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|  | **CITY of SHEFFIELD**  **JOB DESCRIPTION** |
| **CHILDREN AND YOUNG PEOPLE’S DIRECTORATE** | This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment |
| **SCHOOL** |  |
| **POST TITLE** | **FINANCE AND FACILITIES MANAGER** |
| **ROLE PROFILE** | **OS4S** |
| **JOB NUMBER** | **SCH/AC/OS/020c** |
| **GRADE** | **8** |
| **RESPONSIBLE TO** | **HEADTEACHER** |
| **RESPONSIBLE FOR** | **ADMIN AND PREMISES STAFF** |
| **HOLIDAY AND SICKNESS COVER** |  |
| **PURPOSE OF JOB** | **TO POSITIVELY AND ACTIVELY CONTRIBUTE TO WHOLE SCHOOL IMPROVEMENT THROUGH EFFECTIVE LEADERSHIP AND MANAGEMENT AND CO-ORDINATION OF THE ADMINISTRATIVE, FINANCIAL AND RESOURCE PROVISIONS WITHIN THE SCHOOL TOGETHER WITH THE UPKEEP OF THE LEARNING ENVIRONMENT, WORKING WHEN APPROPRIATE WITH OTHER AGENCIES** |
| **RELEVANT QUALIFICATIONS** |  |

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| **JOB DESCRIPTION FOR POST OF:- FINANCE AND FACILITIES MANAGER** |
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| **SPECIFIC DUTIES AND RESPONSIBILITIES** |

**The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.**

The person appointed will be expected to carry out the responsibilities listed below in conjunction with other people as appropriate, in a manner that is in keeping with the school’s aims and ethos by promoting and developing a culture to ensure diversity within the school community is recognised by actively promoting anti racist and anti oppressive practise.

As part of your contracted hours, you will be required to attend Full Governing Body and SDFP Sub Committee meetings which are held twice per term.

1. FINANCE and ACCOUNTANCY

Budget

1. Work with the headteacher and other members of the senior leadership team in the preparation of an annual budget for the Governing Body
2. Oversee and monitor the budget and actual expenditure and to provide regular reports to the Senior Leadership Team and Governors
3. Suggest ways of effecting budget efficiencies
4. Be thoroughly conversant with the LA Scheme of Financial Delegation

Financial and accounting procedures and systems

* 1. Ensure effective and efficient financial and accounting procedures are in place and implemented
  2. Oversee the maintenance of all school accounts, including the School Private Fund and prepare income and expenditure accounts and balance sheets
  3. Provide costs analysis as required and maintain statistical records
  4. Scrutinise statements and authorise invoices for payment
  5. Maintain oversight of delegated budget and provide information to budget holders as and when required
  6. Be conversant with and competent in the use of FMS6 (SIMS) financial accounting software
  7. Ensure that computer files concerning financial resource matters are accurate and are securely maintained
  8. Ensure the correct administration of all external funds
  9. Prepare all school accounts for audit and liaise with auditors

Banking, insurance and inventory

1. Oversee the arrangements for school banking ensuring good value for money
2. Maintain the school inventory ensuring compliance with any statutory requirements for local regulations
3. Oversee the administration of all aspects of the school insurance in accordance with LMS

Income generation

1. Take the lead in actively seeking additional funding for the school
2. Consider and discuss opportunities with the Senior Leadership Team that may enable the school to generate additional income
3. Liaise with external agencies and undertake all administrative work connected with fundraising issues and bids for external funding
4. Be responsible for devising marketing and promotion strategies for the school, including whole school communication strategies

Lettings

* 1. Work with the headteacher to ensure efficient and effective financial procedures in relation to the school’s lettings programme

1. GENERAL MANAGEMENT AND ADMINISTRATION
   1. Develop and maintain efficient administrative systems
   2. Where appropriate incorporate the use of IT systems and within the finances available ensure these are upgraded as and when necessary
   3. Oversee the development and maintenance of efficient procedures for the ordering and maintenance of school basic stock, including that for use in the offices and in classrooms
   4. Provide line management for some administrative staff
   5. Impart special skills and knowledge to other colleagues as appropriate
   6. Participate in the system of appraisal and performance management and undertake any necessary personal training and development
2. FACILITIES MANAGEMENT
   1. To be responsible for the management of facilities including use of school premises and grounds, site security, repair and safety ensuring compliance with recognised standards and regulations
   2. To manage all contractual issues relating to external services providers e.g. catering, grounds maintenance etc.
   3. In co-operation with the Buildings Supervisor oversee Health and Safety with regard to statutory obligations for the site ensuring compliance with all regulations and codes of practice in the provision of a safe and healthy working environment
   4. Establish regular communication with staff health and safety representatives
   5. To take a lead role in matters relating to Health and Safety for all site users, including knowledge of risk assessments
3. EXTENDED SCHOOL
   1. Liaise with the Extended School’s Co-ordinator regarding matters arising from Extended Schooling eg:- The use of the buildings for classes in and out of general school time and community use.
4. GENERAL MATTERS
   1. To undertake any other duties and responsibilities as may be determined in consultation with the Headteacher
   2. Represent the school at relevant LEA meetings and attend LEA Working Parties as and when requested
   3. Contribute to the development of LEA school based administrative expertise

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council’s Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

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| **ISSUE DATE:** |