



# MATRAVERS SCHOOL

## Director Finance and Resources

### Matravers School (Foundation School)

#### Hay Scale Technical Specialist T3 (£54,231 - £57,678)

Job title:	Director Finance and Resources
School:	Matravers School (Foundation School)
Service /team area:	Operations and Finance
Line Managed by:	Headteacher
Reports to:	Headteacher and Board of Governors
Start Date:	March 2025 (or as soon as possible afterwards)
Apply By:	Noon, 03 February 2025
Interviews:	W/b 10 February 2025

### Job Purpose

This role is the Head of Service for all the school's finance and resource related operations.

This crucial senior leadership role provides strategic leadership across all of the business support functions within the school. This requires an extensive range of both broad and technical knowledge of:

- Finance
- Administration
- Procurement
- HR/Personnel
- Management of Outsourced functions
- Marketing
- Infrastructure
- IT
- Health & Safety & Compliance
- Data Protection
- Risk Management
- Project Management

This role is designed to deliver a high quality and efficient business support service to the whole school community, to ensure that day-to-day operational functions are effectively led and managed. This role develops high performing support teams which are motivated and focused on delivering the core education outcomes and strategic vision of the school.

This role is designed to act as a professional adviser to the headteacher and governors on a vast range of whole school issues. This role ensures best value is achieved, alongside effective project management in order to meet statutory compliance. This role is accountable for researching and communicating all statutory and legal changes relating to the remit.

The role operates as a member of the senior leadership team, working collaboratively with other members of the senior leadership team and the governing body in school improvement planning and delivery, acting as a 'bridge' to facilitate closer working relationships between teaching, education support staff, admin and technical staff.

Working with broad objectives the role must decide 'what' to do to support the school's vision. This involves establishing plans, determining the priorities and prescribing the processes needed. Situations frequently require a significant degree of evaluative judgement and innovative thinking to analyse, evaluate and arrive at conclusions.

### Scope of Role

There are many dimensions to this role including (but not exhaustively):

- Delivering the financial strategy for a £6,000,000 budget in line with the planned delivery of implementing the school vision.
- Providing external oversight and delivery of externally funded projects as they arise.
- Directly line managing and/or being responsible for overseeing the work of over 50 staff.
- Operating as a Senior Leader in the school.

### Principal Accountabilities

**Finance:** Facilitating all aspects of the school's finances, ensuring effective management systems are in place, legal requirements are met, and accurate and timely financial reports are provided to the headteacher and Board of Governors.

**Administration:** Ensuring the administration function of the school operates effectively and to a consistently high standard.

**Procurement:** Provide strategic leadership for the delivery of effective procurement, achieving value for money and ensuring the process is transparent, fair and meeting compliance requirements.

**HR/Personnel:** Strategically leading and developing the operational and HR functions of the school, providing pro-active efficient and effective specialist HR advice to support the Senior Leadership Team. This include maintenance of the Single-Central Record and all safer-recruitment processes.

**Marketing:** Working with the Headteacher to develop and deliver a marketing and communication strategy which promotes the school and defines the brand, aims and goals of the school.

**Infrastructure:** You will work with school leaders to ensure our infrastructure is efficient, effective and compliant.

**IT:** Providing strategic direction and full oversight for the development of the school's IT systems and strategy, from a strong position of knowledge.

**Health & Safety:** Working with the Site Operations Manager, ensuring compliance within this area of the school.

**Data Protection:** Acting as the GDPR lead across the school, ensuring the school is compliant within this area for all data. You will be the Subject Access Request point of contact.

**Risk Management:** Ensuring that the Risk Strategy is maintained and updated as required.

**School Improvement Planning:** Deliver the relevant aspects of the School Improvement cycle as required by the School's Mission Plan.

**Project Management:** Plan and deliver any projects as required to successful completion, working alongside any other relevant people.

### Knowledge and Experience

- The Job holder will be expected to hold or be working towards a relevant level 6 qualification (Finance/Accountancy and/or Business administration) supported by evidence of on-going, self-driven, professional development.
- Deep and broad professional leadership and management experience.
- Significant judgement will be required to identify problems and find solutions where there is no right answer.
- Ability to effectively manage multiple priorities and tasks often all having substantial long-lasting impact on the school.

- Project management qualification (Prince2) or ability to demonstrate equivalent knowledge, skills and experience.
- Promoting and leading innovation and transformational change with ability to select solutions through the application of acquired knowledge.
- Experience of handling challenging and complex situations and thinking/problem solving beyond guidelines/policies in relation to the specialism.
- Dealing with people at all levels confidently, sensitively and diplomatically.
- Leading and delivering projects which have significant impact on the school through collaborative working.
- You will have a broad knowledge across all aspects of running a school and how different areas impact on pupil outcomes.
- Leading and management change within a dynamic environment.
- Highly developed advisory, counselling and negotiating skills in order to convince others to adopt courses of action they might not otherwise wish to take.
- Highly effective communication skills (both oral and written).
- Ability to think in the abstract to solve vaguely defined problems requiring adaptive and uncharted thinking.

### **Skills**

- Ability to work at a senior level.
- Ability to work within a confidential environment.
- Willingness to constructively challenge the work of yourself and others to continually improve your own and team performance.
- Ability to work with discretion.
- Ability to build strong and positive relationships whilst delivering the Job Role.