



Post Title: Operations and Business Manager

Reports to	School Headteacher
Location	King Edward VI Grammar School, Louth, Lincolnshire
Hours	37 hours a week, full time all year round. Flexible to meet the needs of the business.
Salary:	NJC 40 – 43 (£51,365 - £54,485) depending on skills and experience

Responsible for:

The overall management of the School's business services, premises, cleaning and catering services and strategic management of School's financial function. This includes the development and effective operation of systems and services within these areas and their compliance with national and local legislation, guidelines and requirements. To be a member of the Senior Leadership Team and required to make a significant contribution to the overall organisation, management and direction of the School.

Responsibilities include but are not limited to the following:

Senior Leadership

- Contribute to the strategic and operational development of the School.
- Lead, line-manage and support all business and operational support functions at the School.
- Ensure that the School makes the best possible use of resources through effective planning, considering all financial and resource management implications.
- Provide clear information, advice and recommendations to the Headteacher and Trustees regarding the strategic development of support services, the use of assets and the development of activities.
- Develop, manage and monitor related areas on the School Development Plan.
- Monitor and evaluate progress against agreed objectives and targets, taking any additional action as may be agreed to be necessary.
- Ensure that the impact of astute business development, a focused financial strategy and strong overall management directly affects educational outcomes for pupils at the School.
- Ensure that all returns to the DFE, Trust Board, Local Authority and any other relevant bodies are carried out within predetermined deadlines.
- Establish credibility whilst managing and maintaining strong working relationships with all partners and stakeholders.
- Represent the School at local and national networks.
- Promote and market School specific services, seek sponsorship and generate additional income.
- Be an active member of the SLT

Business and Financial Planning, Management and Reporting

- Act as Chief Financial Officer for the School: managing financial reporting and compliance, strategy and forecasting, cashflow and risk management.
Ensure School finances are managed efficiently, professionally, with integrity and conforming with all internal and external regulatory requirements.
Advise the Headteacher, SLT and Chair of the Trust Board on the interpretation and application of statutory regulations, School policies and agreed procedures in respect of the management of the finances.

- Development and delivery of three-year financial plans taking into account DfE guidelines/funding and identifying additional sources of funding.
- Analysis of trends and interpretation of the funding environment to ensure Trustees and senior leaders are alerted to issues and opportunities and act appropriately.
- Support the preparation of the School Development Plan by ensuring the financial position of the School is taken into account and the implications of proposals are understood.
- Preparation of annual budgets in accordance with the requirements of the School and Trustees and the DfE.
- Preparation of claims, returns and reports to the DfE, EFA and other organisations, as required.
- Preparation of regular financial data as required by the Headteacher and Trustees, Senior Leadership and other stakeholders in relation to monitoring of expenditure.
- Work closely with the Headteacher and SLT to monitor, manage and deliver on the School budget.
- Facilitating the production of King Edward VI Grammar School Trust's year end annual accounts.
- Production of monthly management accounts with a detailed commentary on the result and on all significant variances from all budgets and bank accounts.
- The operation of accounting systems which meet the requirements of the Trustee Board, and the DfE and which are managed with probity and when audited are exemplary, ensuring that all financial transactions are properly recorded within the Trusts accounting systems.
- Management of the School's financial position at a strategic and operational level within the framework of financial control determined by King Edward VI Grammar School Trust, including:
 - management of cash balances and cash flow including debtors and creditors
 - management of tax and VAT liabilities
 - monitoring and control of capital expenditure on buildings and grounds.
- Ensuring that appropriate internal financial control processes are in place.
- Liaise with internal and external auditors, prepare for audit programmes and implement any recommendations made.
- Ensuring that an organised purchasing system is in place for all School supplies, services and equipment ensuring value for money is obtained and best use is made of resources.
- Maintaining inventory and fixed assets register.
- Develop benchmarking tools that enable the Headteacher and Trustees to assess value for money.
- Provide first line support, guidance, and information to budget holders.
- Prepare and maintain the School's risk register(s).
- Ensure regular reviews/audits of personnel, fire safety and health & safety policies, and ensure that all required procedures, including Equalities Act requirements are in place and observed.
- Oversee all operational tasks including relevant policies
- Manage the equipment ordering process for office admin using agreed processes
- Responsible for completion and submission of forms, including those for external agencies including the Department for Education and the ESFA
- Collation and distribution of reports to Senior Leadership Team, Board of Trustees
- Ensure budgetary, finance and payroll recording and information systems are maintained, including Education Personnel Management system (EPM)

Procurement and Contract Management

- Undertake effective procurement processes to ensure value for money for local contracts.
- Lead and manage procurement exercises and monitor the performance of contracts entered.
- Monitor the operation of policies concerning procurement.

Human Resources

- Ensure compliance with all relevant employment law sharing and disseminating updates from EPM with staff and SLT

- In liaison with the Headteacher's PA, oversee the effective operation of the support staff Performance Management systems.
- Ensure all staff have a clear understanding of relevant financial & HR policies and procedures and that they carry out their duties in line with these policies and procedures.
- Manage staff payroll portal including review and sign off of monthly payroll reports

Estates Management

- Be the strategic, operational and line management lead for premises, catering and facilitates management at the School.
- Have oversight and be the designated lead for Health & Safety. Responsible for H&S compliance and culture within the School, ensure necessary training is carried out, audits are carried out and the appropriate recording systems adhered to.
- Ensure compliance with all relevant legislation.
- Manage and ensure the School database detailing Health & Safety compliance is maintained.
- Ensure adequate central records of and maintenance schedules as required for buildings, materials, hazardous substances, water, appliances, services etc. as a safeguard for the School.
- Develop, implement quality assurance systems to record and ensure regular testing and maintenance schedules at the School.
- Ensure the management and delivery of high-quality services for cleaning, catering and grounds maintenance.
- Develop and implement long term strategies, maintenance and premises management plans to ensure that the quality of the estate is sustainable, maintained and improved.
- Develop and maintain an Asset Management Plan(s), database and site(s) master plans, ensuring that accurate data is maintained, and that projects and priorities support the educational plans and requirements of the School.
- Manage the life cycle costs and replacement of assets to maintain the high standards of the premises and estate.
- Ensure the management and maintenance of inventories and records of all school resources and ensure that staff comply with recognised procedures.
- Be responsible for making decisions and seeking approval from the Headteacher and Trustees regarding the school premises in line with budget provision and operational requirements and evaluating tenders ensuring best value.
- Develop and deliver building improvement projects, liaising with key partners.
- Liaise with outside bodies and/or contractors ensuring that work is carried out within required timescales and to an appropriate standard.
- Formulate and agree the site strategy in conjunction with the Headteacher.
- Building Statutory Compliance, including agreement of the School maintenance budget with the Headteacher and Trustees and to have oversight of all maintenance items i.e. weekly fire tests, emergency lighting and Planned Preventative Maintenance.

Other Responsibilities

- Represent the School at meetings, professional engagements and networking events.
- Attend Trustee and Governing body, appropriate sub committees and any other relevant meeting as directed by the Headteacher.
- Contribute actively to the development of quality improvement and self-evaluation.
- Be actively committed to your own continuous professional development.
- Attend School events as required.

- Participate in School emergencies, in conjunction with members of SLT, including the implementation of effective evacuation and search procedures as required.
- Arrange and provide training sessions for staff relating to all areas within her/his remit to ensure that they are aware of associated procedures and regulations.
- Attend training sessions and meetings as required
- Seek, consider, and act upon professional support and advice as required.

The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the School's responsibilities towards safeguarding. Deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the School's Code of Conduct and reflecting the School's values.

The Estates, Business and Finance Responsibilities set out the working responsibilities of the role and interactions between with School Operations & Business Manager, the Headteacher and School teams.

Person Specification

Attributes tested by Application, Interview, Task and References	
Qualifications & Experience	Essential E/ Desirable D
Must be able to consistently demonstrate they are numerate and literate	E
Holds appropriate financial/accounting qualification to L4 or higher(i.e. AAT) and holds or working towards a School Business Professional qualification or equivalent in relevant field	E
Experience in a management/operations role	D
Ability to manage a significant budget	E
Experience of managing contracts with external providers.	E
Good working knowledge of management and maintenance of buildings, mechanical, electrical and other infrastructure systems	E
Experience of procuring and managing services and contracts to ensure that value for money and key performance indicators are met	E
Computer literate including experience of using Microsoft Office	E
Knowledge and experience of health and safety, first aid, medical, fire safety, risk management regulations and requirements	D
Sound knowledge of Health and Safety NEBOSH, IOSH.COSSH	D
Up to date knowledge of statutory regulations and guidance relating to this post	D
Recent experience of working in a site management role or similar role.	D
Experience of asset and facilities management	D
Good knowledge of Data Protection Regulations	D
Experience of line management and general HR processes	D
Experience of working in a school environment interpreting Government legislation relating to schools	D
Track record of successful income generation and leadership of fund- and profile-raising activities	D
Skills and Abilities	Essential E/ Desirable D

Ability to manage a team – identifying solutions to problems and dealing with issues as they arise	E
Ability to review systems to ensure the robust evaluation of performance and actions to secure improvements.	E
Strong listener and able to communicate in a clear and concise manner both on the telephone and face to face, who can effectively convey information at an appropriate level.	E
Ability to complete work to the required standards and to agreed deadlines.	E
Ability to develop and maintain effective working relationships with a wide range of people.	E
Excellent organisational, communicating and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently.	E
Demonstrates a flexible approach to work to enable effective delivery of service.	E
Other Attributes	Essential E/ Desirable D
Proactive, conscientious, flexible and adaptable.	E
Prepared to challenge non-compliance.	E
Discretion, tact and confidentiality always.	E
Good time management and the ability to prioritise workload.	E
Able to work under pressure and to deadlines and deliver excellent attention to detail and produce accurate results.	E
Evidence of successful team working.	E
Calm in a crisis	E
Ability to adapt to changes in the workplace.	E
Understanding and commitment to the safeguarding of children.	E
Commitment to the school ethos and aims.	E
Commitment to equal opportunities.	E
Accurate and fluent spoken English.	E
A commitment to safeguarding and promoting welfare for all	E
Exemplary levels of integrity	E