

## **THE JOHN COLET SCHOOL**

### **JOB DESCRIPTION**

**POST:** Head of Finance and Business

**GRADE:** Range 11

**PATTERN:** Full-time, 52 weeks a year

**RESPONSIBLE TO:** Headteacher

The Head of Finance and Business at John Colet is a member of the school's Senior Leadership Team and the job description is reflective of this, divided into the following sections:

1. Finance
2. Company Secretary for the Academy
3. Facilities Management
4. Health and Safety
5. ICT
6. Human Resources
7. Extra Curricular Activities
8. Library

In addition, the Head of Finance and Business is to deputise for the Headteacher during school holiday periods.

#### **Line Management**

- Finance Manager
- Facilities Manager
- Librarian
- ICT Manager
- Clerk to Governing Body

#### **1. Strategic Role**

- To be responsible for strategic planning aspects including all financial implications and ensuring that the school makes the best possible use of resources available.
- To develop and oversee the Business Continuity Plan
- To be responsible for all or the majority of the disciplines of Finance, Site, Health and Safety and ICT.
- To be responsible for data protection policy and monitoring across the school.

#### **2. Finance**

- To advise the Headteacher and Governors on investment and financial policy, preparing appraisals for particular projects and for the development of a business plan (long term financial strategy) for the future development of the school.
- To prepare for approval by the Headteacher and Governors the annual estimates of income and expenditure.
- To oversee the monitoring of accounts against budgets.
- To report on the financial state of the school to the Headteacher and Governors.

- To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the senior leadership team accordingly.
- To oversee the management of the school accounting functions, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting at least an annual review.
- To act as a coordinator for the audit schedule and process, liaising with accountants and auditors as required.
- To prepare mandatory financial returns as required by ESFA.
- To provide detailed management accounts for the Governors and Headteacher according to an agreed schedule, reporting immediately any exceptional problems.
- To ensure that internal audit processes are in place, including scheduling and meeting with relevant organisations.
- To be responsible for the provision of a comprehensive payroll service for all school staff, with operation of and reporting to the various pension schemes and other deductions in which the school.
- To monthly check the payroll reports for accuracy liaising with the Head's PA if there are errors.
- To be responsible for dealing with the school's rating assessment and VAT liabilities and advising on the financial implications of charitable status with respect to the current and any future tax legislation.
- To maximise income generation within the ethos of the school.
- To be the point of contact with central and other agencies with regard to grant applications, gifts and other donations.
- To be responsible for securing sponsorship and bid-based competitive funds by effective use of bidding systems and contacts.
- To negotiate, manage and monitor contracts, tenders, and agreements for the provision of support services.
- To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the school. Implementing the approved insurances, and handling any claims that arise.
- To be responsible for obtaining the necessary licenses and permissions (non-ICT) and ensuring their relevance and timeliness.
- To be the main contact with the Local Authority/ESFA in this area.

### **3. Company Secretary to the Academy Trust**

- Maintain the statutory registers including the company books containing the register of members, register of directors and secretary, register of charges and register of directors' interests
- Ensure that the company files statutory information promptly and correctly
- Provide members with proposed written resolutions and auditors with any passed resolutions
- Send copies of resolutions and agreements to Companies House
- Publish the Financial Statements on the school website.
- Keep, or arrange for the keeping, of copies of all members' resolutions (passed other than at general meetings), and minutes of all proceedings and general meetings
- Attend Governing Body and FP&GP Committee Meetings
- Liaise with Chairs of Governing Body, FP&GP Committee and Curriculum Committee to finalise agendas and distribute as appropriate with appendices.
- Check and circulate meeting minutes produced by the Clerk to Governors.
- Ensure that people entitled to do so can inspect company records

- Provide the Secretary of State for Education and the Principal Regulator information in accordance with the Charities Act 2006
  - Keep up to date and informing the Trust of upcoming or new requirements
- 4. Facilities Management**
- To oversee the management of the school site and buildings.
  - To maximise income from lettings and extended school services.
  - To develop capital projects, including applications for external funding streams
  - To manage all assets within the school including the oversight of the asset register
- 5. Health and Safety**
- To oversee all Health and Safety and that the school complies with all relevant laws and guidance
  - To assess risks and identify hazards
  - To be the Educational Visits Coordinator (EVC)
- 6. ICT**
- To lead on the strategic development of ICT – hardware and software taking into account curriculum and non-curriculum needs
- 7. Human Resources**
- To be responsible for all personnel matters.
  - To authorise payroll claims.
  - To give advice to Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal. To attend Employment Tribunals as necessary.
  - To advise the Governors on the policy needed to comply with legislation concerning employment protection, equal pay, equalities etc. and the implementation of these policies in the school.
  - To keep all HR policies up to date
  - To attend external HR meetings/briefings.
  - To be the main contact with HR/ESFA in this area.
- 8. Extra Curricular Activities**
- To be responsible for the details as appropriate.
  - To ensure there is a variety of activities accessible for all year groups.
- 9. Library**
- To ensure the resources support the learning of all year groups.
  - To ensure the facilities are used in an appropriate and effective manner.
- 10. General**
- To provide support to students during periods of contact and help promote a general feeling of well-being within the School.
  - To participate in the School's appraisal system.
  - To play a full part in the SLT supervision of the school site including lunch duties.
  - To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.
  - To undertake other work as directed by your Line Manager.

**This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation**

**May 2019**