**Post Title:** **Director of Finance and Operations**

**Post Hours:** **37 hours per week, full year**

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as defined below.

**Special Conditions of Service:**

**Post Objective:**

The Director of Finance and Operations will take the lead on the strategic approach for Marple Hall School’s business operations, with strategic overview of Finance and Resources, Estates and Facilities, Health and Safety, Data Administration, Compliance, IT, Asset control, Human Resources and Marketing.

As Chief Finance Officer for the school you will be responsible for the strategic development of the school to secure current and future financial stability. In addition, you will ensure compliance with all financial, legal and statutory duties, whilst developing and maintaining an effective and efficient approach to business and financial management at Marple Hall School. You will prepare timely, accurate and appropriate reports and financial forecasts for the school, reporting to the Headteacher, Governing Body, and external bodies as required.

To provide clear vision and direction, acting as a role model, to ensure the highest quality delivery of resources and service.

The post holder will be part of the Senior Leadership Team and will attend the Finance and Estates, Personnel and Pay and Full Governing Body Committee meetings.

**Immediately Responsible to:** Headteacher

**Immediately Responsible for:**

Finance and Payroll Manager, Estates & Facilities Manager, Office Manager, Network Manager, Medical Needs Officer, Education Visits Assistant.

**Relationships: (Internal and External)**

The nature of the post will bring the postholder into contact with a wide range of people both within the school and outside the school both locally and nationally and the postholder will be expected to maintain excellent relationships with all of the following:

* Chair and members of the Governing Body
* All staff
* Officers of the Local Authority at all levels
* Outside agencies including contractors, suppliers, bank staff, governors, parents and pupils.

**Control of Resources:**

The post holder with have key responsibilities for procurement, safe-keeping and control of assets and school resources.

**Main duties and responsibilities:**

**Strategic Management:**

* Formulate and contribute to the strategic planning of the school establishing the policies and plans through which they will be achieved.
* Providing specialist advice and support in relation to the Local Authority sector and upcoming developments to enable the Headteacher and other leadership groups to be proactive in strategic development.
* Identify and develop strategies and options in all non‐teaching operations that will contribute to the overall effectiveness and efficiency of the School, such as exploring internal synergies, and opportunities for partnership and collaborative working.
* Strategically develop the Finance, Estates and Facilities, ICT Infrastructure and Administration functions of the school.
* Provide specialist advice and guidance to the Governing Body, sub-committees, and Headteacher as required.
* As a member of the Senior Leadership Team and Lead Support Staff professional work strategically in order to assist the Headteacher in his duty leading and managing the school in achieving its educational aims and future development potential.
* Interpret matters of policy/procedure/statute to ensure school’s compliance therewith.
* Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the school.
* Manage and ensure third party contracts and service level agreements for support service provision e.g. health and safety, payroll, HR, IT, data, marketing are implemented, reviewed and actively managed to ensure appropriate provision of service to match the needs of the school, achieving best value and managing any risks.

**Leadership**

* Attend Senior Leadership Team, full Governing Body and appropriate Governors’ sub-committee meetings.
* Play a critical role in formulating and reviewing the aims and objectives of the school.
* Negotiate and influence strategic decision making within the school’s Senior Leadership Team.
* In the absence of the Headteacher, take responsibility for delegated areas and subsequent decisions.
* Play a critical role in formulating and reviewing the School Improvement Plan.
* Direct and manage change in accordance with the School Improvement Plan and establish policies through which this shall be achieved.
* Have 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.
* Exhibit the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school’s learning objectives.
* Lead multiple teams, managing and directing a wide range of areas and be directly responsible for the Financial Resource Management, Estates and Facilities, Administration Management, Human Resource Management, Medical Needs and Management Information and ICT.
* Provide strategic leadership to all staff and manage all school support staff.
* Preparing for any Ofsted inspection and implementing the resultant action plan as may be directed by the Governing Body.
* General supervision of pupils on the school site, between lessons, at break time and at lunch.
* Supervision of pupils in school detentions.
* Lead the standard of communications issued have been written appropriately by staff and liaising with staff where alterations are required.
* As a member of the Senior Leadership Team, carry our tours of the school, monitoring performance, with a specific focus as determined by the Senior Leadership Team meeting.
* As a member of the Senior Leadership Team contribute towards effective Inset.
* Provision of pastoral care as and when required.
* Attendance at school events as a Senior Leadership Team representative.
* Contribute towards the management of emergencies and critical incidents.
* Act as mentor for pupils with difficult circumstances.

**Financial Management**

* Direct, analyse and evaluate financial information and consult with the Senior Leadership Team and Governors to prepare a realistic and balanced budget.
* Generate the proposed budget to the Head Teacher and Governors for approval and manage the overall financial planning process.
* Discuss, negotiate and agree the final budget.
* Using the agreed budget lead the Finance Team to actively monitor and control performance and expenditure in order to achieve value for money.
* Identify and provide reports for the Head Teacher and Governors detailing the causes of significant variance and take prompt corrective action.
* Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
* Provide ongoing budgetary information to relevant people and challenge expenditure decisions in order to support a robust financial system.
* Promote a culture of value for money and excellence in resource management ensuring full compliance with procurement regulations.
* Review school systems and analyse risk. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
* Maintain a strategic financial plan that will indicate the trends and requirements of the School Improvement Plan and will forecast future year budgets.
* Identify additional finance required to fund the school’s proposed activities.
* Seek and make use of specialist financial expertise.
* Present timely and fully costed proposals, recommendations or bids.
* Work with relevant staff to review and negotiate all contractual opportunities and formal finance agreements with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules, monitoring the effectiveness and implementation of agreements.
* Lead the accounting function, including expenditure, income, grants, capital funding.
* Lead and support the Finance Team to ensure accounting principles and appropriate accounting control procedures are in place.
* Compile and analyse financial information to prepare financial statements including monthly and annual accounts.
* Oversee banking arrangements and ensure that suitable banking facilities are in place to support financial operation whilst maintaining key links with bank officials in support of this facility and checking financial records are maintained in compliance with agreed policies and procedures.
* Ensure all financial reporting deadlines are met, including returns to the LA and DfE.
* Generate accurate and timely monthly and year end closure of accounts.
* Lead in resolving any accounting discrepancies and irregularities that may arise.
* Ensure correct accounting treatment of VAT and monitor and support taxation issues.
* Develop and maintain financial databases.
* Oversee preparation of accounts for financial audit and co-ordinate the audit process.
* Ensure accurate and appropriate recording and analysis of revenues and expenses.
* Analyse financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems.
* Provide training and guidance to all staff regarding financial procedures.

**Health & Safety, Premises, Facilities and Asset Management**

* Act as Lead Professional with strategic overview of the school’s site, buildings, equipment and facilities, monitoring standards against performance in line with output specifications defined by the LA to ensure the school obtains best value.
* Be responsible for the day to day line management of the Estates and Facilities Manager in relation to H & S, premises and facilities management.
* Ensure a compliant and robust Health and Safety Management System is in place within the school and provide the Headteacher with an update for the termly report to the Governing Body on all Health and Safety issues.
* Ensure that contingency plans are effective for emergency procedures, illness, accident, fire and other emergencies.
* Lead in all contract negotiations and prepare documents for tender to ensure the school achieves maximum value for money.
* Have strategic oversight for risk management within the school and advise on loss prevention strategies in the school to reduce insurance costs.
* Oversee all capital projects on behalf of the school.
* Be responsible for the strategic overview of all school assets, ensuring accurate records are kept of all assets.
* Produce and implement appropriate policies and procedures for the procurement, depreciation and disposal of all assets.
* Prepare as part of the three year plan a detailed asset maintenance programme for approval by the Headteacher and other members of the Senior Leadership Team.
* Lead on whole school compliance including Health & Safety, Educational Visits, Data protection & GDPR, contract management and other relevant matters.
* Ensure that the school’s systems, processes and infrastructure support the planned efficiency and productivity of the operational services.

**Administration Management**

* Manage the whole school administrative function and lead all support staff.
* Using a range of office software establish and maintain administrative systems that deliver outcomes based on the school’s aims and goals.
* Lead the management of systems and link processes that interact across the school to form complete systems.
* Define responsibilities, information and support for staff and other stakeholders
* Develop process measures that are affordable and will enable value for money decisions for those managing resources.
* Establish and use effective methods to review and improve administrative systems.
* Utilise data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
* Benchmark systems and information to assess trends and make appropriate recommendations.
* Prepare information for publications and returns for the DfES, LEA and other agencies and stakeholders within statutory guidelines.
* Oversee that records are managed effectively and accuracy is maintained.
* Respond to enquiries and complaints from a wide range of people.

**Information Systems and ICT Management**

* Oversee approaches for existing use and future plans to introduce or discard technology in the school.
* Strategically develop by consulting with relevant people and other parties the introduction of new technology or improve existing technology for different purposes.
* With the relevant staff devise a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
* Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.
* Develop systems to monitor and report on the performance of technology within 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 data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.
* Manage the planning of and support the Network Manager with the implementation of alterations to the school network.
* Manage and develop upgrades to the school’s telephony system.

**Human Resource Management**

* Manage the payroll services for all school staff including the management of pension schemes and associated services.
* Ensure the school’s equality policy is clearly communicated to all staff in school.
* Oversee recruitment, performance management, appraisal and development for all support staff ensuring procedures comply with legal and regulatory requirements
* Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on school and staff.
* Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice.
* Monitor the way policies and procedures are actioned and provide support where necessary.
* Initiate and utilise specialist expertise in relation to HR issues.
* Evaluate the school’s strategic objectives and obtain information for workforce planning.
* Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.
* Oversee the induction of all support staff and provide advice and guidance for the induction of teaching staff.
* Provide training to Governors and all staff in a wide variety of areas, such as IT, Finance and Management Skills.
* Provide coaching, support and guidance to Middle Managers (both teaching and support staff) on staff management issues and/or personnel issues.
* Advise on staff absences, disciplinaries, grievances and sickness for all support staff.
* Provide information and guidance to the Headteacher on absences, disciplinaries, grievances and sickness for teaching staff.
* Plan and implement procedures for ensuring safety and security, including the management of the Single Central Record.