

**The Hermitage Academy**  
 Director of Finance & Operations Job Specification

<b>RESPONSIBLE TO</b>	<ul style="list-style-type: none"> <li>• The Governing Body and the Principal</li> </ul>
<b>CONTEXT AND PURPOSE OF JOB</b>	<ul style="list-style-type: none"> <li>• To be an integral part of the Academy's Senior Leadership Team.</li> <li>• Play a pivotal role in advising on and implementing school wide strategies.</li> <li>• Act as Chief Financial Officer for the Academy ensuring sound and appropriate financial governance and risk management arrangements are in place, preparing and monitoring budgets, and ensuring the delivery of annual accounts.</li> <li>• Manage projects including preparation of bids for capital funding and income generation.</li> <li>• To give strategic vision and leadership to all aspects of Finance, Administration, Physical and Human Resources, IT, Health and Safety and premises.</li> <li>• To be responsible for the efficient and effective use of the school site and its buildings, their maintenance and development.</li> <li>• To be responsible for the efficient use, maintenance and development of school resources to enable teachers to deliver the best progress and outcomes for students.</li> <li>• To line manage key support staff.</li> <li>• To ensure that the school is fully prepared to meet OFSTED financial and safeguarding criteria.</li> <li>• To provide support as relevant to the Principal and Senior Leadership Team.</li> <li>• To deputise for the Principal as required in relevant fields of expertise.</li> <li>• To play a significant part in appropriate supervision of students.</li> <li>• Establish and build working relationships with outside agencies and professional organisations.</li> <li>• To be company secretary for the Academy Trust.</li> <li>• To clerk Governor Committee meetings.</li> </ul>
<b>Finance</b>	<p>Working with the School Finance Team, to prepare an annual budget for the school to be submitted to the Governing Body, The Director of Finance and Resources will be responsible specifically:</p> <ul style="list-style-type: none"> <li>• To ensure the Academy has appropriate procedures and to ensure accurate financial records are maintained (including the unofficial school funds) in accordance with DfE requirements.</li> <li>• To ensure that all procurement operates within the principles of best value.</li> <li>• To attend Governing Body Finance Audit and Resources Committee meetings.</li> <li>• To report on finance, premises, staffing and resources to the Finance Audit and Resources Committee.</li> <li>• To oversee the financial management package and the work of the Finance Officer, giving guidance to other users.</li> <li>• To monitor the cost effectiveness of services (such as cleaning/catering) and to make recommendations for change as necessary.</li> <li>• To prepare appraisals for particular projects and the development of long term initiatives for the school.</li> <li>• To co-operate, initiate and manage audit procedures as necessary.</li> <li>• To write bids for funding as required.</li> <li>• To review and manage the tendering for all service contracts.</li> <li>• To formulate, monitor, implement and review the school's Financial Management and Procedures Policy, ensuring that it complies with the Academies' Financial Handbook.</li> <li>• To prepare monthly management accounts for Governors, agree budgets and monitor accounts against budget.</li> <li>• To market the school's premises to maximise lettings income.</li> <li>• To train staff responsible for delegated budgets with procedures to enable them to monitor these budgets.</li> <li>• Use benchmarking tools to identify areas of relevant spend, assess trends and advise accordingly.</li> <li>• To seek and obtain additional non-educational funding opportunities.</li> </ul>

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<b>Administration and Physical Resources</b>	<p><b>The Director of Finance and Operations will be responsible for the general administration of the Academy:</b></p> <ul style="list-style-type: none"><li>• To plan strategically for the effective provision of ICT resources at the school including hardware/software and the efficient running of the ICT Support Team.</li><li>• To oversee and manage the efficient and effective running of school administration systems, (including finance, the school office and the recruitment process).</li><li>• To ensure inventories of equipment and stock are maintained; all statutory and statistical returns are completed as appropriate.</li><li>• To liaise with the catering manager and to ensure the catering operation is efficient and profitable.</li><li>• To liaise with school uniform provider to ensure quality, provision and value for money.</li><li>• To manage reprographics, records, reception and telephones.</li><li>• Responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.</li><li>• Ensure Academy policies are reviewed on a regular basis.</li></ul>
<b>Health &amp; Safety</b>	<p><b>To liaise with the Health and Safety Manager</b></p> <ul style="list-style-type: none"><li>• To formulate, monitor, implement and review the school's Health &amp; Safety Policy including the introduction of all Risk Assessment procedures.</li><li>• To report to Governors on health and safety.</li><li>• To advise all staff on matters of health and safety as appropriate.</li><li>• To ensure that risk assessments are drawn up as appropriate.</li><li>• To monitor and review the Academy's Fire Risk Assessment.</li><li>• To hold termly Health and Safety meetings with relevant staff.</li></ul>

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<p><b>Premises</b></p>	<p><b>Premises</b></p> <ul style="list-style-type: none"> <li>• To work strategically to produce, a Premises Development Plan, including energy conservation to form part of the School Improvement Plan.</li> <li>• Through regular contact with the premises staff to ensure the proper maintenance and repair of the school is carried out, and progress monitored.</li> <li>• To ensure the appropriate placing and monitoring of all service contracts including cleaning and catering.</li> <li>• To advise on health &amp; safety matters.</li> <li>• To appraise projects for the development of the school.</li> <li>• To arrange for estimates for work and monitor the work of on-site contractors.</li> <li>• To be responsible for the security, maintenance, heating, cleaning and other general site services within the premises.</li> <li>• To deal with all external agencies, delivering services to the school and to deal with all aspects of tendering.</li> <li>• To be responsible for letting of the school premises, the development of all school facilities for out of school use.</li> <li>• To maintain, repair and purchase all furniture, equipment and fittings.</li> <li>• To ensure that the best use is made of premises personnel and to be responsible for their allocation of hours and pay claims.</li> <li>• To monitor and oversee the quality of work by contractors, caretakers and cleaning staff, reporting to Governors as appropriate.</li> <li>• In co-operation with the service representative for the installation and maintenance of equipment for protection against and escape from fire. To keep records and to initiate regular fire practices and alarm tests.</li> <li>• To be responsible for advising Governors on the appropriate insurances for the school. Implementing the approved insurance and handling any claims that arise</li> <li>• To be responsible for the upkeep of playing fields, gardens, all weather surfaces and land drainage. To ensure the maintenance of boundaries, footpaths, roads and rights of way.</li> <li>• To purchase, repair and maintain all furniture and fittings.</li> <li>• Be aware of the importance of a Disaster Recovery Plan</li> <li>• To negotiate and monitor contracts and tenders and for the creation of in-house services. To purchase, either directly or indirectly, the school's energy supplies.</li> <li>• To be responsible for the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property. Also for the installations and plant for lighting, heating, domestic hot water, cooking, ventilation, water softening, energy conservation etc.</li> <li>• To acquire and dispose of land and buildings as authorized by the Governing Body. To draw up outline specifications for new buildings, obtaining tenders, obtaining planning permission and liaison with building contractors and the school architect.</li> </ul>
<p><b>Students</b></p>	<ul style="list-style-type: none"> <li>• To be a presence around the school, supporting teachers where required</li> <li>• To provide lunchtime supervision</li> <li>• To attend Academy open evenings</li> </ul>
<p><b>Flexibility</b></p>	<p>To undertake such duties and work hours as agreed with the Principal and carry out duties as may be required from time to time as detailed by the Principal.</p>