

JOB DESCRIPTION
FOREST HILL SCHOOL



Grade: Leadership Scale 10-12

Role: Director of Strategy & Resources (DS&R) and Part of the School Leadership Team

Reporting to: Head teacher

Introduction

The Director of Strategy & Resources (DS&R) holds a key post of responsibility within the school. The post links directly into the Senior Leadership Team, and there is an expectation that the DS&R will contribute fully to SLT meetings, advising staff and governors on key matters of financial, personnel and administrative policy and requirements. As a member of the Senior Leadership Team to be responsible for the effective and efficient management of all non-academic related aspects of the schools' operations, in support of the agreed aims and objectives of Forest Hill School and SFH6th Form. To include strategic leadership of all aspects of Financial Management, Human Resource Management, premises and Estate Management (including PFI), Whole Schools' Administration, ICT Management, Marketing and Community & Public Relations.

Responsible for the line management and supervision of all personnel in Administration. The DS&R also oversees personnel in school working for the School Catering contract and staff working for outside contractors (premises contracts, ICT contracts etc.) and responsible for overseeing the PFI contracts.

Aims of the post are to:

- Provide leadership and guidance for support staff
- Ensure the school's finances are well-managed
- Guarantee the smooth running of the school's support, administrative and personnel systems
- Oversee an excellent support service which promotes effective learning and teaching
- Liaise and oversee the requirements of the PFI contract

Responsibilities in relation to financial resource management are to:

- Advise the HT and Governors on all aspects of financial policy, to implement a strategic financial plan, and to contribute to the development of the school business and the long term financial strategy for the future development of the school
- Prepare for approval by the HT and Governors the school's annual budget, three-year budget forecasts, and to monitor and report on the school's budget, cash flow and spend at regular intervals
- Manage the school finances including income ISB, SLA and commissioned services, to include budget preparation and control of expenditure
- Use financial information to identify how to lower costs and to achieve best value and value for money
- Ensure that value for money, accountability and credibility are achieved through the PFI contract.
- Undertake financial benchmarking and to advise the HT and Governors of the implications of benchmarking findings
- Have oversight of all financial accounts in the school, to operate all bank accounts, school journey accounts and any other accounts held by the school, to manage these in accordance with all financial regulations and to provide regular reports to all budget holders, SLT and Governors, so that they are able to discharge their financial responsibilities
- Monitor all accounting procedures and resolve any problems, including:
 - ordering, processing and payment for all goods and services
 - preparation of invoices and collection of any income due to the school
 - operation of all bank accounts, ensuring that a full reconciliation is undertaken in accordance with the regulations
 - maintaining an asset register
- Liaise with the school's payroll provider to ensure accuracy and that all matters pertaining to payroll are dealt with promptly and accurately.
- Prepare all financial returns requested by the DfE, LA and all other statutory authorities with the agreed deadlines
- Prepare all necessary accounts for financial audits, comply with all audit request and to actions and audit recommendations
- Work with the SLT and the Governing Body to ensure compliance with all the regulations concerning Financial Management Standards in Schools

- Have oversight of funding and grants from approved sources, to ensure the school accesses its entitlement
- Provide specialist advice to the Headteacher, Governing Body 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.
- Lead in marketing and fundraising activities

Responsibilities in relation to administration management are to:

- Review and manage administrative systems ensuring processes and communications are effective
- Lead and manage the administrative function including administrative ICT facilities and MIS, school reception, school records and communications, and the implementation and computerisation of the administrative accounting and records systems, staff absence, cover and any other system deemed appropriate
- Provide for the preparation and production of all school records and publications
- Ensure pupil records are maintained
- Act as liaison with the DfE and LA and to be responsible for the records and returns required
- Establish and maintain policies and procedures to cover human resources issues such as employment law, employee relations, learning and development
- Lead on completing the annual Service Level Agreement returns
- Manage the tendering for all service contracts; manage school licenses and monitor all insurance policies with a view to cost effectiveness and ensure that Forest Hill School ` maximises its potential from the LA.

Premises and Estate Management

Lead person responsible for Premises and Estate Management.

- To be responsible for the day to day oversight of facilities/PFI management service delivery, including cleaning, maintenance, security and Health and Safety. To make regular site inspection tours and meet with the FM contractor as required to ensure completeness and quality of service.

- Provide specialist advice and reports to the Headteacher, Governing Body and leadership team on premises and estate guidelines, policies and legislation, and interpret matters of policy, procedure and statute to ensure compliance, e.g. health and safety, security etc.
- Define and implement premises and estate policies.
- Ensure proper Risk Assessments are in place and necessary reporting, remediation following accidents.

Premises, Health and Safety Management, Security

- Manage the acquisition and disposal of land and buildings if appropriate in partnership with the LA, Executive Headteacher and Governing Body
- Building management, maintenance and managing the day to day upkeep of main school building (PFI), Art Block (retained estate) and Sports Centre (LBL) sites, including managing ground maintenance (Elms Lane) and development, facilities management, managing site security, management of health and safety in all areas of school operations including fire safety, risk assessment, legal requirements and pupil, staff and visitor safety, manage accident reporting procedures.
- Manage the preparation of maintenance schedules and the efficient operation of all facilities on the properties. Ensure emergence procedures are current and timely
- Know about health and safety regulations, particularly the main issues specific to the school and how they relate to pupils, staff, visitors, contractors and other users of school premises and facilities and manage the sites according to these principles.
- Know the elements of fire safety and associated risks to the schools through the process of risk assessment and manage the site according to these principles.

Letting, Risk Assessment

- Manage the letting of the premises to outside organisations and school staff, and the development of extended schools activities, with particular reference to the local community.

Assessing Risks and Identifying Hazards

- Lead person involved in developing and formulating risk assessments and recognised process for devising a risk assessment using recognised tools to establish hazards within the schools and the associated risks involved.

- Be responsible for the Business Continuity Plan and Disaster Recovery Policy and its place within the management procedures of the schools.

Emergency Management Plan and Loss Prevention Strategies

- Take a lead in the management of the schools' emergency management plans and their place within the management procedures of the school.
- Implement risk management and loss prevention strategies in the schools to reduce insurance costs.

Responsibilities in relation to personnel management are to:

- Lead and manage on personnel matters relating to all staff and to have line management responsibility for support staff middle leaders
- Have oversight of the management, recruitment, professional development, appraisal and training of relevant support staff
- Be responsible for general personnel matters and for all staff contracts:
 - oversee the administration for all staff recruitment and for contracts of employment
 - oversee the clearance for new staff – medical check; DBS; child protection
- Give advice on, and seek clarification on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal
- Maintain confidential staff records and to ensure that staff records held in the school by others are kept confidential
- Advise the Governors on the policy needed to show compliance with all legislation concerning employment protection, equal pay sex, race and disability discrimination etc. and the implementation of these policies in the school.
- Be responsible for staff induction and have an awareness of School, LA and National policies for Health and safety and induction into the workplace
- Responsible for staff attendance, monitoring staff absences, conducting absence/disciplinary interviews where necessary. Liaising with the LA's Occupational Health department and organising staff return to work arrangements and adjustments to individual work practices as necessary.

Responsibilities in relation to health and safety, facility and property management are to:

- Ensure the health and safety policies and procedures are established to meet legal and regulatory requirements
- Establish and follow sound practices in estate management and grounds maintenance and to ensure the upkeep of the school grounds
- Ensure ancillary services, such as catering and cleaning are monitored and managed effectively
- Have oversight of the maintenance and cleaning of the site (grounds and buildings) to ensure the efficient operation of all facilities on the property, and that all statutory checks are undertaken and recorded
- Take responsibility for ensuring all regulations concerning fire practices and the reporting and recording of accidents are followed and that the testing of all alarms, fire equipment and security alarms meets statutory requirements
- Have oversight of the security of the school site, and the day-to-day running of the buildings
- Oversee the procurement, repair and maintenance of all furniture, fixtures and fittings
- Formulate, monitor and implement the school's safety policy and ensure compliance with the requirements of all relevant legislation concerning health and safety at work
- Contribute to and be the central point of contact for the school's disaster and recovery plan and operate the elements linked to resource management responsibility
- Negotiate, manage and monitor contracts, tenders and agreements including those relating to the PFI
- Be responsible for the arrangements for school facilities including – catering, transport, the school minibus(es) and drivers
- Be responsible for seeking professional advice on insurance and advising the Headteacher and Governors on appropriate insurances for the school, implementing the approved insurances and handling any claims that may arise
- Have oversight of the letting of the school premises to outside organisations and for the development of all school facilities for out-of-hours use

ICT Management

- To be responsible for ICT management across the school buildings
- To co-ordinate planning for the effective provision of ICT resources and infrastructure, including hardware and software and the efficient running of ICT support.
- Manage the administrative function including the administrative ICT facilities, school receptions, reprographics, records and telephones.
- Be responsible for, and manage data protection compliance in school and across the services.
- Manage and maintain pupil records including those for the assessment process. Analyse the data and, in conjunction with teaching colleagues, form strategies to address specific issues.
- Obtain the necessary licences and permissions, and ensure their relevance and timeliness.
- Act as correspondent for the DfE and be responsible for the records and returns required.
- Manage the schools' administrative and financial computer network systems; the implementation of appropriate management information systems and full computerisation of the administration accounting and record system, including desktop publishing.
- Manage and review the IT, Data Protection and Internet Safety policies.
- Ensure contingency plans are in place in the case of technology failure

Leadership

- Contribute to the development of the school's values and vision and communicate these clearly and enthusiastically to all team members and other stakeholders
- Ensure that all staff are briefed on allocated work, showing how it fits within the school's vision and objectives
- Monitor the progress and quality of teams and individuals for whom the post holder has specific responsibility and provide prompt and constructive feedback
- Motivate, encourage and empower teams and individuals to work innovatively and creatively to achieve objectives
- Provide support to staff during times of setback and change
- Encourage staff to take the lead and take decisions when they have the knowledge and expertise to enable them to do so

Strategic Influencing

- Negotiate and influence strategic decision making within the school's SLT
- Understand the culture and climate of the school and where appropriate the wider educational environment
- Maintain a visible, professional and high profile within the school
- Safeguard the assets and reputation of the school and ensure truthfulness in all public communications

Other

Undertake such duties and work hours as agreed with the Headteacher and carry out related duties as may be required from time to time by the Headteacher.