



Alleyne's Academy

Director of Business & Finance

Job Description

Statement of Purpose

- Be a member of the senior leadership team at the academy, sharing a collective responsibility for the strategic direction of the academy, including planning, decision making, management and leadership and be proactive in developing and maintaining sound principles of financial and business practice.
- Play a crucial role in leading, developing and managing high quality business services that underpin the teaching and learning across the academy, including financial management, HR, health & safety, compliance and administration.
- Advise the Headteacher, Governing Body and staff on matters pertaining to all aspects of the business management role.

Strategic Management

Under the overall direction of the Headteacher:

- Lead on all financial matters to ensure the academy's successful financial performance and to ensure financial decisions are clearly linked to the academy's strategic goals.
- As a member of the senior leadership team, attend leadership meetings and report on key issues, where appropriate.
- Lead, manage and monitor support staff middle managers.
- Act as the Health and Safety Co-ordinator for the academy and support middle managers to manage and maintain the academy's health and safety policy.
- Lead and manage support staff teams ensuring they provide a quality learning and teaching environment and a quality administrative and financial service both to the leadership team and teaching staff of the academy.
- Report to appropriate Governing Body sub-committee meetings.
- Keep up-to-date with national issues relating to business management within education.

Financial Management

- Manage the academy's budget, ensuring it is balanced, realistic and represents an effective use of public funds.
- Manage the payroll and liaise with the external payroll provider as necessary.
- Attend and report to the Governors' Finance Committee on all aspects of the budget.
- Produce monthly management accounts and keep the Headteacher and senior leadership team updated on the financial situation.
- Forecast future years' budgets based on the academy's estimated funding and trends in expenditure to enable the Headteacher to make strategic, long term decisions.

- Comply with the Academy's Financial Handbook and submit statutory returns.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking, evaluating suppliers, negotiating deals and ensuring value for money.
- Liaise with the academy's external catering contractor to ensure best value for money in terms of finance and quality.
- Manage and develop the academy's income generation.
- Manage the financial aspect of the joint use arrangement.
- Be responsible for the financial returns to the ESFA.
- Be responsible for benchmarking against similar academies and make recommendations for improvement.
- Carry out appropriate budget modelling, providing costed reports to Headteacher, senior leadership team and Governors' Finance Committee.
- Lead and manage the work of the Finance Officer.
- Oversee the spending of the budget so that funds are spent in line with the financial requirements of the Academy's Financial Handbook.
- Look for opportunities for the academy to bid for funds, contributing to and leading bids as required by the Headteacher.

HR Management

- To act as the Human Resource Officer for the academy staff.
- To lead, manage and develop the support staff who provide administrative, technical and teaching assistant support to teaching staff.
- Stay updated on national pay awards and implement the pay arrangements for all staff.
- Be responsible for personnel matters relating to all staff and maintain confidential staff records.
- To advise staff regarding salaries, expenses, pensions, sickness and maternity / paternity procedures.
- To be responsible for the management of the Attendance at Work Policy within the academy including back to work interviews and reporting to the senior leadership team.
- Ensure that all support staff understand their key roles in supporting the primary purpose of the academy to raise pupil achievement and to provide quality learning and teaching.
- Develop a programme of development and training for support staff.
- To be responsible for the management of the recruitment of staff including advertising, recruitment, selection and interviewing, ensuring safeguarding of children and young people is the highest priority.
- Liaise with heads of department about allocations of tasks and duties to Teaching Assistants and Technicians in accordance with the conditions of service and development needs of support staff.
- Be familiar with teaching and support staff conditions of service and be responsible for their development.
- Liaise with and advise relevant teaching staff managers who will direct day-to-day work of support staff.
- Liaise with and consult the appropriate Heads of Department as part of the agreed performance review arrangements for support staff.

Facilities Management

- To have lead responsibility for the academy site and buildings, maintenance, development and health & safety.
- Line manage the academy site and cleaning staff via the Site Manager.
- Make recommendations to the Headteacher and Governing Body on the spending of repairs and capital budgets.
- Write and oversee tendering arrangements on behalf of the Governing Body.
- Manage the academy's compliance with health & safety regulations and put in place process and procedures to ensure the safety of the academy and its stakeholders.
- Be responsible for the joint use arrangement for the sports centre in conjunction with Stafford Borough Council.

Compliance and Administration

- Manage the academy's compliance with statutory obligations and advise on the relevant, legal, regulatory and ethical requirements.
- Monitor and update the risk register.
- Liaise with the Data Protection Officer ensuring that the academy is GDPR compliant.
- Ensure records are kept in accordance with the academy's retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Oversee the academy's policies and ensure that relevant policies are updated and authorised as necessary.
- Line manage the external ICT support staff.
- Ensure improved service, value for money and fitness for purpose in the purchase of all ICT equipment to support the academy through teaching and learning and administrative tasks.

Support to the Academy

- Promote and safeguard the welfare of children and young people.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.