



HEAD OF FINANCE AND OPERATIONS JOB DESCRIPTION

RESPONSIBLE TO: Headteacher and Governing Board

CONTRACT TYPE: Full time

SALARY SCALE: Bromley Management Grade 6: £68,267 - £74,475 (upper quartile – maximum)

MAIN PURPOSE OF THE ROLE

The Head of Finance and Operations will play a pivotal role in ensuring the smooth and effective running of the school's business functions, supporting the provision of high-quality education for children and young people with a range of complex needs. The postholder will lead and develop our team of business professionals, providing strategic oversight and operational leadership in Finance, Premises and Estates, Health and Safety, Human Resources, Administration and Data Management, ICT, Extended Services and Marketing. The role will ensure that robust systems and processes underpin the school's educational mission and vision, enabling education support staff to secure the very best outcomes for all pupils and their families.

- To contribute to the overall effective leadership and management of the school to ensure the very best outcomes for pupils on all four Riverside School sites.
- To co-ordinate the operational functions of the school including Finance, Premises and Estates, Health and Safety, Human Resources, Administration and Data Management, ICT, Extended Services and Marketing
- To oversee governance and operational policies, procedures and systems of the school.
- To line lead key personnel within the Infrastructure Team to secure the best outcomes across all functions.
- To influence strategic decision making within the school's Leadership Team and beyond.
- To contribute to the school's self-evaluation processes and identify areas for development.
- To plan and manage change in accordance with the school's aspirational strategic priorities and development plans.

KEY RESPONSIBILITIES:

- Provide strategic leadership and management for all operational and financial activities across the school, ensuring compliance with statutory and regulatory requirements.
- Lead the school's financial planning, budgeting, reporting and audit processes, working closely with the Headteacher and Governing Board to ensure sustainability and value for money.
- Through the Facilities Manager, oversee the management and development of the school's facilities, including premises management, health and safety, capital projects, and site security.
- Through the Human Resources Manager, oversee the management and development of the HR service, including the development of HR policies and practice that make Riverside School an employer of choice.
- Advise the Headteacher and Governing Board on all operational and financial matters, providing timely and accurate reports to inform decision-making.

- Identify opportunities to maximise the school's resources, including seeking new funding streams and developing partnerships.
- Lead, motivate, and develop the wider Operations Team, fostering a culture of continuous improvement and high performance.
- Ensure robust risk management procedures are in place and maintained for all operational areas.
- Promote and uphold the values and ethos of Riverside School in all aspects of the role.
- Work as a key member of the school's Leadership Team, contributing to overall strategy and development.
- Liaise with external agencies and the local authority to support the school's operations.
- Support and advise school leaders and staff in relation to operational and financial matters.

FINANCIAL MANAGEMENT

- To provide leadership, coaching, mentoring and guidance for the school's Finance Team and to manage performance, workload and professional development to enable efficient and effective performance of duties.
- To provide strategic vision and leadership within all aspects of the school's financial systems and provide specific expertise in financial management.
- To oversee, manage and co-ordinate the school's finances including budget preparation and control of expenditure.
- To advise on all matters pertaining to financial delegation and oversee all financially related administrative procedures.
- To provide specialist advice to the Headteacher, Governing Board and Leadership Team on national and local guidelines, policies and legislation, and interpret matters of policy, procedure and statute to ensure compliance and continued evaluation.
- To prepare annual budgets for income and expenditure for approval by the Governing Board.
- To implement systems for monitoring performance against budgets and reviewing and acting on variances.
- To identify capital expenditure requirements and submit bids for funding as required by the local authority or DfE.
- To prepare appraisals for specific projects and wider school initiatives and to oversee the development of projects on behalf of the school, including those set within the LA's capital programme.
- To ensure that all school financial systems are compliant with LA requirements and best practice / best value processes.
- To set and maintain procedures and limits for authorisation of expenditure.
- To act as the main contact for auditors, and co-operate and manage regular audit procedures, carrying out any other audit activity and actions as required.
- To oversee and support the Headteacher and Governing Board on the procurement, management and audit of resources.
- To secure funds to which the school is entitled and act as point of contact with central and other agencies about grant applications, gifts and other donations.
- To oversee and support the tendering for all service contracts with a view to cost effectiveness; and ensure that the school maximizes its potential from the LA.
- To monitor and control capital expenditure on buildings and grounds, placing of contracts, and appointment and monitoring of contractors.
- To initiate, and respond to, any financial correspondence with external agencies.
- To oversee and manage finance systems and provide guidance to other users.

- To report to the Headteacher on the school's financial position and performance against the annual budget plan by preparing monthly budget monitoring reports, ensuring full explanations are available and, if necessary, seeking approval to revise the budget.
- To prepare the agenda for meetings of the Resources Committee, in conjunction with the clerk; to attend the meetings and report to Governors on the school's financial performance against the annual budget plan.
- To prepare financial accounts and other returns as required by the DfE or LA.
- To assist the Headteacher with income generation, sponsorship and funding and develop positive relationships with other agencies.
- To oversee the lettings of premises with the objective of maximizing potential income.
- To manage the school's voluntary fund to the same high standards as the delegated budget, using the same robust systems of strategic and operational management.
- To share and gain best practice through positive engagement with local and regional professional networks.

PREMISES AND ESTATE MANAGEMENT

- To provide leadership, coaching, mentoring and guidance for the school's Facilities Manager and to manage performance, workload and professional development to enable efficient and effective performance of duties.
- To oversee the strategic development, of the school estate
- To provide specialist advice and reports to the Headteacher and Governing Board on premises guidelines and legislation, and interpret matters of policy, procedure and statute to ensure compliance, eg health and safety, security.
- To provide leadership and oversight of any new building projects, supporting the project management of larger projects in conjunction with the LA or other agencies as required and reporting to the Headteacher and Governors as appropriate.
- To oversee and manage the co-ordination of any potential acquisition and disposal of land and buildings alongside the Headteacher, Governing Board and Local Authority.
- To oversee outline specifications for any new building work, obtaining tenders, planning permission, and liaise with building contractors and architects, in consultation with the Local Authority as appropriate.
- To produce an annual Premises Plan, in conjunction with the Facilities Manager, prioritising works for the short, medium and longer term.

HEALTH AND SAFETY MANAGEMENT

- To act as the school's health and safety co-ordinator and ensure the health and safety policy is implemented at all times and reviewed on a regular basis.
- To ensure the health and safety policy is clearly communicated and available to all staff.
- To ensure risk assessments are robust and systems are in place to enable the identification of hazards.
- To ensure systems are in place for the effective monitoring, measuring and reporting of health and safety issues and that any issues are promptly followed up.
- To ensure the maximum level of security across all sites.
- To oversee and support the organisation of whole staff training on health and safety and compliance issues across the staff workforce.
- To oversee, inform and manage the co-ordination of regular fire practices and alarm tests and ensure emergency procedures are robust.
- To ensure all emergency procedures and management plans are robust.

- To oversee the implementation of risk management and loss prevention strategies to reduce insurance costs.
- To oversee and ensure the school's risk register is maintained and updated regularly.

HUMAN RESOURCES MANAGEMENT

- To provide leadership, coaching, mentoring and guidance for the school's HR Manager and to manage performance, workload and professional development to enable efficient and effective performance of duties.
- To work alongside the school's HR Manager in the analysis of current and any proposed staffing models in alignment with the School Development Plan and projected budget.

ADMINISTRATION MANAGEMENT

- To provide leadership, coaching, mentoring and guidance for the school's Administration and Data Manager and to manage performance, workload and professional development to enable efficient and effective performance of duties.
- To oversee support services at the school to ensure that appropriate support for teaching and learning is in place.

ICT MANAGEMENT

- To co-ordinate and obtain the necessary licenses and permissions, and ensure their relevance and timeliness.
- To act as correspondent for the DfE and be responsible for the records and returns required.
- To collaborate with the Administration and Data Manager to ensure contingency plans are in place in the case of technology failure.

EXTENDED SERVICES MANAGEMENT

- To provide leadership, coaching, mentoring and guidance for the school's Extended Services Manager and to manage performance, workload and professional development to enable efficient and effective performance of duties.

MARKETING

- To secure additional funds through the effective use of bidding systems and contacts.

ADDITIONAL NOTES

- Job descriptions are subject to review.
- The responsibilities listed above are essential to the post; it is always open to the post-holder to propose ways of extending these responsibilities.



HEAD OF FINANCE AND OPERATIONS PERSON SPECIFICATION

Qualifications	Essential	Desirable
Degree level or equivalent at professional qualification level	✓	
A professional qualification in Financial Management or equivalent experience	✓	
A professional qualification in School Business Management or Project Management or equivalent experience		✓
Membership of ISBL		✓
Experience and Knowledge	Essential	Desirable
Extensive strategic financial management experience	✓	
Evidence of successful leadership and management of diverse teams	✓	
Evidence of managing procurement and external contractors	✓	
Successful track record of managing complex projects from inception to completion	✓	
Experience of working in an educational or public sector environment		✓
Experience of marketing to secure fundraising and building partnerships to ensure that the school's profile is raised locally and nationally		✓
Experience of working across different sites		✓
Basic knowledge of building regulations, construction and maintenance		✓
Sound knowledge of Health and Safety legislation, policy and practice	✓	
Highly competent in the use of Management Information Systems	✓	
Personal Skills	Essential	Desirable
Full alignment with the school's ARCHITECT values: Aspiration, Resilience, Courage, Humility, Integrity, Trust, Enthusiasm, Creativity and Teamwork	✓	
Ability to build and maintain effective working relationships within a multi-disciplinary team	✓	
Ability to relate well to children with a range of complex needs	✓	
Excellent verbal and written communication skills	✓	
Ability to remain calm and organised under pressure	✓	
Ability to self-evaluate and address learning and development needs	✓	
Ability to prioritise and manage workload and those of colleagues	✓	
Commitment to working in an open and transparent way, enabling knowledge-sharing and collaboration across departments		

Emotional intelligence and interpersonal skills at times of challenge	✓	
Commitment to equal opportunities for all members of the school community	✓	
Adaptable, reflective and capable of leading and managing change	✓	
Ability to motivate, negotiate, challenge and influence alongside care for others, diplomacy and approachability	✓	
Willingness to be flexible in response to the requirements of the role	✓	