

Job Description

Title	Director of Strategy and Resources (DS&R)
Salary	L12-L16
Conditions:	Full time / Permanent
Line managed by:	Headteacher
Line management of:	Support Staff

Purpose

- To actively contribute to the school's achievement culture
- Share our common vision, values and ethos
- To strategically and operationally lead on all aspects of finance, resources, Human Resources, ICT and site management
- To oversee the administration team
- Oversee the requirements of the PFI contract

Key responsibilities

Overall

- To be a member of the School Leadership Team, contributing to strategic planning and decision-making and attending Governing Body committee meetings
- To deliver operationally in a high-expectations environment so that the Headteacher and other senior leaders can focus on the delivery of the schools education vision without distraction.
- To be responsible for all aspects of Finance, HR, Payroll & Pensions, ICT, Catering, Site Management, Administration and operations support.
- Capital Projects, Premises Management and Security.
- To plan, oversee and deliver capital projects to enhance the provision and capacity of the school. This is to include identifying appropriate funding sources, managing relevant stakeholders, and ensuring projects are complete on time and to budget.
- To ensure appropriate reporting, monitoring and control systems are in place.
- To oversee the PFI contract

Financial

- To be responsible directly to the Headteacher and to the Governing Body for all financial and accounting procedures.
- To control, monitor and evaluate the schools finances, ensuring compliance with financial requirements and ensuring value for money.
- To be responsible for salary forecasts, preparing an annual plan of the Schools financial priorities in consultation with the Executive Headteacher and the annual budget for approval by the Governing Body
- To be responsible for the development and implementation of robust financial systems and processes which includes its on-going review and improvement
- To prepare the clear and timely management of financial accounts as required for the Headteacher and Governing Body
- To ensure the effective implementation and operation of financial controls within the school and support budget managers with budget reports and budget management
- To advise, prepare and claim bids, grants and claims for funding, ensuring all streams of revenue are fully secured and accounted for
- To ensure any tax obligations are discharged correctly and effectively
- To be responsible for the production, maintenance and review of the Schools risk register.
- To prepare cash-flow forecasts to ensure that the Schools cash position is consistent with its obligations and to invest surpluses prudently
- To ensure prompt and efficient completion of monthly, quarterly and annual returns, as required by the Governing Body, and by outside bodies including the EFA, local authority, pension schemes and Her Majesty's Revenue and Customs

- To maintain regular liaison with banks and the London Borough of Lewisham
- To monitor service level agreements and contracts (including the PFI contract) to ensure effectiveness of delivery and value for money, negotiating more favourable terms where possible
- To ensure that effective credit controls are in place in respect of income.
- To act as cost centre manager for specific budget area as agreed with the Headteacher
- To seek other income avenues to secure finance across the school.

Health and Safety

- The post holder will be the Health and Safety Officer for the School and ensure that all Health and Safety legislation, policies and procedures are in place and adhered to with the support of the schools SLT.
- Through the PFI Premises Manager oversee the day-to-day management of Health and Safety (H & S) within the School
- To take part in regular fire and health and safety risk assessment visits and reviews.

Human Resources

- To ensure that the school is compliant with all its HR policies and procedures.
- To oversee all matters relating to payroll, including; Her Majesty's Revenue and Customs queries, National Insurance, benefits in lieu of pay (travel loans etc.), Give as You Earn scheme, and to ensure that appropriate controls are in place and robust checks are made in relation to the monthly payroll
- Oversee the recruitment procedure to ensure safer recruitment guidance within the schools recruitment policy is adhered to
- To liaise and work closely with the SLT team with regard long term strategic plans
- To serve as a member of the Schools leadership team, as a positive and proactive leader.
- Lead a team of support staff to deliver the vision for the School against its strategic priorities and timescales and to deliver effective support services.
- To support the Senior Leadership Team in managing change and actively promoting its on-going progress
- Manage the tendering for all service contracts; manage school licences and monitor all insurance policies with a view to cost effectiveness.

IT Support

- Ensure that the IT Managers, IT provision for all staff and pupils is delivered, and that all are efficiently supported on a timely basis.
- To work closely across the school to ensure the ICT provision is meeting the needs of the staff, pupils and curriculum and providing value for money.
- To ensure the General Data Protection Regulation is being adhered to by our network and individual systems.
- Ensure contingency plans are in place in case of technology failure

Purchasing and Lettings

- To achieve for the school the most competitive pricing for goods and services in compliance with current and relevant procurement legislation
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of services to the Schools, to ensure that services are delivered to a high quality and support the operation of the School.
- To ensure the school infrastructure is not only supporting the needs of the curriculum but also bringing in additional letting revenue to further develop the school.

Administration

- To provide oversight of effective administration systems throughout the school.
- To deal with all insurance correspondence and communications, ensuring that necessary paperwork is completed to enable insurance cover to be effective
- To ensure that the school complies with Data Protection and Freedom of Information legislation,
- To act as the lead Data Protection Officer for the school and ensure all aspects of The General Data Protection Regulation (GDPR) is being adhered to.
- Manage the annual procurement of Service Level Agreements

Catering

- Monitoring of the catering contract to ensure the provision of catering at the School
- To ensure the highest standards of food quality, service and professionalism are achieved including hospitality, in accordance with the quality and cost criteria established by the Senior Leadership Team.
- To review the findings of staff, parent and pupil surveys implementing change where needed

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
- Provide support to staff during times of setback and change
- 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.

Person Specification: Director of Strategy and Resources (DS&R)

	Essential	Desirable	How assessed
Qualification Criteria	<ul style="list-style-type: none"> • Business Management qualification • Good honours degree or equivalent • A record of Continuing Professional Development activities • Right to work in the UK. 	<ul style="list-style-type: none"> • Professional accountancy qualification ACCA/CIMA/IC A/ CIPFA. • Evidence of other professional study • Higher degree 	Application
Knowledge and Experience	<ul style="list-style-type: none"> • Experience as a member of a senior Leadership team • Experience and knowledge of schools or education finance, HR and other aspects of education administration • Knowledge and experience of financial management systems and schools funding especially primary and secondary funding • Experience using SIMS or other financial management forecasting packages • Experience of leading and managing budgeting and reporting processes in an organisation • Experience of working with a range of internal and external partners including non-finance personnel 	<ul style="list-style-type: none"> • Experience in leading whole school training 	Application, references and interview

	Essential	Desirable	How assessed
	<ul style="list-style-type: none"> • Knowledge and experience of managing procurement, contracts for services, health and safety etc. • Extensive experience of managing and motivating staff and monitoring performance against targets • Understanding of the Schools agenda and environment 		
Skills and Abilities	<ul style="list-style-type: none"> • Strong organisational and planning skills • Ability to ensure confidentiality is maintained at all times • Excellent written and oral communication skills • Ability to interpret complex legislation regulations • Ability to influence and participate in the Schools management processes • Ability to prioritise and manage conflicting demands • Proactive and innovative demonstrable approach to work • Strong people management skills, with highly developed interpersonal and motivational skills • Strong organisational, project management and planning skills • Highly numerate. • Demonstrates an innovative and proactive approach to work • Evidence of well-developed ICT skills 	<ul style="list-style-type: none"> • Strong public presence • Pupil focused commitment • Ability to inspire • Clear focus on value for money and impact of provision upon progress and learning. 	Application, references and interview
Other	<ul style="list-style-type: none"> • Commitment to equality of opportunity and the safeguarding and welfare of all pupils • Willingness to undertake training • This post is subject to an enhanced Disclosure and Barring Service check. 		References and Interview