**Job Description – Director of Finance & Resources**

**Name:**

**Post Title:** Director of Finance & Resources

**School:** Ifield School

**Pay Range:** Kent Range 12

**Responsible to Line Manager:** Headteacher

**JOB PURPOSE:**

* As a member of the School Leadership Team, the postholder will provide strategic leadership and management of the operational business of the school to deliver best value and enhance effectiveness leading to improved standards of achievement. The role encompasses all aspects of the school’s finances and administration as well as personnel management, site management, contracts management and developing marketing and business links.
* The postholder will advise on the school’s financial strategy and on the planning, development, and allocation of capital and other resources. They may be asked from time to time to undertake the management of development projects and will oversee arrangement in relation to the finance resources function to ensure the school’s vision and priorities are translated into delivery and that its values are embedded at all levels within the school.
* Ifield School and King’s Farm School are governed by a single Federation Governing Body named The Cedar Federation. There is a need to work in partnership with King’s Farm Primary School, LINK19 College, the Kent Special Education Needs Trust (KsENT) and other agencies.

**DIMENSIONS:**

* Manages (in consultation with the Headteacher and Governing Body) a revenue budget in excess of £7 million for Ifield School.
* Strategic oversight of a multi-disciplinary team, involving administration and site team members.
* Oversight of bursarial and business services to King’s Farm Primary School.

**PRINCIPAL ACCOUNTABILITIES:**

* Develop and produce strategies for the provision of a range of Business Support activities, including office support, operational business development, monitoring processes and estate management to enhance and support the school’s service provision and help it meet the challenges of delivering a value for money service to school and the wider community.
* Function as the Principal Finance Officer for the school and a strategic adviser to the Headteacher and Leadership Team to ensure that the school is enabled to meets its educational and developmental priorities.
* To produce a three-year budget plan for the school to monitor and improve the effectiveness of the deployment of resources against future business and school needs and the achievement of income targets.
* Manage the school budget ensuring it is allocated effectively against set business targets and that this meets school, Local Authority and National financial procedures, guidelines and requirements.
* Lead and manage matters relating to human resources, including oversight of administrative arrangements for payroll, recruitment, safeguarding, absence management, contract changes and providing advice to the Headteacher and Leadership Team on the development of associated policies.
* Lead, develop and empower designated support staff to support their personal achievement and contribution towards the delivery of the school’s objectives, including the implementation of effective strategies for development and performance appraisal and arrangement for relevant CPD.
* To contribute towards the school’s process of policy development associated with matters in relation to human resources, finance, site development, Health and Safety, including risk assessments.
* To support the Headteacher in ensuring that the school’s functions regarding legal and financial operations, Human Resources and capital and site management are fit for purpose, meet statutory requirements, and enable the school to operate at maximum efficiency.
* To work with the Headteacher and Site Manager in managing Health and Safety within the school including Health and Safety Audits, Fire Risk Assessments and Equipment and Vehicle checks to ensure the highest standards are maintained.
* Lead and support the administrative staff team to ensure that key objectives and priorities are met.
* To work with the Site Manager to maintain a continuous improvement programme to ensure the school’s needs are met and that best value for money is derived.
* Reinforce and promote the ‘value for money’ culture across all aspects of The Cedar Federation operations such that both schools uses its resources effectively, efficiently and economically at all times, including matters related to the minimisation of waste and other matters of environmental interest.
* Lead and encourage innovation through strategies for fundraising and other income generating opportunities.
* Participate in strategic decision making as a member of the school’s Leadership Team to ensure that the business service implications of all decisions are duly considered and particularly that all financial implications are rigorously explored to ensure the viability of strategic decisions.
* Assist the Headteacher in the development of the school’s capital and site resources to oversee aspects related to planning and implementation and to ensure the highest standards in the maintenance of existing resources. This includes supporting the Site Manager with day-to-day management matters related to the school site.
* Assist the Headteacher and Leadership Team in the management of projects undertaken within the school relating to resources, such as buildings and maintenance projects and the implementation of ICT business systems.
* Lead and manage the identification of organisational risk, the development of associated strategies, including business continuity planning and arrangements relating to financial audit.
* To oversee bursarial and business services to King’s Farm Primary School one day per week. To work with the Headteacher to develop and monitor a 3 year budget, oversee the improved the effectiveness of the deployment of resources, work to achieve income goals and develop new income strategies, ensuring that all statutory returns are produced accurately and within the stated deadlines.

This job description describes in general terms the normal duties which the post holder will

be expected to undertake. However, duties may be varied from time to time at the discretion of the Headteacher and in consultation with you.

**GENERAL DUTIES AND RESPONSIBILITIES FOR ALL SCHOOL STAFF:**

* To carry out school policy as documented and/or directed by the Headteacher.
* To present the school in a positive way in the community.
* To respect the confidential nature of all information acquired in the performance of

the role either verbally or in writing.

**SCOPE FOR IMPACT:**

The school is managed as a stand-alone business unit and the post holder is a full member of the Leadership Team, consequently there is a requirement to ensure service and performance levels and budget requirements are met.

The post holder will have a significant and wide-ranging impact on the management of the school and will lead a large, diverse team and have partnership responsibilities. The post holder participates in strategic decision making and will need to formulate business and school development plans (non-curricular) for the medium term (approximately 3 years).

The postholder will share responsibility with the school’s Leadership Team for promoting and delivering the school’s strategic vision. This will include fostering the highest standards of teaching and learning, building capacity across the workforce, sustaining effective relationships and communication strategies, whilst working with the community and with other services to ensure safeguarding, education and wellbeing of all pupils is at the heart of every decision.

The post holder is responsible for a variety of support systems and procedures and would be expected to review and restructure working practices, policies, procedures and staff deployment to ensure that the school is equipped to deal with changes in the school and the wider community, together with implementing changes required as a result of government initiatives and bring together business support practices and procedures from disparate units/external bodies in order to develop processes for the whole school. The knowledge to deal with a variety of financial arrangements (such as partnership funding and recording work carried out by third parties).

The postholder will be responsible for all aspects of financial management and would be required to be the financial specialist overseeing all financial aspects of the accounts and financial systems. To achieve this, they would be expected to possess specialist knowledge in this area and comply with both KCC and national accounting conventions and procedures.

The postholder would need a complete understanding of the financial controls needed to ensure that the finances are conducted in a prudent way to protect public finances.

**JOB CONTEXT:**

The post holder is the expert and will lead practice in all aspects of school management and apply their knowledge from a “first principles” perspective to resolve complex and sensitive matters. The school is responsible for managing a delegated budget of approximately £7 million for Ifield School and for expanding the boundaries of income generation to support innovative projects to enrich the education experience of its pupils.

The post holder plays a key role in helping raise income from various sources, as well as ensuring that all finances within the school are effectively managed to provide maximum benefit. They will have daily contact with staff at all levels throughout the school, the Local Authority, contractors, including private companies, and other government agencies such as DWP and HMRC.

The post holder will be expected to have a full understanding of the policies and procedures and implement plans which demonstrate an awareness of the longer-term impact of the decisions being made.

**“Only the best for Ifield School”**

Ifield School aims to provide an outstanding and supportive learning environment; one which allows everyone to achieve their very best, with high self-esteem and respect for others in the community, so that they can take their place in society with confidence and pride.

**The Job Description may be reviewed at the end of the Academic Year or earlier if necessary. In addition, it may be amended at any time after consultation with you.**

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| **Name:** | **Name:** Maddie Arnold-Jones |
| **Signature:** | **Signature:** |
| **Date:** | **Date:** |