

THE LONDON ORATORY SCHOOL



Director of Finance and Operations

Job Description and Person Specification

Job details

Job title: Director of Finance and Operations

Salary Scale: £55,000-£63,000, or increments thereof, depending on experience

Hours: Full Time (52 weeks p/a) Core hours to be available in school are for 37.5 hours a week (excluding lunch breaks).

No additional payment will be made for overtime or irregular hours.

Meals: a school lunch is provided in the Houserooms, Monday-Friday, term time.

Contract type: Full Time, Permanent

Leave: The annual leave entitlement will be 25 working days, (excluding public holidays) to be taken at times agreed with the Headmaster. Holiday entitlement increases to 27 days after five years' service and 30 days after 10 years' service.

Probationary Period: 6 months

Start Date: mid-May/early June

Closing date: Thursday 28th February 2019 @ 4.00pm

Interviews: w/c Monday 4th and/or Monday 11th March 2019

The appointment is conditional on the person appointed satisfying the governors' medical advisor as regards medical fitness. The appointment will be subject to three months' notice in writing on either side.

The Local Government Pension Scheme is available to all members of non-teaching staff.

The appointment is subject to *The London Oratory School Handbook for Non-Teaching Staff*, except where alternative provision is made in this document.

Reporting to: Headmaster

Responsible for: Finance Manager; Cleaning Operations; Catering Services; Registry; Media Resources Office; School Shop; IT Systems (in collaboration)/RM (managed/outsourced service); School Keepers; Lettings

1. Main purpose

The Director of Finance and Operations (DFO) is responsible for managing the strategy and operation of the non-teaching functions of the school, including financial management, health and safety, human resources, estates, IT systems, compliance and administration.

The Director of Finance and Operations is also Company Secretary and Clerk to the Governors. As such the post is the most senior of the non-teaching staff and has *ex officio* membership of the senior staff group. The post-holder will have overall management responsibility for all non-teaching staff, other than the Headmaster's PA and Development Officer, and is expected to work closely with the Headmaster and the Headmaster's PA and with other senior members of staff, especially regarding their particular areas of responsibility.

The DFO will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

Under the overall direction of the Headmaster, the post holder will play a role in:

- formulating the aims and objectives of the school;
- establishing and managing policies through which they shall be achieved;
- managing staff and resources to that end;
- monitoring progress towards their achievement;
- undertake any professional duty of the Headmaster which may be delegated by the Headmaster; and
- undertake such other duties and responsibilities as the Headmaster may reasonably direct from time to time.

2. Duties and responsibilities

As well as the key legal, financial and administrative duties, the Director of Finance and Operations' primary responsibility is to ensure that the school provides a safe and nurturing environment for its pupils;

The following gives a broad outline of duties and responsibilities but is not meant to be exhaustive.

2.1. As Company Secretary and Clerk to the Governors

to keep the statutory books of the Company, lodging the required documents with the Registrar of Companies and with the Charity Commission and ensuring all legal compliance;

to act as Clerk to the Governors, and to any sub-committees that may be established, including exclusion and disciplinary panels, and prepares and circulates agendas, papers and minutes of all meetings;

to monitor developments in legislation affecting the conduct of charities and private companies and their liability to tax, and draws to the attention of the Governors any that may affect The London Oratory School.

2.2. Leadership and strategy

to take all professional decisions in line with the Catholic ethos, vision and values of the school, and encourage others to do the same;

to be responsible for line-managing non-teaching/support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development;

under the direction of the Headmaster, to lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals;

as a member of the senior leadership group, to attend all relevant leadership meetings and report to governors where appropriate;

to implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff;

to implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents;

to monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing;

to contribute to and implement an estates and buildings plan, project managing specific estates projects.

2.3. Financial management

In partnership with the Headmaster, to manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds;

to submit the budget to the governing board;

to monitor the budget all year round, advising the Headmaster where revisions or changes are needed;

to forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Headmaster to make strategic, long-term decisions;

to comply with financial reporting requirements and submit statutory returns, including to the ESFA;

to oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept;

to find and apply for grants, including capital funding applications (such as CIF) to the DfE and other awarding bodies;

to lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money;

to invoice and monitor payment of all grants, including Pupil Premium, Educational Health and Care Plans and SEN;

to assist the Headmaster in determining and controlling departmental and co-curricular budgets and assisting Heads of Department in budgeting and accounting procedures;

to lead and manage the annual external audit of accounts;

to manage Gift Aid returns for donations;

to manage returns for Turnout Ltd (trading subsidiary of the school);

to ensure all insurances are in place, liaising with and making claims from the insurance companies as required;

to manage the school's profile of credit cards;

to manage the school's lettings offer;

to ensure the effective and efficient operation of the Finance Manager, delegating tasks to finance/office staff where appropriate.

2.4. Human Resources

to ensure that effective arrangements are made for payroll/the payment of staff salaries, etc;

to process monthly and annual pension returns for the TPS and Local Government Pension Scheme and managing joiner, leaver, opt out and auto-enrolment in pensions;

in conjunction with the Headmaster's PA, to ensure that staff files are up to date;

to advise the Headmaster on pay and conditions of service;

to ensure that proper arrangements are made and followed as regards pay and conditions of service;

to collaborate with the Headmaster in conducting reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency;

to make the necessary arrangements for non-teaching staff leave and recording non-teaching staff absence.

2.5. Management of Non-Teaching Staff

to recruit, deploy, and manage all non-teaching staff (other than the LSAs, sports coaches, CCF staff; Headmaster's PA and Development Officer) in consultation with the appropriate senior teaching staff; allocating duties, drafting and keeping under review job descriptions;

to make appropriate arrangements for in-service training for non-teaching staff;

to arrange the recruitment, selection and appointment of non-teaching staff;

to ensure that effective arrangements are made for maintaining sound employee relations;

to ensure that non-teaching staff perform their duties in an effective manner including designing, implementing and evaluating the effectiveness of appraisal arrangements for non-teaching staff;

to liaise with Clonboy Ltd regarding the school shop.

2.6. Management of Estates

to ensure that effective arrangements are made for caretaking, cleaning, heating, lighting and routine maintenance of the buildings, grounds and gardens;

to ensure that proper arrangements are made for the security and supervision of the school buildings and their contents and of the school grounds;

to manage all building projects, liaising with surveyors, architects and contractors as necessary;

to ensure that the school buildings and grounds are properly maintained and kept in good repair;

to ensure that compliance with all aspects of equipment and maintenance is undertaken including but not limited to Fire Risk Assessments, Water Hygiene and Legionella, Asbestos, Electrical and PAT Testing;

to make returns to the ESFA as required, including the Condition Data Collection and Asbestos Management return;

to ensure the Emergency Plan is reviewed at least annually and that the procedures within the document work are tested and key staff know of their responsibilities;

to ensure all vehicles are roadworthy, insured and are properly serviced and taxed;

to manage the catering and cleaning contracts;

to convene and chair catering committee meetings;

to manage lettings.

2.7. Health and Safety

With the designated Deputy Headmaster and estates team, to supervise the maintenance of the school site

to attend and, if necessary, chair the Health and Safety Committee at least once per half term;

to manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school;

to organise health and safety training for staff;

to ensure effective First Aid training, coverage and deployment;

to manage the training, testing, and authorising of drivers of school vehicles in accordance with any statutory requirements and school policies.

2.8. IT Oversight and Collaboration

to oversee the IT managed service with RM;

to set (in collaboration with key stakeholders) the school's overall IT strategy, in line with agreed priorities;

to ensure that the school's IT systems are robust and meet the developing needs of pupils and employees, within budgetary constraints;

to ensure adequate levels of IT and cyber security are maintained at all times;

to collaborate with the Director of IT Systems and Headmaster in relation to the deployment and management of all IT hardware and software systems;

to collaborate with the Director of IT Systems and the Headmaster to ensure there is a managed programme for IT hardware renewal.

2.9. Compliance

to manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements;

to be the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues;¹

to track all school policies and ensure they are updated in accordance with the policy review schedule;

to monitor and update the risk register in consultation with the Headmaster.

2.10. Administration

to keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times ;

to provide administrative support for the Headmaster and Governing Body;

to ensure efficient administrative services and adequate clerical support.

2.11. Fundraising

¹ See Appendix 1 for full details on roles and responsibilities associated with DPO

to develop and implement the school's fundraising and income generation strategy, through both FLOS and the Foundation, choosing fundraising priorities in line with the school improvement plan;

to attend Trustee meetings of the Friends of The London Oratory School and to liaise closely with the Administrator of the Friends;

to be a Trustee on the Board of the Foundation;

to draft the Financial Statements for the Foundation in conjunction with HMPA; and

to make sure annual Gift Aid returns are submitted for the Foundation in conjunction with HMPA.

2.12. Events and Functions

to work closely with other senior staff regarding the planning of and arrangements for school events and functions, in particular the Patronal Festival and Annual Carol Service;

to liaise with the catering and cleaning companies regarding the preparation for school events;

to ensure refreshments are ordered as appropriate for school events;

to work closely with the Foundation, The Rugby Club and London Oratorians in the planning of events.

The Director of Finance and Operations will be required to safeguard and promote the welfare of children and young people, uphold the Catholic ethos of the school, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Director of Finance and Operations will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headmaster.

Appendix 1: The Data Protection Officer Role (part of the DFO's role)

Purpose

The DPO is responsible for monitoring compliance with current data protection law, and has the knowledge, support and authority to do so effectively. They oversee the school's data protection processes and advise the school on best practice.

Key responsibilities

To:

- Advise the school and its employees about their obligations under current data protection law, including the General Data Protection Regulation (GDPR)
- Develop an in-depth understanding of the school's processing operations, information systems, data security processes and needs, and administrative rules and procedures
- Monitor the school's compliance with data protection law, by:
 - Collecting information to identify data processing activities
 - Analysing and checking the compliance of data processing activities
 - Informing, advising and issuing recommendations to the school
 - Ensuring they remain an expert in data protection issues and changes to the law, attending relevant training as appropriate
- Ensure the school's policies are followed, through:
 - Assigning responsibilities to individuals
 - Awareness-raising activities
 - Co-ordinating staff training
 - Conducting internal data protection audits
- Advise on and assist the school with carrying out data protection impact assessments, if necessary
- Act as a contact point for the Information Commissioner's Office (ICO), assisting and consulting it where necessary, including:
 - Helping the ICO to access documents and information
 - Seeking advice on data protection issues
- Act as a contact point for individuals whose data is processed (for example, staff, pupils and parents), including:
 - Responding to subject access requests
 - Responding to other requests regarding individuals' rights over their data and how it is used
- Take a risk-based approach to data protection, including:
 - Prioritising the higher-risk areas of data protection and focusing mostly on these
 - Advising the school if/when it should conduct an audit, which areas staff need training in, and what the DPO role should involve
- Report to the Governing Board on the school's data protection compliance and associated risks
- Respect and uphold confidentiality, as appropriate and in line with data protection law, in carrying out all duties of the role

- Undertake any additional tasks necessary to keep the school compliant with data protection law and be successful in the role
- Maintain a record of the school's data processing activities
- Work with external stakeholders, such as suppliers or members of the community, on data protection issues
- Take responsibility for fostering a culture of data protection throughout the school
- Work closely with other departments and services to ensure GDPR compliance

Person specification

NB The following qualities are desirable; the role can be shaped to suit the skills and talents of the successful candidate in consultation with the Headmaster.

Criteria	Qualities
Qualifications	<p>A degree - ideally in accountancy, business management, a numerically based subject or a related discipline</p> <p>A school business management qualification, such as the level 4 diploma in school business management</p>
Experience	<p>Successful leadership and management experience in a school, or in a relevant field outside education</p> <p>Involvement in school self-evaluation and improvement planning</p> <p>Line management experience</p> <p>Experience of change management</p> <p>Experience of contributing to staff development</p> <p>Experience of leading on data protection</p>
Skills and knowledge	<p>Expert knowledge of financial management</p> <p>Excellent attention to detail</p> <p>Previous use of FMS (part of SIMS) and any other school based relevant accountancy software, or information management systems</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships with staff and other stakeholders</p> <p>Pay roll management</p> <p>Project management of infrastructure projects</p>
Personal qualities	<p>A 'hands-on' approach to management and task execution</p> <p>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p>

	Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality Flexibility
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Notes:

This job description may be amended at any time in consultation with the post holder.

Last review date: February 2019

Next review date: February 2020

Headmaster/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____