
Title of Job: Business & Projects Director

Starting Salary: £61,231

Section: Leadership Team

JOB SPECIFICATION

PERSON REPORTS TO: Principal

PERSON SUPERVISES: All Academy support staff including administrative staff, technical staff, Teaching Assistants, ICT staff, lunchtime supervisors and premises supervisors. Co-ordinates and plans the work ensuring major functions are achieved.

PURPOSE OF THE JOB:

- To support the Principal and make a direct contribution to improving the effectiveness of the Academy
 - To ensure the provision of high quality support services within the Academy and to plan the implementation of strategic, non-teaching projects.
 - To help to ensure the smooth and successful running of the Academy by dealing with the leadership, managerial and administrative complexities that confront the Academy
 - As part of the Academy's Leadership Team, to play a significant part in the corporate leadership and management of the Academy.
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EQUAL OPPORTUNITIES:

The Academy has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

DUTIES AND RESPONSIBILITIES:

1. Strategic leadership and management

- 1.1 Advise the Principal and governors on the wider implications to changes in policy and statutory obligations and provide strategic support on all aspects of school business management.
- 1.2 Keep under regular review the responsibilities and roles in the Academy that support learning, bringing forward proposals for their effective delivery.
- 1.3 Manage the collection, collation and distribution of statistical and statutory returns concerning students and the Academy (including attendance and performance statistics) and the provision of quality management information within the Academy to support its effectiveness.
- 1.4 Ensure the Academy makes the best possible use of resources through effective planning, considering all financial and other resource implications.
- 1.5 Produce timely and fully costed proposals, ensuring they are sustainable through long- term (3 year) financial planning.
- 1.6 Plan for and implement new initiatives.

1.7 To take an active role in coordinating and managing the relationship of the interested parties and agencies involved in delivering effective extended school services. These include students, parents, Academy staff, the voluntary sector and national/regional organisations such as the police and health service.

1.8 Manage all aspects of school business management in a sustainable and eco-friendly manner.

2. Finance and managing resources - Working with the Finance Manager of the Academy to

2.1 Annually prepare and continuously review the Academy's budgets for income and expenditure, in accordance with recognised accounting standards and practices and priorities set by the Principal, Governing Body and stakeholders. Attend relevant training associated with this.

2.2 Management of external sources of funding, ensuring grant application forms, spend profiles and reports are completed correctly, and that all income and expenditure is accounted for.

2.3 On a monthly basis, prepare and present to the Principal, statements of the school's financial position, including estimates and projections to year-end and prepare the termly budget monitoring report for the Governing Body.

2.4 Prepare the annual estimates of income and expenditure for approval by the Principal and governors. Obtain agreement of budgets and monitor them against accounts.

2.5 Advise the Principal and the Governing Body of the financial consequences of decisions and options open to them, including the presentation of proposals for the more effective use of the Academy's resources.

2.6 Prepare regular management accounts for budget holders and report on the financial state of the school to the governors.

2.7 Ensure that adequate systems and procedures are devised, operated and maintained to properly manage all the Academy's financial affairs, including other statutory and voluntary funds. Ensuring extensive policy and service implications are met.

2.8 Ensure the operation of effective purchasing and procurement systems and procedures across the Academy.

2.9 Ensure the safe custody of all cash and bank balances held by the Academy.

2.10 Liaise with the appropriate Academy personnel and appropriate outside agencies over the preparations of tenders for supplies and service contracts ensuring compliance with standing orders and advising on financial consequences.

2.11 Continue to develop financial forward planning for the Academy.

2.12 Adhering to the principles of the FMSIS standard.

2.13 Advise the Principal and governors on investment and financial policy, preparing appraisals for particular projects and developing a long-term financial strategy for the future development of the Academy.

2.14 Use financial management information, especially benchmarking tools, to analyse trends and identify opportunities for greater efficiency.

2.15 Monitor all accounting procedures and resolve any problems, including;

- ordering, processing and payment of all goods and services provided to the academy
- operations of all bank accounts, ensuring that a full reconciliation is undertaken at least once a month, and
- maintaining an assets register, and preparation of invoices and collection of fees and other dues, taking legal action, where necessary to recover bad debts.

2.16 Prepare the final accounts and liaise with auditors.

- 2.17 Negotiate, manage and monitor contracts, tenders and agreements, ensuring best value at all times
- 2.18 Prepare all financial returns for the DfE and other central and local government agencies, within statutory deadlines.
- 2.19 Deal with the Academy's rating assessment and VAT liabilities, and advise on the financial implications of charitable status with respect to the current and any future tax legislation. Ensure documents are filed at Companies House.
- 2.20 Act as point of contact with central and other agencies with regards to grant applications, gifts and other donations.

Bids and contracts.

- 2.21 Secure bid-based competitive funds by effective use of bidding systems and contacts.
- 2.22 Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- 2.23 Purchase, either directly or indirectly, the Academy's energy supplies.
- 2.24 Arrange academy facilities to include; catering, transport, including minibus and drivers, school shop, booking for Academy facilities and facilities for additional tuition out of Academy hours.
- 2.25 Seek professional advice on insurance and advise the governors on the appropriate insurances for the Academy. Implement the approved insurances, and handle and claims.

Developing sponsor links

- 2.26 Secure sponsorship funding using commercial flair and act as an articulate ambassador to develop contacts and raise the Academy profile. Maximise income generation within the ethos of the Academy.

3.Human resources

- 3.1. Lead and manage the Academy's team of support staff, ensuring their effective deployment and performance of duties and making proper arrangements for their appraisal, professional development, training and discipline. This includes the admin staff, teaching assistants, technical staff, ICT staff, catering and lunchtime supervisors, and student supervisors.
- 3.2 Ensure that the administrative staff and technicians provide efficient services, appropriate support, information and actions required by the Principal to effectively discharge her duties.
- 3.3 Oversee the provision of office and reception services, including typing, secretarial and reprographic services and the establishment and monitoring of performance indicators.
- 3.4 Working with the HR Manager, co-ordinate the provision of personnel and staffing services for all Academy staff; including assisting in the arrangements for the appointment of staff, maintenance of appropriate personnel records and liaison with appropriate personnel services, as required. Take responsibility for ensuring that the CRB central record is up to date and regularly reviewed.
- 3.5 Advise the principal and governors on the assessment of salaries, expenses, and sickness levels.
- 3.5 Ensure confidentiality of records, as appropriate.
- 3.6 Working with HR, plan, arrange and report on staff development aspects of all support staff.
- 3.7 Act as a bridge to facilitate closer working relationships between teaching and support staff, and develop Academy policies on working with contractors and outside agencies.

4.Premises and Site Management

- 4.1 Oversee the management of the premises including its out of hours and emergency use, liaising closely with Academy staff and outside contractors to ensure appropriate usage, cleaning and repairs to the premises.
- 4.2 Overall responsibility for any capital building works including coordinating proposals for the development of the buildings and site; liaise with professional officers, ensure appropriate documentation is compiled and submitted, ensure contract and teacher procedures are complied with.
- 4.3 Manage the site supervisory staff, ensuring that they provide an effective and efficient service.
- 4.4 Act as the Academy's Health & Safety co-ordination officer; ensure that appropriate action is taken with regard to Health & Safety matters, including buildings, grounds, vehicles and equipment in liaison with teaching and non-teaching staff as appropriate and Fire Officer.
- 4.5 Formulate, monitor and implement the Academy's safety policy to comply with the requirements of the Health and Safety at Work Act and other legislation.
- 4.6 Develop a detailed disaster recovery plan and be responsible for the updating of the emergency cascading procedures.
- 4.7 Be the first point of contact for the cleaning contractors.
- 4.8 Manage the maintenance of the Academy site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
- 4.9 Liaise with Richard Cloudeley on aspects of site, personnel and financial management
- 4.10 Liaising with the Site Manager, keep records of regular fire practice and alarm tests, ensuring that emergency procedures are current and timely.
- 4.11 Have overview of the security of the Academy site.
- 4.12 Liaising with the Site Manager, manage the letting of the Academy premises to outside organisations and Academy staff, and the development of extended schools activities, with particular reference to the local community
- 4.13 Know about risk assessment tools and how to use them to establish hazards with the academy and the associated risk involved.

5 ICT management

- 5.1 Line manage the administrative function, including the administrative ICT facilities, Academy reception, reprographics, record and telephone.
- 5.2 Working with the ICT Manager, manage the Academy's administrative and financial computer network systems.
- 5.3 Oversee the implementation of appropriate information management systems; and the full computerisation of the administration accounting and record system.

6 Whole Academy Administration

- 6.1 Have overview of the maintenance of student records, including those for the assessment process.
- 6.2 Act as correspondent to ensure excellent completion of DfE returns in relation to assessment/exams, working with the Exams Officer. Be in charge of providing pupil data to external services: PLASC, OFSTED, DfE, and local authority.

- 6.3 Ensure knowledge of the Academy's baseline data and assessment data, implementing, reviewing and maintaining systems.
- 6.4 Advise on and oversee the management of all internal and external examinations held in the Academy including student entries, amendments, running the examination season, and processing results; ensuring the same is carried out for private candidates too.
- 6.5 Be responsible for the completion of the Academy timetable, whilst liaising with the Principal and other leader in charge of curriculum. Training will be provided, as necessary.

7 Marketing and liaison

- 7.1 Promote the Academy to different audiences and raise the profile within the local community.
- 7.2 Ensure effective liaison with other schools, for example, accessing training on a group basis to reduce costs and/or improve accessibility
- 7.3 Ensure effective liaison with all interested parties and agencies involved in delivering successful extended schools services.
- 7.4 Liaise with local businesses for fundraising, arranging vocational experience and joint projects.

Other Duties

- Ensure that the Governing Body meetings and Governors Committee meetings are fully serviced, with high quality service, including as required the distribution of agendas and papers and the clerking of meetings.
- To participate in staff duties, as requested.
- To carry out such other duties at the level of the post that are appropriate to meet the purpose of the post.

* Please note that all Leadership posts have elements of Performance Related Pay attached to them. The terms for this would be agreed annually.

PERSON SPECIFICATION

FACTOR	REQUIREMENT	METHOD OF ASSESSMENT
QUALIFICATION	Education to degree level and at least 5 years experience in a relevant post and an appropriate financial qualification (ACA/ ACCA/ CIMA.)	LOA/Interview
EXPERIENCE	Extensive experience in the preparation and presentation of accounts, fund raising and grant writing.	LOA
	Experience in operating and monitoring financial systems and procedures.	LOA
	Extensive experience of site management, including capital projects	LOA
	Extensive experience of HR management	LOA
	Extensive and Proven Project Management experience	
KNOWLEDGE/ SKILLS	Evidence of the ability to successfully lead a team and line manage staff, including arrangements for professional development, appraisal and discipline.	LOA /Interview
	Evidence of the ability to initiate, implement, monitor and evaluate relevant aspects of Academy, authority and government policy.	LOA /Interview
	Evidence of an understanding of and commitment to multi-cultural education in an inner city area.	LOA /Interview
	Ability to manage and monitor contracts and co-ordinate tendering procedures.	Interview
	Ability to act as Clerk to the Governing Body as specified in the job description.	Interview
	Ability to take overall responsibility for management of the Academy premises including Health and Safety, planned maintenance and the co-ordination and liaison with the relevant personnel.	Interview
	The ability to communicate effectively to different audiences both orally and in writing, including the ability to promote the image of the school.	Interview
	Ability to support and contribute to the development of equality of opportunity within the school.	Interview
	Understanding of the contribution management information can make to the success of a Academy	Interview

Ability to work strategically and develop radical proposals for improving services effectively.

Interview

**PERSONAL
ATTRIBUTES**

Flexible approach to work
Willingness to work long hours if required
Ability to build credibility very quickly
Confident
Diplomatic
Ability to deliver high standards of Customer Service at all times

CONTEXT:

The City of London Academy, Islington (COLAI) is an 11-19 Academy sponsored by the City of London Corporation and City University. The specialism will be Business and Enterprise with a particular focus on leadership, critical thinking and creativity (reflecting the expertise that the sponsors bring to the Academy). As the Academy is a local community school, community engagement will be extremely important.