



Many Minds One Heart

Northfield School & Sports College

Job Description

Job Title: Director of Business & Finance
Responsible To: Headteacher
Grade: L21 – L25 (£81,441 – £89,830)

KEY PURPOSE OF THE JOB

The Director of Business and Finance has overall responsibility for the leadership and management of all operational matters in the school including, HR and staff well-being, the day-to-day management of all support staff, finance, administration, policies, premises, health and safety and catering.

The Director of Business and Finance is a key member of the school's senior leadership team and is expected to undertake all associated duties as well as actively participating in meetings and making a significant contribution to strategic decision-making.

KEY AREAS OF RESPONSIBILITY:

FINANCIAL MANAGEMENT AND BUDGETING

- Advise the Headteacher and governing body on all matters relating to financial strategy to ensure the long-term sustainability of the school and the impact of decision-making on the school's financial position via scenario modelling.
- Lead on all financial planning, forecasting and budgeting.
- Manage the financial performance of the school.
- Manage relationships with finance colleagues from the LA and external auditors.
- Provide the Headteacher and governing body with appropriate, regular and timely information about the school's financial position, including budget and variance reports, up to date accounts and three-year plans.
- Oversee the work of the Finance Manager and finance team to ensure there is a robust system of financial policies, procedures and internal controls in place in accordance with school and LA protocols and requirements, including fraud prevention.
- Oversee the preparation for the year end accounts, ensuring compliance with LA and external auditor protocols.
- Undertake regular benchmarking work to advise the headteacher and governing body when making strategic financial decisions.
- Ensure value for money in procurement and contract management.
- Attend governor finance and resources committee meetings, reporting on the current financial picture of the school and advising governors on the resourcing needs of the school and all operational matters.

PREMISES

- Lead on strategic planning for the development and improvement of the school's buildings and facilities.
- Oversee the work of the Facilities Manager regarding the management and maintenance of the school site, ensuring compliance with health and safety regulations and liaising with external agencies as appropriate.
- Working collaboratively with the Facilities Manager and colleagues from the LA to ensure the effective management of capital projects, ensuring they are delivered on time, to the agreed quality and within budget.
- Working alongside the Facilities Manager, ensure there is a robust rolling programme of building maintenance.

HEALTH AND SAFETY

- Promote a positive health and safety culture in the school.
- Ensure the school has appropriate arrangements in place, including policies, procedures, equipment, training and funding to ensure compliance with all health and safety regulations.
- Oversee the school's risk management processes, including the preparation of risk assessments and monitoring to ensure compliance with the policy.
- Ensure fire alarms tests and practices are planned and take place in a timely way as well as keeping accurate records.
- Report to governors on health and safety.
- Perform break and lunchtime duties to support the supervision of pupils and to assist at other times as deemed necessary by the Headteacher.

HR

- Directly line manage the Facilities Manager, Office Manager, Sportsdrome Manager, librarians and the Display and Marketing Lead.
- Be the school's lead for staff well-being and day-to-day contact for HR issues.
- In conjunction with Stockton Local Authority HR Department, oversee the school's staff absence management policy and procedures and conduct all return-to-work meetings.
- In conjunction with Stockton Local Authority HR Department, conduct all staff absence monitoring meetings and work alongside HR in agreeing plans and targets.
- Provide leadership and support to all administrative and support staff.
- Oversee the appraisal system for all support staff and be the lead on support staff improvement.
- Oversee the recruitment process of new staff, ensuring all the relevant paperwork is in place in terms of the issuing of contracts and ensure the school fulfils all its statutory obligations in terms of safer recruitment checks.
- Oversee the induction process for all staff.
- Deal with all personnel matters relating to salaries.
- Support the headteacher in dealing with investigations and complaints as per the school's policies.

COMPLIANCE AND POLICIES

- Support the Headteacher and governing body in ensuring compliance with all statutory regulations, including those relating to safeguarding, finance and health and safety.
- Be responsible for the accurate maintenance of the school's central record and ensure all relevant checks are carried out before new employees arrive in school.
- Maintain the school's risk management framework, ensuring risks are identified, assessed and mitigated effectively.
- In conjunction with Stockton LA, ensure the school has appropriate insurance cover for all key insurable risks.
- Lead on critical incident planning and business continuity to ensure the school is well prepared for any crisis.
- Be responsible for all school policies and ensure they are reviewed by governors and updated on the school's website.
- Prepare reports and presentations for the governing body.

ICT SYSTEMS AND ADMINISTRATION

- Working alongside the Head of ICT Services and the E-Learning Co-ordinator, oversee the school's ICT infrastructure, ensuring it is fit for purpose and supports high-quality teaching, learning and administrative functions.
- Working alongside the Head of ICT and the E-Learning Co-ordinator, oversee the procurement and management of ICT systems and services.
- Working alongside the Head of ICT and the E-Learning Co-ordinator, ensure the school has a robust ICT replacement programme.
- Working alongside the Head of ICT and the E-Learning Co-ordinator, ensure cybersecurity measures are in place, robust and constantly reviewed.
- Ensure the school's administration team, under the direction of the Office Manager, is fit for purpose and suitably resourced and trained to deal with the day-to-day administrative demands of a large and busy school.
- Oversee the work of the school's marketing lead to ensure that the school's marketing strategy is robust and effective and that all positive news stories are regularly shared with all stakeholders.

CATERING

- Working with the external contractor (currently Stockton LA), oversee the school's catering service, ensuring that it meets health and safety standards and delivers a quality and good value food service to pupils.
- Help to promote sustainability in catering operations, such as minimizing food waste and reducing single-use plastics where possible.
- Ensure parents and carers are aware of menus and all pricing structures.
- Liaise with the catering team to co-ordinate catering for special events, such as open days.
- Be the school's lead for the breakfast club programme.

GENERAL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and confidentiality, reporting all concerns to an appropriate person.
- Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities and performance development as required.
- Following appraisal by the Headteacher, identify and agree personal development objectives.
- Develop your expertise and skills by taking advantage of development opportunities made available to you.
- Show a duty of care and take appropriate action to always comply with health and safety requirements.
- Demonstrate and promote commitment to equal opportunities
- Contribute to the school's responsibility to safeguard and promote the welfare of pupils.
- Demonstrating consistently high standards of personal and professional conduct

CONDITIONS OF SERVICE

Governed by the National Joint APT&C Conditions, supplemented by local conditions as agreed by the governors.

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping children safe in education.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check.

EQUAL OPPORTUNITIES

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

This job description will be reviewed annually and 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 of the school in relation to the post holder's professional responsibilities and duties. You may be expected to carry out any other duties that may reasonably be required in line with your main duties as directed by the headteacher.