 

**JOB DESCRIPTION**

**Job Title:** Finance & Business Services Director

**Reports to:** Principal

**Salary:** Kent Range 13 [full time post]

**Overall Leadership:** Finance Administration, HR Manager, Facilities Manager, and IT Network Manager.

To provide the overall strategic and operational leadership and management of the School’s finances totalling £6.6 million which includes budgets for the school, its Observation & Assessment Unit, its 6th Form satellite provision at Ufton Lane in Sittingbourne, and the Swale Specialist Teaching & Learning Service. Responsible for the management of a multi-disciplinary team of staff including those with responsibilities school premises, health and safety, cleaning and catering contracts, IT support and HR.

The Finance & Business Services Director is responsible for the strategic development of all business, financial, administrative, operational and facilities aspects of the school and will play a pivotal role in ensuring that Meadowfield continues to provide an excellent education to its students.

**Job Purpose:**

There are two key areas of focus for this post:

1. To ensure the school has a robust business management strategy and action plan to resource the current school provision and planned service developments.
2. To lead the provision of quality support services for finance, fundraising, HR, IT, health and safety, facilities management.

The postholder will be a member of the school’s Senior Leadership Team reporting directly to the Principal and will attend Governing Body meetings as required.

The postholder will fulfil the school’s lead operational role for Health and Safety and will be responsible for robust financial management, compliance, procurement, contract management and relevant policy management.

**RESPONSIBILITIES**

1. **Leadership & Strategy**

As a member of the school’s senior leadership team, the postholder will participate fully in decision making and will share collective responsibility for the leadership and management of the school.

* + - * Contribute to the strategic development of the school and develop the long term business strategy for the future growth of the school
      * Develop and implement sound annual action plans to resource the school needs arising from the School Improvement Plan and meet in-year pressures
      * Promote the highest standards of business ethos to ensure the most effective use of resources across the school
      * To keep up to date with national issues and developments relating to business management to ensure best practice across the school
* Lead the monitoring, review and development of all non-teaching policies
* Role-model leadership behaviours consistent with the school’s vision and values
* Contribute to Meadowfield’s teaching school work as a lead CLASS School and to work collaboratively with other Kent special schools through KSENT (Kent Special Educational Needs Trust)

1. **Financial Management and Compliance**

* Lead the school’s financial planning process, producing an annual 3 year budget plan that meets income targets and demonstrates best value for money
* Ensure school/service budgets and service development plans are realistic and based on reliable financial data and forecasts
* Monitor established income streams
* Ensure robust budgetary control arrangements are in place with necessary corrective action taken so that departments do not overspend
* Monitor and improve the effectiveness of the deployment of resources
* Oversee the financial activities of the school, ensuring that they are carried out according to financial regulations and best value principles
* Carry out benchmarking activities to review best value for money and to make suitable recommendations for improvements.
* To ensure that all procurement is carried out in line with the relevant financial regulations and that contracts are reviewed in line with best value principles.
* Report to the Principal and the Governing Body on compliance and audit matters
* Ensure that the school maintains an asset register.
* Ensure that payroll functions operate effectively.

1. **Business, Procurement and Contracts**

* Identify and submit applications for suitable sources of external funding, grants and sponsorship to generate income
* Negotiate with service providers to obtain best possible value for money
* Lead and manage service procurement to ensure contract fulfilment
* Liaise with brokers/insurance companies regarding claims, dealing with all correspondence and communications
* Maintain school’s business risk and asset management register
* Develop strategies to promote and market the school and its services

1. **Human Resources**

* Lead and manage the school’s HR team to ensure the delivery of a high quality HR service provision including development of best practice policies and procedures
* Ensure the development of long term HR strategy to meet needs of school and service growth plans

1. **Information Technology**

* Ensure the development of sound IT strategies to meet the needs of future school and service growth plans
* Lead and manage the school’s IT team to ensure delivery of high quality IT services, equipment and support across the school
* Responsible for the security, monitoring and control of access to systems and school data
* Ensure the school is fully compliant with the General Data Protection Regulation
* Ensure appropriate IT and communications policies are in place, monitored and reviewed to ensure fully effective

1. **Facilities and Health and Safety**

* Designated lead officer for premises, facilities and health and safety ensuring full compliance with statutory duties and legislation including record keeping
* Support building programmes by identifying appropriate funding sources, writing business cases and ensuring implementation remains within the project scope
* Advise the Principal on provision of quality service delivery for cleaning, catering and grounds maintenance
* Be responsible for making decisions regarding the school premises in line with budget provision and operational requirements and evaluating tenders ensuring best value.
* Develop and deliver building improvement projects, liaising with key partners
* Liaise with outside bodies and/or contractors ensuring that the work is carried out within required timescales and to an appropriate standard.

1. **General duties**

* promote and maintain the standards of the school's commitment to safeguarding pupils
* take all reasonably practical actions to maintain the school's duty of care in relation to staff, pupils and visitors and at all times to carry out duties in accordance with the school's health and safety policy.
* contribute to school events as and when required
* attend governing body meetings as and when required

**Date: 27th January 2020**

**Person Specification**

The following outlines the criteria for this post. Applicants must describe in their application how they meet these criteria, stating relevant evidence.

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| Qualifications and CPD |
| Educated to degree standard or equivalent |
| Senior level professional qualification in accountancy |
| Professional qualification in school business management |
| Strong track record of successful CPD in financial and business management and other relevant fields including leadership |

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| Experience |
| Successful financial planning, management and control for significant size budget within a large organisation |
| Procurement of services and managing service contracts |
| Making effective contributions to strategic planning for a large organisation |
| Working positively and successfully within a senior management team |
| Delivering high quality business services |
| Leading and managing successful teams |
| Securing additional income through funding streams, grants and/or sponsorship |

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| Skills and Competencies |
| Highly competent in use of IT systems and software relevant to role |
| High level analytical and data reporting skills |
| Ability to manage large, complex projects to successful completion and review |
| Strong communication and inter-personal skills |
| Able to demonstrate evidence of working in ways compatible with our school’s vision and values |
| Evidence of a strong collaborative approach to working with colleagues within school and with personnel from other relevant organisations |
| Strong emotional intelligence and self-awareness |
| Commitment to continuous improvement in service delivery and own performance |
| Strong personal resilience with ability to effectively prioritise and manage own workload |
| Embraces change positively and encourages others to see change as opportunity |