THE CROSSLEY HEATH SCHOOL

Job Title: **Finance and Business Director**
Grade: **L5 – L9**
Status/Hours: **Full time, full year**
Line Manager: **Head Teacher**

Strategic Role

- Hold responsibility for managing all aspects of the academy's operations relating to financial sustainability, effective business management and statutory compliance, in support of the school's published vision and strategy.
- Act as an effective and strategic member of the Senior Leadership Team, participating fully in the decision-making process and school improvement planning.
- Contribute to the formation, implementation and review of the School Improvement Plan.
- Promote value for money objectives and identify all possible revenue and capital income opportunities including catering and lettings.
- Lead strategic premises planning and development.
- Promote partnership working through effective networking, both locally and nationally.
- Actively promote the values and ethos of the school with all stakeholders.
- Keep up to date with new directives and other good practices as they effect the operations of the academy.
- Lead aspects of the school's development, specifically Catering and Health and Safety teams, in order to promote the health and wellbeing of students and staff.
- Devise and drive forward strategies for the development of service IT functions within the school.

Finance

- Set and manage the annual budget, reviewing financial performance and preparing and presenting reports and proposals to the Senior Leadership Team, Head Teacher and Business & Resources Committee in line with EFA requirements.
- Provide information, guidance and advice on the financial and premises management of the school to the Senior Leadership Team and Governing Body and Academy Trust Board.
- Attend meetings of the Business and Resources Committee, providing reports as required.
- Benchmark the school against local and national data and analyse the data to monitor school performance and identify trends for further investigation.
- Ensure the staffing structure is within budget and is achieving value for money and that assets are best used to optimise learning outcomes across the academy.
- Research, generate and sustain income through entrepreneurial activity.
- Ensure that financial records and systems are in line with current legislation and the requirements of the Companies Acts, the EFA, Charities Commission, HM Revenue and Customs and Excise, TPA and other organisations as required.
- Develop an effective system of financial risk management, identifying where risks can be

minimised or shared with insurers, ensuring insurance cover is in place in compliance with legislation to cover identified risks.

- Negotiate insurance arrangements and claims.
- Hold overall responsibility for all service purchases and contracts including use of tender procedures to comply with legislation, and negotiation with suppliers of goods and services to achieve best value for the academy, working as part of a buying consortium where beneficial.
- Prepare, with the assistance of the Finance team and the academy's auditors, financial reports required for the preparation of final audited accounts including detailed fund accounting.
- Monitor the academy's cashflow to ensure a strong financial footing, planning for anticipated problems and reconciling the bank account weekly.
- Ensure invoices are produced as required and deal with bad debts in line with the academy's policies.
- Identify and develop new and existing purchasing routes and strategies to ensure effective value for money.

Premises and Asset Management

- Lead on all CIF funding applications and manage associated capital works following successful bids.
- Monitor and manage the financial obligations of the school under the terms of building contracts.
- Ensure capital spending expenditure is referred for Governing Body approval as required by standing instructions.
- Project managing new installations and a rolling programme of refurbishments.
- Create and develop work specification and oversee tenders on capital projects.
- Lead on the assessment and coordination of the space needs of the school ensuring existing space is optimised and meets the medium/long term needs of the academy.
- Manage maintenance of school facilities (rooms and resources) as driven by the timetable and lettings.
- Co-ordinate the maintenance of the academy site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
- Ensure the Asset Management Plan is reviewed and updated; maintain Fixed Asset Register and Risk Register.
- Report to the Head Teacher on the management of Health and Safety within the academy, liaise with LA and appropriate authorities.
- Ensure compliance with current Health & Safety legislation applying to academy premises.
- Conduct regular meetings with the Site Manager.
- Oversee the hygiene operation and waste management processes.
- Oversee grounds maintenance and pest control which is subcontracted.
- Review and evaluate the academy's strategic ICT plan to ensure the effective use of the ICT platform across the academy.

Human Resources

- Liaise with the Senior Leadership Team to be accountable for the work of designated support staff teams to ensure that a cohesive service is provided.
- Line manage the Finance, Catering, Administration and Site teams.
- Carry out the performance management of designated staff.
- Ensure staff have proper access to the academy's pension scheme or TPS and that payments are received and made correctly.
- Ensure that an effective system is in place to deal with payroll, National Insurance, expenses, pensions and related human resources functions and produce required reports and returns as required to comply with legislation.
- Issue staff contract in relation to pay etc.
- In conjunction with the Senior Leadership Team, advise the appropriate pay scales for staff posts and when recruiting for new staff.
- Structure the administration and communications functions within the school, to ensure the highest quality and most efficient service is provided.
- Lead appropriate training for teaching staff re finance, health and safety.
- Perform generic Senior Leadership Team roles which include duties, attendance at after school events, representing the school as required and taking responsibility for resolving immediate problems.

Miscellaneous

- This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemised.
- The duties of this post vary from time to time as a result of new legislation, changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.
- Role as senior leader to undertake duties and responsibilities as required by role of the Senior Leadership Team of this school and reasonable requests by the Head Teacher.

NOTES

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification at any time after consultation with the holder of the post.
4. All staff participate in the school's performance management scheme.
5. S/he shall undertake any other duties as reasonably requested by the Head Teacher and consistent with the overall level, nature and grading of the post