

Job Title: **DIRECTOR OF RESOURCES & SUPPORT OPERATIONS**

Salary: L14 to L18

Responsible to: Headmaster

Responsible for: School Bursar and other Designated Support Staff

Job Purpose

A key member of the Senior Team, the Director of Resources & Support Operations will assist the Headmaster in developing, leading and managing the support functions within the School. The postholder will advise on the School's financial strategy, on the planning, development and allocation of capital and other resources, and oversee arrangements in relation to the Human Resources function in order to ensure the School's vision and priorities are translated into delivery, and that its values are embedded at all levels within the School.

Key Accountabilities

- To ensure the School's functions with regard to legal and financial operations, HR, ICT and capital and site management are fit for purpose, meet the statutory requirements and enable the School to operate at maximum efficiency.
- To act as Chief Finance Officer for the Academy, and strategic financial adviser to the Headmaster and Senior Team, working with the Senior Team to ensure that there are effective strategies in place to ensure that the School is enabled financially to meet its educational and development priorities.
- To reinforce and promote the 'value for money' culture across all aspects of the School's operations such that the School uses its resources effectively, efficiently and economically at all times, including the matters related to the minimisation of waste and other matters of environmental interest.
- To lead and manage matters related to Human Resources, including day to day general HR processes and oversight of administrative arrangements for recruitment, safeguarding, absence management, payroll changes, contracts and providing advice to the Headmaster and Senior Team on the development of associated policies.
- To lead and encourage innovation, through strategies for fundraising and other income generating opportunities, including active engagement with the local and wider community in order to maximise outcomes.
- To lead, develop and empower designated support staff to support their personal achievement and contribution towards the delivery of the School's objectives, including the implementation of effective strategies for development and performance appraisal, and arrangements for relevant CPD.
- To ensure the Governing Body is kept informed of, and complies with, statutory requirements in its operations and decision-making through the Headmaster, for example in relation to the operation of the Trust, including legal requirements for companies and charities, and to the requirements of the ESFA.
- To assist the Headmaster in the development of the School's capital and site resources, to oversee aspects related to planning and implementation and to ensure the highest standards in the maintenance of existing resources. This includes oversight of day-to-day management matters related to the School site, including line management of the Premises Officer, who is responsible for the maintenance of the School's buildings and grounds.

- To assist the Headmaster in the management of projects undertaken within the School relating to resources, such as buildings and maintenance projects, and the implementation of ICT business systems.
- To lead and manage the administrative ICT infrastructure within the School to ensure that ICT systems, supporting School business and administration, are regularly evaluated and that they remain effective and fit for purpose.
- To contribute to the School's process of policy development associated with matters in relation to HR, finance, site development, Health & Safety and Risk Assessment.
- To oversee matters related to Health & Safety within the School, ensuring regular Health & Safety audits, communicating with staff and ensuring relevant processes such as Risk Assessments are kept updated and that the highest standards are maintained at all times.
- To lead on matters relating to the identification of organisational risk, the development of associated strategies, including business continuity planning and to oversee arrangements related to financial audit.
- As a member of the Senior Team to share responsibility for promoting and delivering the School's strategic vision, promoting the highest standards of Teaching & Learning, building capacity across the workforce, building and sustaining effective relationships and communications strategies, working with the community and other services to ensure the protection, safeguarding and well-being of students.