



Malton School

A Specialist Science School

SUPPORT INSPIRE THRIVE

TITLE: FINANCE BUSINESS PARTNER

SALARY GRADE: BAND N, SCALE POINTS 40 TO 44, SALARY £43,857 - £46,503 (FULL TIME EQUIVALENT)

CONTRACT TYPE: FIXED TERM (18 MONTHS IN THE FIRST INSTANCE WITH OPTION TO EXTEND BY MUTUAL AGREEMENT)
PART-TIME, TERM-TIME ONLY PLUS 2 WEEKS (2 DAYS / 15 HOURS PER WEEK)
(0.4FTE PRO-RATA = £15,891 - £16,849)

RESPONSIBLE TO: HEADTEACHER

The post-holder will be a member of the Senior Leadership Team, working closely with the Headteacher, to provide strategic financial leadership across all the operations of the school, including Malton Community Sports Centre. The most senior member of school support staff, the post-holder will create and drive the achievement of a Strategic Financial Plan and maximise income generation for the school.

- To create and drive the achievement of a strategic financial plan, flowing from the school's aims and priorities and supporting their achievement.
- To provide strategic financial analysis and planning, to support the leadership of the school.
- To provide strong operational leadership and line management to the Finance Manager and the Facilities Manager.
- To ensure strong financial management of the school and the Sports Centre, leading the Finance Manager to deliver highly effective budgeting, budget monitoring, financial benchmarking, financial analysis and reporting to the Headteacher and Governing Body
- To plan, with the Headteacher and Governing Body, for the delivery of school growth and the achievement of additional income through effective marketing and communication, the increase of letting income, and by identifying and bidding for potential grant monies.
- To manage external contracts for the school, for example catering and grounds maintenance, as well as leading on tender processes to procure services and capital developments.
- To lead the Facilities Manager in the delivery of school and sports centre development projects. This may include larger building projects as well as major refurbishments of site facilities as required.
- To act as a full member of the senior leadership team, contributing to the strategic leadership and the day to day management of the school, demonstrating excellent communication skills.

SUMMARY OF KEY TASKS:

	Responsibilities/Key Tasks
1.	STRATEGIC FINANCIAL LEADERSHIP
1.01	<ul style="list-style-type: none"> To act as a trusted partner, providing high level strategic financial leadership, analysis and planning, with challenge and advice to the Headteacher and the Governing Body, identifying trends and proposing actions to be taken in good time so that the financial management of the school is pro-active and not reactive. To produce a strategic financial plan, covering all the operations of the school, that is informed by the school aims and priorities and which supports the School Development Plan in achieving them. To make a significant contribution to the school growth plan. To lead the Finance Manager, who is responsible for the day to day management of the budget and accounting procedures, enabling a focus on this high level analysis and forecasting. Overall, to ensure strong and effective financial leadership and management of the school, including the financial operation of Malton Community Sports Centre.
2.	LINE MANAGEMENT
2.01	<ul style="list-style-type: none"> To demonstrate strong and effective line management skills: meeting regularly with key leads, setting clear and measurable objectives in support of school priorities, monitoring and reviewing performance against those objectives, keeping excellent records, ensuring desired outcomes are delivered.
2.02	<p><u>Finance Manager</u></p> <ul style="list-style-type: none"> To line manage the Finance Manager, ensuring high levels of accuracy are maintained in budgeting and forecasting. To be responsible, with the Finance Manager, for production of the school and Sports Centre budgets and subsequent monthly monitoring of the budget to ensure tight control of expenditure in line with the school development plan. To exercise monitoring and control of budget holders across the school. To take delegated responsibility for financial decisions at agreed levels and to provide financial advice to the Headteacher. To advise the Headteacher and Governing Body on strategic financial management, including the risk assessing of financial decisions. To work closely with the Headteacher on the costing of the school development plan. To present recommendations to the senior leadership team on items of major capital or revenue expenditure, preparing reports on such development projects with the Headteacher and the support of the Finance Manager. To take the lead, line managing the Finance Manager, in ensuring accurate estimates of income and expenditure are prepared; opportunities to maximise income generation are seized; and regular value for money analysis reports on aspects of the work of the school are carried out and presented. To ensure that the school is fully prepared to meet and maintain the Financial Management Standards. To ensure all required reports are submitted on time to the relevant external body.

2.03	<p><u>Facilities Manager (line managed by Senior Assistant Headteacher for operational purposes)</u></p> <ul style="list-style-type: none"> ● To work with the Facilities Manager to maximise the opportunities for generating additional income through lettings and events. ● To contribute to the effective management of major building projects and site refurbishment works, including the development of work or tender specifications and the management of the delivery of the project against timescale and agreed cost. Providing the senior management link to any external providers undertaking major works at the school. ● To pro-actively search for grant or partnership opportunities to enhance the facilities of the school and the sports centre (ensuring that the any grant income requirements are met), leading on and co-ordinating the bidding process or partnership negotiation. ● To maintain an accurate asset management plan with the site and finance teams, identifying aspects of school premises which require improvement and/or refurbishment on a rolling programme presented to the senior leadership team and to Governors. Then to ensure that the Facilities Manager is supported in the operational delivery of any such programme. ● To tender, negotiate, manage and monitor all contracts against budget and requirements, dealing with premises issues as appropriate. To manage these contracts effectively to deliver desired outcomes whilst achieving value for money.
3.	COMMUNICATION AND PARTNERSHIP WORKING
3.01	<ul style="list-style-type: none"> ● To establish good working relationships and communicate highly effectively with all staff, students, parents, external agencies and partners, as well as with contractors. ● To seek and develop partnership working to ensure maximisation of income generation. ● To develop networking relationships with public, private and voluntary sectors to build effective learning communities and sharing of good practice. ● To lead the Facilities Manager in ensuring that positive relationships are maintained with all key stakeholders in the Malton Community Sports Centre and that all requirements in terms of reporting and ensuring the development of the centre are met.
4.	SENIOR LEADERSHIP ROLE
4.01	<ul style="list-style-type: none"> ● To take the lead role, working with the Headteacher and the HR/Admin Manager, on line management responsibility for all support staff: including recruitment, induction, performance management, attendance, training and development. ● To act as a member of the Senior Leadership Team at all times in the way you conduct yourself round school, taking responsibility wherever you are the senior member of staff and contributing to school systems, such as staff duties, in accordance with your role as a senior leader. ● To be responsible for ensuring that all finance related school policies (eg PRP, Charging, Lettings, SFVS) are developed, updated and implemented to meet legislative and organisational requirements. ● Set clear targets and challenge underperformance where appropriate. ● To highlight personal training needs to build on your own skills and knowledge, attending staff meetings and training days as appropriate.

5.	SAFEGUARDING
5.01	<ul style="list-style-type: none"> • Know about data protection issues in the context of your role, fully supporting the safeguarding and child protection policies and procedures of the school. • Understand that different confidentiality procedures may apply in different contexts. • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
6.	SYSTEMS AND INFORMATION
6.01	<ul style="list-style-type: none"> • Contributes to reviewing new technologies to ensure the school has innovative technology and systems to enhance the teaching and learning experiences for pupils. • Responsible for maintaining accurate records for the school.
7.	STRATEGIC MANAGEMENT & RISK MANAGEMENT
7.01	<ul style="list-style-type: none"> • Actively identifies risks and assists in drawing up contingency management plans. • Develops and implements strategies, procedures and policies for the school that have a long term impact. • Makes the best possible use of resources through effective planning, considering all financial and other resource implications. • To define the strategic development, marketing and business improvement of the sports centre and to set out the means of achieving the defined objectives for the sports centre, supporting the Facilities Manager in the delivery of those requirements.
	Data Protection
7.02	<ul style="list-style-type: none"> • To comply with the School's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
	Health and Safety
7.03	<ul style="list-style-type: none"> • To be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • To work with colleagues and others to maintain health, safety and welfare within the working environment • Ensures sufficient resources are allocated to Health & Safety.
	Equalities
7.04	<ul style="list-style-type: none"> • Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users. • Develop own understanding of equality issues.
	Customer Service

7.05	<ul style="list-style-type: none"> • To sustain a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • To offer excellence in the level of service to customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
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The above list of duties, responsibilities is neither exclusive nor exhaustive and is subject to amendment to reflect changing circumstances. Any such amendment will be subject to negotiation.

All staff are required to comply with Malton School and North Yorkshire County Council policies and procedures.

<u>PERSON SPECIFICATION</u>	
1.	KNOWLEDGE
1.01	Detailed knowledge of financial management, budget management and strategic financial analysis
1.02	Knowledge of school business management, including premises/estate and contract management
1.03	Knowledge of procurement procedures
1.04	Knowledge of child protection procedures and a commitment to safeguarding students
2.	EXPERIENCE
2.01	Substantial experience of leading a team and line managing staff
2.02	Significant financial management experience
2.03	Contract management experience
2.04	Significant project management experience
2.05	Experience of premises management
2.06	Experience of delivering contentious information to senior managers
2.07	Experience of successful income generation and fundraising
2.08	Experience of dealing with and overseeing several budgets at one time
3.	SKILLS
3.01	Excellent ICT skills, including use of spreadsheets, databases and project management software
3.02	Ability to provide strategic financial leadership and insight

3.03	Excellent inter-personal skills with the ability to create, lead and motivate highly performing teams of staff
3.04	Proven project management skills
3.05	To be able to have a strategic view of influences on areas of teaching and learning
3.06	Ability to interpret new regulations and legislation and apply these to work area
3.07	Ability to challenge existing practices and conventional thinking
3.08	Ability to develop creative and innovative ideas and practical solutions to meet the needs of the school
3.09	Ability to plan, develop, set up and monitor systems and processes to effect change
3.10	Ability to use own initiative to make decisions
3.11	Ability to plan own workload highly effectively, and lead others to achieve the same
3.12	Excellent organisational and time management skills
3.13	Ability to sustain strict confidentiality
3.14	Ability to provide clear and analytical reports with substantiated recommendations
3.15	Developed negotiation skills
3.16	The ability to demonstrate strategic thinking skills whilst retaining accuracy and attention to detail
3.17	The ability to be flexible and committed
4.	QUALIFICATIONS
4.01	Degree level education or equivalent (ideally in a business/finance/management related subject)
4.02	Certificate/Diploma of School Business Management or equivalent qualification
5.	OTHER REQUIREMENTS
5.01	Enhanced DBS clearance
5.02	To be committed to the school's policies and ethos, promoting a positive image of the school at all times
5.03	To be committed to Continual Professional Development
5.04	Motivation to work with children and young people. Ability to form and maintain appropriate relationships and boundaries with children and young people.
6.	CHARACTERISTICS AND ATTRIBUTES

6.01	Sense of humour.
6.02	Self-motivated and committed to achieving success.
6.03	Willingness to be flexible and proactive to meet the best interests of the school.
6.04	The ability to be both a highly effective team leader, and to contribute successfully to a senior team.
6.05	Ability to remain calm, positive and enthusiastic when under pressure.
6.06	Ability to embrace change.

Job Description Prepared By Rob Williams.

Date: 09/11/20