



Alfriston School Sports College

Penn Road, Knotty Green, Beaconsfield
Buckinghamshire, HP9 2TS
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January 2019

Dear Applicant

ALFRISTON SCHOOL

Role: Academy Business Director

Salary: Bucks Pay Range 10 (£48,290 - £54,004, depending on qualifications and experience)

Hours: 37 hours per week Monday to Friday, full time, permanent contract.

Required to start: 18th March 2019

Alfriston School and Sports College is an outstanding school which provides an exemplary education to girls with moderate learning difficulties. The school converted to academy status from 1st March 2012.

We wish to recruit a dynamic and forward-thinking finance professional who would like to take this fantastic opportunity to play a leading role in setting up our academy organisation and to help shape the future direction and success of the school. The post holder will play a full part in the strategic leadership of the school, as a key member of the Senior Leadership Team and will be responsible for the effective deployment of the school's resources (annual budget approx. £3m). This includes managing the trading subsidiary company in the form of pool lettings.

Previous experience in managing budgets and people is essential – as are strong organisation skills, and excellent analytical, inter-personal and communication skills.

For full details of the post and the application process please see our website: www.alfristonschool.com, or the Bucks County Council website. For any further information please contact Mrs N. Rashid, Office Manager on 01494 673740 or email office@alfristonschool.com. Visits to the school are available on request.

Closing Date: The Closing Date for applications is Monday 4th February 2019 at Midday.

Interview Date: Monday 11th February 2019

Yours sincerely

Jinna Male

**Jinna Male
Headteacher**

ABOUT THE SCHOOL AND STAFF

Alfriston is an outstanding Special School with Sports College status for girls aged 11-19 with moderate learning difficulties and speech and language and communication difficulties. We currently have 150 girls on roll. We became an Academy on 1st March 2012. The school has been delivering high quality education since 1950. All the pupils have a statement of special educational need and are taught in small groups and with additional support. Our staff are specialist subject teachers and are experienced in working with a range of special needs and abilities.

Pupils attend Alfriston from all over Buckinghamshire and some neighbouring counties. We also have weekly boarding provision for 20 pupils.

We consider the staff team as our most valuable resource. Training and development is a high priority in the school. There is also personal support given to staff to manage the diverse and challenging work needed to support pupils with significant special needs.

At present there are 60 staff employed at the school working in the teaching, support, residential and administrative teams. We are proud of the excellent standard of education provided at Alfriston.

Our website is www.alfristonschool.com

This school is committed to safeguarding and promoting the welfare of children which will be reflected throughout recruitment. The selected candidate will be required to provide suitable references and undergo an enhanced Disclosure and Barring Service (DBS) check before taking up the post.

JOB DESCRIPTION

ACADEMY BUSINESS DIRECTOR

JOB PURPOSE

To act as the leading finance and resources professional, ensuring that the academy meets its goals through continuous improvement in its use of resources and new ways of working.

OBJECTIVES

To provide highest quality advice and support to the Headteacher and Governors in managing the academy's resources. To promote the highest standards of business ethos and ensure the most effective use of resources, including taking lead responsibility for finance, and having oversight of administration, property and provision of other non-educational services.

AREAS OF RESPONSIBILITY

Leadership and Strategy

- To contribute to the strategic and operational leadership of the academy through membership of the Senior Management Team.
- To ensure that staff are included in the formulation and implementation of academy policies.
- To act as line manager for the Site Manager, Pool Manager and Finance team.
- To act as a director of the trading subsidiary.
- To undertake annual appraisals for nominated staff members.
- To ensure that proper provision is made for succession planning and cover through training and work shadowing.
- Attend full governing body and governors' committees as required.
- Plan and manage change in accordance with the academy's development/strategic plan.
- Keep up to date with the relevant statutory frameworks and guidance and to advise the Headteacher and Governing Body accordingly.
- Develop a disaster recovery strategy, emergency plan and risk register.

Finance and Compliance

- To lead the efficient operation of the academy's and trading subsidiary's finances on a day to day basis in compliance with statutory and DfE/funding agency requirements.
- To advise the Headteacher and Governing Body on all aspects of financial policy and practice.
- To produce a draft budget for consideration by the Headteacher and Governors' Finance Committee.
- To submit the annual financial plan to the DfE/funding agency and ensure that Budget Holders are advised of their allocations.
- To monitor the financial position of the academy on a monthly basis.
- To keep the financial plan under review and recommend revisions as necessary during the year.
- To ensure that an equitable balance of accounting takes place within the academy budget.
- To liaise with the DfE/funding agency on all financial and budgetary matters and implement end of year procedures in line with requirements.
- To ensure that the academy complies with all regulations regarding academy finances and most recent audit recommendations.

- To review the draft agenda for the Governors' Finance and Resources Committee, ensuring that all relevant matters of compliance are included.
- To produce and present reports for the governors' Finance Committee showing totals of actual income and expenditure, committed expenditure, an explanation of virements and variances, information on major projects, and predicted outturn.
- To negotiate contracts, tenders and agreements for the provision of support services (including lettings) and to ensure that the performance of contracts is properly monitored.
- To ensure that energy use is effectively controlled.
- To advise the Governing Body on appropriate insurances for the academy.
- To recommend annual updates of the Finance Manual to the Governors' Finance Committee and ensure that all staff are conversant with financial procedures relevant to their roles.
- To produce an annual 3-year budget projection.
- To ensure that the academy complies with relevant statutory requirements including Data Protection and Freedom of Information.
- To manage the finances of collaboration and partnership arrangements with other organisations.

Property and Health & Safety Management

- To have overall responsibility for Property, Services and Health & Safety Issues
- Ensure the Health & Safety Policy is implemented at all times, put into practice and is subject to review, assessment and reporting at regular intervals or as the situation or legislation changes
- Ensure ancillary services e.g. catering, cleaning, grounds maintenance are monitored and managed effectively
- To lead the planning and oversight of property improvement projects.

To undertake any other reasonable tasks required by the Headteacher

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PERSON SPECIFICATION

ACADEMY BUSINESS DIRECTOR

Criteria	Desirable	Essential
Experience		
Preparing and managing strategic financial plans		Y
Managing significant budgets, financial reporting, procurement and fixed assets		Y
Managing change projects		Y
Managing teams		Y
Managing Health and Safety	Y	
Managing within an educational environment	Y	
Managing procurement and contracts		Y
Qualifications and Training		
Recognised appropriate professional qualification (e.g CCAB accounting qualification or NASBM qualification).	Y	
Evidence of Continuing Professional Development	Y	
Knowledge and Skills		
Able to deliver services and systems applicable for effective school management		Y
Knowledge of PS Financials system	Y	
Able to identify and deliver value for money initiatives	Y	
Able to lead teams and individuals		Y
Able to use a range of ICT packages		Y
Understanding of promoting positive relationships within the wider school community		Y
Experience of working in a school setting	Y	
Understanding equality and diversity issues and implications for policy and practice		Y
Personal Qualities		
Highly developed interpersonal skills including influencing skills		Y
Ability to work under pressure and meet deadlines, accepting the flexibility to attend twilight and evening meetings as required		Y
Ability to successfully work with school governors		Y
Ability to work collaboratively with external organisations to maintain a wider support structure for the Academy		Y
Preparation of high quality reports		Y
Willingness to constructively challenge the work of self and others to continually improve own and team performance		Y
To show loyalty and commitment to the school		Y