



# Orchard Academy Trust

Hildenborough Crescent, Maidstone

Kent, ME16 OPG

Telephone: 01622 757350

Executive Head: Mrs A Crittenden

## Job Description

<b>Job Title:</b>	Trust Finance, Operations and Estates Manager
<b>Location:</b>	Allington Primary School and Barming Primary School
<b>Grade</b>	KR8-10
<b>Hours:</b>	37 hours per week
<b>Weeks per year:</b>	Minimum term time + 4 weeks during school holidays
<b>Duration:</b>	Permanent
<b>Responsible to:</b>	Headteacher/ Executive Headteacher/Chief Finance Officer

### Job Purpose

This new role will support the Executive Head and Headteachers at Allington Primary and Barming Primary School in continuing to develop the financial, operational and estates management of the Trust. The role will encompass all aspects of school business, finance and resource management.

### Key Duties and responsibilities

#### A. Leadership and Management

- Be responsible for the development, management, operation and delivery of support services across the Trust.
- Lead and manage the Administration, Finance and Premises Teams and all contractors across the school sites.
- Manage all school lettings across the school sites.
- Develop and manage the estates strategy/budget, monitor expenditure and obtain best value from providers developing annual business plans and budgetary submissions.
- Project management.
- Manage the day-to-day financial management and compliance across the trust.
- Lead on the development of school policies and supporting procedures and practices setting up a framework to ensure the smooth operation and timely delivery of all school support functions, in consultation with the operational needs of the school.
- Be a member of the Trust Senior Leadership Team

## **B. Estate Management/Development:**

- Work closely with the Executive Head and Headteachers across all school sites to develop and maintain the Trust's strategy, to ensure that Orchard Academy Trust continues to provide the very best facilities for its staff and pupils.
- Oversee capital project management.
- Provide input regarding the condition, maintenance and development of the school's facilities to the Leadership Team.
- Manage and maintain all external contracted providers, e.g.: school catering providers and contracted cleaners.
- Produce suggested budget plans for development projects that will serve the school's needs and maintain the Trusts competitive edge in all fields.
- Develop annual plans and budgetary submission for building and works projects to maintain and improve the quality of current facilities, overseeing the implementation of such projects.
- Ensure the resilience of utility services in order to meet business continuity goals and future demands.
- Ensure an annual programme of maintenance to guarantee timely availability of high quality facilities for stakeholders and, within available capacity, for commercial lets.
- Assure the quality control of works carried out by contractors, and by internal workforce and the submission of any insurance claims relating to these activities.
- Identify areas to improve the school's sustainability.

## **C. Procurement**

- In line with the Trust's Estates Management Strategy and individual school's 5 year estates plans, ensure timely and accurate procurement policy is followed.
- Submit detailed quotes/tender to leadership to ensure timely action to estates strategy and plans.
- Liaise with contractors and regulatory bodies to ensure adherence and compliance
- Maintain the contracts register, ensuring proactive review and re-tendering of any contracts nearing term.
- Ensure compliance with Finance Policy in all areas of procurement across the Trust.

## **D. Health and Safety.**

- Complete, review and maintain Trust Risk Assessments.
- Manage the schools fire evacuation over all school sites.
- Work with the Executive Head and Headteachers at all sites to ensure the Health & Safety policy is robustly implemented and put into practice at school level.
- Ensure systems are in place to enable the identification of hazards and risk assessments.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Leadership Group, Governors and Trust.
- Ensure the maximum level of safeguarding and security consistent with the ethos of the Trust.
- Promote a culture where health and safety is paramount and where continuous improvement is sought in efficient delivery of service to all customers, including ensuring the schools are compliant with annual checks such as PAT testing, PE equipment, Fire extinguishers etc.
- Organise or deliver statutory health and safety training as required to all staff upon induction.

## **E. Compliance**

- Ensure that planned preventative maintenance is completed on schedule and within budget to keep the school operational, safe and to the standard required by its end users.

- Ensure compliance and adherence to all relevant health and safety standards in relation to the Keeping Children Safe in Education (KCSIE) document guidelines including risk assessments, safe method of works, and regular testing and maintenance.
- Systems and record keeping — to ensure all registers and records are adequately maintained in the form required, working closely with the Premises Team.
- Asset Management — to develop and maintain an asset register to ensure that all fixed plant, machinery and equipment are properly maintained and inspected to meet legal requirement
- Ensure all premises development works are fully compliant with the CDM (2015) Regulations.
- Produce and monitor a 5 year costed premises plan for each of the Trust's sites, aligning with budgetary constraints.
- Ensure adequate insurance is procured across the Trust.

## **F. Lettings Management**

- Build strong relationships with community users of the premises.
- Drive lettings business and increase revenue.
- Be first point of contact for all community users, managing enquiries.
- Administration of all school lettings, communicating and offering good customer service to relevant stakeholders as necessary.
- Assist with the negotiation of terms for hires, prepare contracts, identify and make provision for risks and ensure effective agreements and all statutory requirements are in place, e.g. H&S risk assessments, DBS checks, insurance, etc.
- Continually review the lettings process and procedures to ensure optimum efficiency and profitability.
- Provide the Executive Headteacher/Headteachers with website content to ensure, up to date and accurate, in particular the pages relating to lettings.
- Working with the Leadership Team, ensure the activities of the school are promoted through newsletters, the website and to the media.

## **G. Finance Management**

- Support the CFO on Trust finance matters including preparation of an annual budget for the Trust and individual Academies.
- Prepare Monthly Management Accounts, including executive summaries, balance sheets, variance analysis', cash flow forecasts and KPI reporting, in a timely and accurate manner
- Support the CFO with the preparation of the year end statutory accounts and fulfil auditor requests for information
- Work closely with the Academy Business Teams to ensure compliance with financial procedures and statutory obligations e.g. Academy Trust Handbook, Funding Agreement.
- Prepare statutory financial returns as required in a timely manner for review by the CFO / AO prior to submission to the regulatory body e.g. ESFA, DfE, and Companies House.
- In Notifying all related party contracts to the ESFA seeking prior agreement where required in accordance with the Academy Trust Handbook.
- Ensure the Trust has a clear, concise and up to date Finance Policy which is underpinned by appropriate processes and procedures.
- Ensure sufficient internal controls are in place and promote adherence to these controls.
- Ensure an adequate internal scrutiny provision is in place and reported to Trustees in a timely manner.

## **H. Finance Operations**

- Ensure the finance system is kept up to date and accurate by the Trust and School finance teams.

- To ensure payment of suppliers in a timely and accurate manner
- Reconciliation of the Trust bank accounts to ensure compliance with legal requirements and accurate accounting
- To ensure timely invoicing and debt chasing (as required) for lettings and wrap around care income
- Submission of monthly VAT reclaims to HMRC in a timely and accurate manner
- Administration of the Trust Bank Account and Credit Card Account
- Maintain and monitor all budgets and present regular management reports to Headteachers and Budget Holders to ensure efficient and effective control of income and expenditure.
- To check monthly payroll reports to budget to ensure accurate payments to staff.

## **I. Income Generation**

- Working with the CFO, Executive Headteacher and Headteachers to identify opportunities for generating additional income and submitting funding bids either for trust wide or academy specific projects.
- Support the Executive Head and Headteachers with identification of grant funding and bid writing to secure additional revenue streams for the schools.
- Support the Academy Business Teams and those responsible for running extended services and lettings to maximise income for the trust.

## **J. Other**

- Provide training and development to all staff in relation to finance matters.
- Provide cover for team members, ensuring continuous service in the light of any absences
- Provide admin support to the Executive Headteacher

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by the leadership of the Trust.

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Experience</b>		
Relevant Professional Qualification	x	
Educated to at least A- Level or equivalent	x	
Professional Finance related Qualification or equivalent experience	x	
School Business Management Qualification		x
Health and Safety Qualification		x
Educated to degree level		x
<b>Skills and Knowledge</b>		
Experience of leading teams	x	
Coaching and team development experience	x	
Strong understanding of compliance, health and safety , environmental and fire safety regulations.	x	
Excellent negotiating skills	x	
Experience of Managing Projects	x	
Excellent communication skills and style, both verbally and in writing.	x	
Able to communicate effectively across all levels and to a varied range of Stakeholders	x	
Ability to interpret financial information including departmental and project budgets	x	
Good understanding of customer service requirements and the ability to consistently deliver, via the team, to and beyond the customers expectation	x	
Effective time management and prioritisation skills with the ability to work to deadlines	x	
Competent in Microsoft Office and Excel Experience of a School or similar environment	x	
Experience in a similar role	x	
<b>Personal Qualities</b>		
Strong team player with inclusive leadership style	x	
Ability to analyse complex problems and present coherent, achievable solutions	x	
Flexibility	x	
Ability to quickly establish professional credibility with team and wider stakeholders	x	
Commitment to excellence	x	
Willingness to attending training and development as required	x	
'Can do' attitude	x	
Willingness to seek out and implement new ideas and innovative solutions	x	
Willingness to engage with wider School life		x