviews: Wednesday 28th and Thursday 29th April 2021**

The job pack and application form can be downloaded from the school website at [www.thornleigh.bolton.sch.uk](http://www.thornleigh.bolton.sch.uk)

Please return completed application forms to [recruitment@thornleigh.bolton.sch.uk](mailto:recruitment@thornleigh.bolton.sch.uk)

For a virtual tour of our school visit

<https://www.youtube.com/watch?v=S1V3IUTfJpQ>

Thornleigh Salesian College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

Job Description

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| **School** | **THORNLEIGH SALESIAN COLLEGE** |
| **Job Title** | **Director of School Services** |
| **Grade** | **SOULBURY SCALE 20-25 (currently £60,283-£66,121)** |
| **Purpose of the Job** | 1. The Director of School Services is the school’s leading support staff professional and works as part of the Strategic Leadership Team to assist the Headteacher in her duty to ensure the school meets its educational aims. 2. The Director of School Services is responsible 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. 3. The Director School Services 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. 4. The Director of School Services is responsible for the management of Financial Resources and ICT, Human Resources, Facilities and Property, Health and Safety in the school. |
|  | **Leadership & Strategy**   1. To attend Strategic Leadership Team, full Governing Board and appropriate Governors’ sub-committee meetings. 2. Negotiate and influence strategic decision making within the school’s Strategic Leadership Team. 3. In the absence of the Headteacher, take delegated responsibility for Financial and other decisions. 4. Plan and monitor change in accordance with the School Improvement Plan. 5. To ensure effective planning and implementation of all school events both in and out of the school day. 6. To have a high profile in all aspects of school life. 7. To lead and manage all non-curriculum support staff. 8. To build capacity for organisational change. 9. To work collaboratively with a variety of partners. 10. To develop strategic School Improvement Plans. 11. To ensure the Single Central Record is maintained.   **Financial Resource Management**   1. Evaluate information and consult with the Strategic Leadership Team and Governors to prepare a realistic and balanced budget for school activity. 2. Submit the proposed budget to the Headteacher and Governors for approval and assist the overall financial planning process. 3. Discuss, negotiate and agree the final budget. 4. Use the agreed budget to actively monitor and control performance to achieve value for money. 5. As a ‘cheque book’ school, manage cash flow to ensure sufficient funds for all school financial transactions. 6. Identify and inform the Headteacher and Governors of the causes of significant variances and take prompt corrective action. 7. Propose revisions to the budget if necessary, in response to significant or unforeseen developments. 8. Provide ongoing budgetary information to relevant people. 9. Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered. 10. Maintain a strategic financial plan that will indicate the trends and requirements of the School Improvement Plan and will forecast future budgets. 11. Identify additional finance required to fund the school’s proposed activities. 12. Seek and make use of specialist financial expertise. 13. Manage unofficial funds and produce the necessary year-end accounts. 14. Maximise income through lettings and other activities. 15. Select types of investment which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise returns. 16. Present timely and fully costed proposals, recommendations or bids. 17. Effective engagement with external partnerships ensuring Value for Money is achieved. 18. Monitor the effectiveness and implementation of agreements. 19. To have oversight of the discretionary and vulnerable bursary grants ensuring that policies and processes remain up to date and relevant. 20. Work with key members of the Strategic Leadership Team to ensure that an effective Provision Map is in place. 21. Manage and monitor the school’s Service Level Agreements and annual contracts (including software licenses) to ensure that Value for Money is achieved. 22. To develop, manage and maintain an Asset Register to ensure that all high value stock is accounted for. Arrange for an annual stock take to be carried out.   **Administration Management**   1. Manage the whole school administrative functions and lead all non-curriculum support staff. 2. Design and maintain administrative systems that deliver outcomes based on the school’s aims and goals. 3. Manage systems and link processes that interact across the school to form complete systems. 4. Define responsibilities, information and support for staff and other stakeholders. 5. Develop process measures that are affordable and that will enable value for money decisions for those managing resources. 6. Establish and use effective methods to review and improve administrative systems. 7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are stream lined to maximise efficiency and avoid duplication. 8. Benchmark systems and information to assess trends and make appropriate recommendations. 9. Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines. 10. Ensure that policies and processes are up to date and relevant. Act as the first point of contact with regards to GDPR enquiries. Liaise with the local authority DPO where necessary. 11. Ensure that the school website is legally compliant by conducting regular audits throughout the year. 12. Oversight of all admission and transition processes.   **Management Information Systems and ICT**   1. Consider approaches for existing use and future plans to introduce or discard technology in the school. 2. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes. 3. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money. 4. Communicate the strategy and relevant policies, including Data Protection for the use of technology across the school. 5. Establish systems to monitor and report on the performance of technology within the school. 6. Ensure resources, support and training enable colleagues to make the best use of available ICT including teaching, learning and assessment systems. 7. Ensure contingency plans are in place in the case of technology failure. 8. Ensure data collection systems providing information to stakeholders are stream lined to maximise efficiency of the data supplied.   **Human Resource Management**   1. Manage the HR services for all school staff including the management of pension schemes and associated services. 2. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements. 3. Manage the recruitment, performance management, appraisal and development of non-curriculum support staff. 4. Develop and maintain a policy bank ensuring that all policies are current and forwarded to the Governing Body in a timely manner for review and ratification. 5. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice. 6. Monitor the way policies and procedures are actioned and provide support where necessary. 7. Seek and make use of specialist expertise in relation to HR issues. 8. Evaluate the school’s strategic objectives and obtain information for workforce planning. 9. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities. 10. In conjunction with the Headteacher process Occupational Health Referrals. 11. Carry out Return to Work interviews for support staff and escalate any absence concerns where necessary. 12. Develop and implement a whole school staff induction programme.   **Facility and Property Management**   1. Ensure the supervision of relevant planning and construction processes are undertaken in line with contractual obligations. 2. Ensure the safe maintenance and security operation of all school premises. 3. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings. 4. Ensure the continuing availability of utilities, site services and equipment. 5. Follow sound practices in estate management and grounds maintenance. 6. Monitor, assess and review contractual obligations for outsourced school services. 7. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided. 8. Ensure ancillary services e.g. catering and in-house cleaning are monitored and managed effectively. 9. Liaise with the external lettings company to maximise the use of the school premises and facilities. 10. Seek professional advice on insurances and advise the Headteacher and Governors on appropriate insurances for the school. Implement and manage such schemes accordingly. 11. In conjunction with the Headteacher and Estates Manager prepare capital bids and execute their delivery on time and within budget. 12. Liaising regularly with Transport for Greater Manchester and bus operators ensure that the school and its students receive an efficient and effective bus service.   **Health & Safety**   1. Develop, implement and manage the Business Continuity and Critical Incident plans and procedures. 2. Working in conjunction with the Estates Manager, act as the school’s Health & Safety Co-ordinator and Fire Officer. 3. Lead the Health & Safety Committee with support from the Estates Manager. Prepare and forward reports to the Finance, Resources and Personnel Committee. 4. Plan, instigate and maintain records of fire practices and alarm tests. 5. Ensure the school’s written Health & Safety policy and arrangements are clearly communicated and available to all people. 6. Ensure the Health & Safety policy and arrangements are implemented at all times, put into practice and are subject to review and assessment at regular intervals or as situations change. 7. Enable regular consultation with people on health and safety issues. 8. Ensure systems are in place to enable the identification of hazards and risk. 9. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Headteacher, Governors, LA and where appropriate the Health & Safety Executive. 10. Ensure the maximum level of security consistent with the ethos of the school. 11. Investigate and respond, in a timely manner, to all legal claims received by the school. 12. Oversee statutory obligations are being met for students with additional needs, ensuring that financial and support agency services are adequate for their diverse needs. |

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| **The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.** |

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| **Job Description agreed by** | Andrea O’Callaghan |
| **Date** | April 2021 |

Person Specification

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|  | **Essential** | **Desirable** | **Evidence** |
| **Qualifications** | Recognised management/business degree or equivalent professional qualification | School Business Manager specific qualifications i.e. DSBM, CSBM, ADSBM or MSc School Business Management | Certificates at selection event |
| **Training** | Evidence of Continuing Professional Development | Member of National Association of School Business Management or other professional association | Application form  Selection event |
| **Experience** | Managing strategic financial plans  Managing budgets, financial systems and reporting, cash flow forecasts, procurement and fixed assets  Managing ‘change’ projects  Managing Health and Safety | Recent role at a senior leadership level in Secondary school | Application form  Selection event |
| **Knowledge and Skills** | Able to deliver services and systems applicable for effective school management  Able to deliver ‘value for money’ initiatives  Able to understand national and regional educational services and deliver appropriate strategies  Able to lead teams and individuals  Able to strategically influence decision making within the school  Able to use a range of financial and ICT packages | Understanding of educational environment  Understanding of promoting positive relationships with the wider school community | Application form  Selection event |
| **Personal characteristics** | Highly developed interpersonal skills including influencing skills  Willingness to constructively challenge the work of self and others to continually improve own and team performance  Ability to work under pressure and meet deadlines |  | Application form  Selection event |

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| **Person specification agreed by** | Andrea O’Callaghan |
| **Date** | April 2021 |