

<b>Job Description:</b>	<b>Finance Business Partner &amp; Head of Operations</b>	
<b>Salary:</b>	Grade	Central Pay Range 33 – 38 Currently £65,302 to £70,260

#### **Role context and purpose:**

- As a member of the Senior Leadership Team the post holder will lead, guide and develop the Finance, Health and Safety, Premises, Facilities, Catering and Cleaning, Educational Visits, IT, Administration, Marketing, Communications, Public Relations, Admissions and Transport and Policy Compliance; ensuring continuous improvement and delivery of the organisational objectives.
- To provide a strategic lead for SLT and Academy Councillors in respect to the business potential and opportunities for the Academy and ensure delivery of annual targets agreed with the Principal.
- Through the line management structure have overall responsibility for Academy Administration, Premises and Catering. Leading on the delivery of performance appraisal and continuous professional development for all Academy Support staff.
- To drive best value in all Academy operations – internal and external, in order to maximise expenditure available for education, delivering annual targets agreed with the Principal
- To ensure accurate collation of data and compliance with Food Hygiene, Health and Safety legislation and best practice.
- To ensure accurate statutory policies are in place and where appropriate available on the Academy website.
- To lead the business planning for the academy ensuring that there is a clear and sustainable plan for the future. To be the finance business partner for the Academy that you are based in. The finance business partner is responsible for the development, operation, and management of the financial functions of their academy. To provide a complete, co-ordinated, and professional financial service through the team.
- Make a positive contribution to the wider community of the Trust.
- Support the Principal and students in the context of the Trust's wider vision, values and ethos.
- In undertaking the role, the post holder will exercise absolute discretion and confidentiality.

*This is a description of the main duties and responsibilities of the post at the date of production and may change over time as requirements and circumstances change.*

*These responsibilities are not exhaustive and the post-holder is expected to carry out any other related reasonable duties commensurate with their skills, abilities and grade.*

## **Finance Business Partner**

Prepare annual estimates and monthly reports on income and expenditure to include capital, monitor expenditure against budgets and report on the financial state of the academy to the Principal and his team.

- Provide financial management information to and directly advise the Principal, SLT and the Finance Director.
- In conjunction with the local academy budget holders ensure correct ordering, processing and payment of all goods and services, with contract values in excess of £5k. Ensuring best value for money and efficient use of resources.
- Be a point of contact for finance queries
- Prepare and present monthly financial reports to the Academy Principal within the defined timetables
- Present the approved monthly financial reports to the Finance Director within the defined timescales. To advise the Principal and Academy Council on planning the school's three- year budget planning process annually, supporting the Principal and SLT in the preparation of the annual budget plans.
- To support the above SLT in the preparation of the preliminary annual budget plans.
- Produce monthly cash flow forecasts.
- To be responsible for the submission of the local academy risk register monthly to the central team. Ensure the risk register is added to the local academy SLT agenda on a timely basis and that changes identified by the SLT are reflected in the monthly reports.
- To attend and present to the academy SLT on a regular basis as agreed between the Finance Director–and the Academy Principal.
- To attend and present to the Academy Council and Academy Finance Committees as required. To prepare the required reports for the Academy Council and Academy Finance Committee meetings in line with the timetable set by the local clerk.

## **Strategic Leadership**

Working as part of the Executive Leadership Team, the post holder will provide strategic leadership across all functional and operational areas. In particular the Head of Operations will:

- Contribute to the strategic decision making within the academy, using influence and information to achieve progress and linking with the SLT and Academy Council as appropriate.
- Formulate, monitor and evaluate the business plan and financial strategy for the academy, ensuring viability for the Trust.
- Lead on the development of academy policies, in accordance with the Trust's policy framework, and to ensure compliance with Trust wide Employment and Organisational policies.
- Oversee, monitor and advise on all procured contracts and services for the academy, securing best value for the Trust and reporting into the Trust Finance Director.
- Contribute to the development of the Academy Improvement Plan and Self Evaluation, providing cost analysis for the initiatives and actions identified.
- Be responsible for Academy financial and resource decisions, working closely with

the Principal on decisions relating to pay progression and increments and working in accordance with the relevant Trust Pay Policies.

- Lead and manage change programmes in accordance with the Academy Improvement Plan and in-year initiatives.
- To work with the Principal to ensure that the business case for additional staffing or changes to staffing structures is appropriately made and in accordance with the improvement plan and budgets.
- Develop proposals, recommendations and business cases for new proposals and projects, including those for capital investment, managing the project portfolio and programme implementation.
- Maintain the academy's risk register, monitoring the ongoing financial and reputational risk and advising the Academy Council and Trust as appropriate on the risks associated with new ventures.
- Provide leadership and management for all academy support staff and third-party contractors.
- Ensure compliance with statutory requirements, Data Protection, Health and Safety and responding to freedom of information requests as required.
- Support the Principal, representing them locally in stakeholder and business groups as appropriate.
- Assist the Principal in conflict resolution on matters relating to staff, students and parents.

### **Operations Management**

- Accountable for academy compliance in relation to estate management, health and wellbeing, and administration for the academy.
- Responsible for the leadership of academy support staff, including ongoing CPD for these staff, and will hold specific line management responsibility, through the structure, for functional leads.
- Working with the Principal in developing the external profile of the academy in the community, linking with stakeholders and business partners and creating effective networks which support the academy to achieve its educational aims.
- Support the Principal and SLT in enabling the Academy to meet the core aim of providing a high-quality education to local students in the context of the Trust's wider vision, values and ethos.
- To research and bid for additional funding on behalf of the academy.
- To be accountable for maintaining the academy asset management plan.

### **Facilities and Estate Management**

- To provide leadership for the facilities and estates function of the academy, ensuring the highest quality of maintenance for the Academy.
- To ensure that operational services (facilities management Cleaning, Catering, Transport) are efficiently and effectively delivered.
- To ensure that all the academy facilities provide a safe and secure environment for teaching and learning.
- To be aware of and to follow the DfE Good Estates Management guide, ensuring that all compliance and safety checks are carried out and recorded effectively.
- To be responsible and fully conversant with all Health and Safety regulations and ensure compliance throughout the site. To take executive leadership of Health and

Safety across the academy.

- To lead the Health and Safety Meetings, liaising with the Clerk to set the agenda and ensuring that all reports are produced and tabled in a timely manner.
- In conjunction with the Site Manager to produce a rolling programme of capital works and preventative maintenance.
- To project manage all capital works, from planning and tender, through to construction and completion, ensuring that contractors deliver to time and specification.
- To respond to and manage emergency situations relating to the academy buildings and site.
- To ensure that all contracts and insurances are in place for the academy and that these are in accordance with statutory requirements.
- Through the management of the Catering Manager, to ensure that the catering function delivers cost effective and nutritious meals for the academy community, within strict budget and hygiene constraints.
- To be ultimately accountable for the security of the academy site.
- To lead along with the Principal, all elements of a comprehensive Disaster and recovery Plan linked to resource management, ensuring this is regularly updated and maintained
- To assist in the security of the site, ensuring the site is safe from a safeguarding perspective.
- To lead on fire practices, lockdown procedures and ensure records and emergency procedures are current
- To lead on the implementation of severe winter weather procedures for safety in and out, and security of the site
- To oversee the upkeep of grounds and all playing surfaces and land drainage, including the maintenance of boundaries, paths, roads and rights of way
- To implement Risk Assessment and Management throughout the site and, in consultation with the Trust, ensure that loss prevention strategies are implemented to reduce insurance costs
- To be responsible for the budgets for purchase, repair and maintenance of furniture and fittings
- To prepare reports for and/or attend meetings of the Academy Governor meetings and sub-committees, as appropriate
- To line manage the functional leads.

### **Project Management**

- To be responsible for the initiation and management of all premises related and capital projects
- To liaise with building contractors, architects, inspectors and planning authorities on major premises projects
- To ensure projects within the Development Plan are appropriately costed, resourced and managed and liaise with the Finance Director – Head of Management Accounts on the financial implications of all projects

### **Income Generation**

- To be proactive in seeking new ways for the Academy to enhance its finances and to improve its financial position, taking advantage of potential sources of external funding using 'commercial flair' and developing contacts

- To be responsible for securing bid-based, competitive funds
- To be responsible for developing, implementing and overseeing income generating schemes, having regard for other priorities in the Academy

### **Management and Administration**

- As a member of the Senior Leadership Team, to ensure close working relationships between teaching and support staff
- To have overall responsibility for the administrative and business function of the Academy.
- To provide leadership for administrative staff ensuring effective deployment to ensure there is effective and efficient administrative support through the academy.
- To be responsible for the arrangements for the Academy facilities including catering, licenses, minibuses and drivers
- To have overall responsibility for the various administration functions of the academy, including secretarial, reception, student reception and reprographics.
- To manage the performance and workload of the Office Manager, ensuring that work is delivered to a high standard and that communications are made in an accurate and timely fashion.
- To lead and support the planning and management of major school events
- To ensure best value in all areas of responsibility
- To provide leadership, direction and guidance for support staff managers across the support functions
- To participate in performance appraisal, to undertake performance appraisal for direct reports
- To ensure the academy website information is compliant, relevant and up to date

### **ICT and Management Information Systems**

- Working with the Principal and relevant IT Leads, develop a local strategy for the provision of ICT across the academy.
- To be accountable for communicating the IT strategy to stakeholders, ensuring that this is in accordance with Trust policies on data protection, ICT and acceptable use.
- To ensure that resources, support and training is provided to enable all staff to make best use of available ICT for management purposes and to support teaching and learning and assessment.
- Through the work of the ICT/Network Manager ensure that the academy has appropriate back-up and recovery systems in place.
- To monitor the performance of third-party ICT contractors.
- To act as the academy GDPR lead.

### **Community Use Management**

- To be accountable for maximising the hire of the premises and the development of community use of academy facilities, within the constraints of planning.
- To produce, monitor and review a Community Use Business Plan that sets out the aims and objectives of the trading business of the academy.
- To plan and oversee the delivery of the 'out of hours' programme, including

managing the letting of premises to outside organisations, members of staff and the local community for the development of adult education and youth engagement.

- To regularly evaluate the effectiveness of the provision and monitor delivery.
- To line manage the functional leads.

### **Marketing, Communications and Public Relations**

- Develop and implement student recruitment strategies and plans to ensure student recruitment targets are met, including actions to raise the profile of the academy with parents, feeder schools, external agencies and the local community.
- To assist other members of the SLT in the organisation of open evenings, parent events, conferences, seminars and training events, as required
- To actively contribute to the regular parental communications, ensuring that messages are clear, relevant and timely.

### **Admissions and Transport Management**

- To be responsible for reviewing and revising the Admissions Policy, in line with the admission code.
- To be responsible for reviewing and monitoring the academy catchment area, to ensure that student numbers are maximised.
- To ensure that robust arrangements are in place for admission appeals.
- To be responsible for the academy transport services for children outside of the local area.
- To ensure that the regular coach service is planned for accurately in terms of student numbers, capacity and financial affordability.
- To ensure that the regular coach service is monitored, reviewed, and adapted, as necessary, considering student and parental feedback.

### **Educational Visits Management**

- To act as the academy Educational Visits Coordinator
- To ensure that all trips and visits are accurately recorded on the appropriate system, and that all controls have been met (e.g. staff ratios, risk assessments etc.)
- To ensure that all off-site visits are planned and managed in accordance with academy policies and procedures and that appropriate risk assessments are undertaken with mitigations in place to minimise risks.
- To ensure that all financial regulations are followed, and that the relevant charging policies are adhered to in relation to voluntary contributions for off-site visits.
- To ensure that all local area visits, hazardous activities and residential visits are pre-approved by the Academy Council.

### **Compliance**

- To ensure that all estates compliance checks are carried out and recorded on the relevant systems.
- To ensure compliance with Food Hygiene requirements.
- To be responsible for ensuring that adequate emergency procedures are in place throughout the academy, in accordance with best practice and that emergency drills



and lockdown procedures are regularly practiced.

- To ensure compliance with all temporary government measures in times of a public health crisis.
- To ensure that the academy meets the legal requirements for first aid trained staff, and to organise training as required.

**Other:**

- To participate in the academy's annual appraisal process.
- To have regard to guidance on keeping children safe in education.
- To observe health and safety requirements and to contribute to ensuring a safe working environment.
- To take responsibility for one's own continuing professional development.
- To maintain high standards of professionalism in every facet of the role, including conduct, dress code, and communications.

**General**

- To participate in the academy's annual performance management process.
- To be responsible for health and safety within own working area and to report any concerns to your line manager.

**All staff** are expected to:

- Promote and support the distinctive Christian character of the Academy as demonstrated through its ethos and worship, service to the community, promotion of spiritual and moral values and its commitment to community cohesion
- Understand the concept of *in loco parentis* and be concerned for the development and well-being of each student as a whole person through pastoral and spiritual leadership
- Take responsibility for their own professional development and support that of colleagues where appropriate
- Engage in the Academy appraisal process and support colleagues in achieving their own targets where appropriate
- Follow Trust policy and procedures in relation to keeping children safe in education
- Observe health and safety requirements and play their part in ensuring a safe working environment
- Contribute to the whole professional life of the school which has successful teaching and learning as its core purpose supported by all staff contributing to the Trust's commitment to each student gaining meaningful enriching experiences.

**All staff have an entitlement** to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

**Safeguarding Statement**

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will also be subject to a Section 128 clearance.

### Equal Opportunities

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's responsibilities.

Person Specification:		Finance Business Partner & Operations Manager
Knowledge	Essential	Desirable
<i>Education &amp; Qualifications</i>	CCAB qualified or prepared to undertake training	
<i>Knowledge and Skills</i>	Experience of accounting and finance process functions E – Experience of presenting information and communicating with a non-financial audience E – Experience managing significant financial resources with a good appreciation of relevant regulatory frameworks E – Experience of managing teams, both in person and remotely E – Experience in producing and delivering management and/or statutory accounts. E – Experience of providing financial support and guidance in a busy environment. E – Experience of writing for different target audiences. E - Experience of implementing enhancements to accounting processes	
<i>Skills &amp; Abilities</i>	E – Good attention to detail and excellent organisational skills	D – Knowledge of the educational system in England



	<p>E – Good organisational skills to ensure the annual, monthly and termly financial deliverables are achieved</p> <p>E – Ability to work flexibly to meet the changing needs of an organisation.</p> <p>E – The ability to work with confidential data and to ensure confidentiality is maintained to the appropriate level.</p> <p>E – Good IT skills, particularly with Microsoft Office but also across a wide range of accounting and information platforms</p> <p>E – Excellent verbal and written communication skills and the ability to build relationships with different people.</p> <p>E – Ability to present clear and accessible advice to senior leaders.</p>	
<i>Motivation</i>	<p>Commitment to the Trust's vision and values.</p> <p>Commitment to delivery of the Trust Strategic plan</p> <p>Focused on impact and outcomes of work activities.</p>	
<i>Personal Qualities</i>	<p>Keeps up to date with industry best practice, ensures they maintain CPD training.</p> <p>Emotional resilience appropriate to level of job and responsibilities, including providing challenge as required.</p> <p>Enthusiasm for and commitment to the achievement of the academies overall vision for success.</p> <p>A commitment to promoting safeguarding and equalities, including undertaking training as required to keep knowledge up-to-date.</p>	
<i>Special Requirements</i>	<p>All post holders will be required to undertake an enhanced DBS check.</p> <p>Individuals on the children's barred list (and adults barred list where relevant) should not apply.</p> <p>Commitment to CPD.</p> <p>Travel to schools to work directly with colleagues as required.</p>	

--	--	--