Job description

Job title
Business and Finance Lead for Education

Hours
37.5 hours per week, 52 weeks per year

Contract
Permanent

Role profile, grade and salary
OS50S, Grade 5, £49,943 - £54,496 with biennial increments

Location
Time will be split across Inscape House School, Cheadle and Bridge College, Openshaw with some flexibility for 1 day per week home working.

Reports to
Headteacher of Inscape House School and Principal at Bridge College

Type of DBS required
Child and Adult Workforce (the Trust will apply for this on the successful candidate's behalf).

Job purpose
The Business and Finance Lead for Education is responsible for the strategic direction and operational development of education finance, budget management, relevant aspects of human resources, administration and premises across Together Trust Education Services; Inscape and Bridge. The postholder will ensure that legal, regulatory and governance requirements are met and that resources are used efficiently and provide best value.

As a member of the senior leadership team in both education settings, the postholder will provide specialist advice and lead complex financial, organisational and operational work so that education provisions and their governing bodies can achieve their ambitions for pupils, students and staff.

Safeguarding children and vulnerable people is a priority for all employees.

Nature of the post

The Together Trust is a charity that has provided care, education and support in the North West of England since 1870. Its education services are Inscape House School, a non-maintained special school for autistic children and Bridge College, an independent specialist college for young people with a range of disabilities and additional needs.

The postholder will be an integral member of each education senior leadership team and will:

- Contribute to strategic development and excellent educational and vocational outcomes.
- Provide specialist knowledge, expertise and advice to support informed decision-making.
- Provide strategic leadership for finance, business development, human resources, premises, administration, catering and work with the operations manager in each setting on health and safety.
- Analyse and interpret complex or sensitive information and report findings clearly.
- Lead strategic projects aligned with Quality Improvement Plans and Trust objectives and growth strategy.
- Lead, manage and develop administration, reception, finance, catering and education premises staff.
- Draft and monitor education budgets, establish effective financial controls and report performance to secure best value.
- Plan and improve internal support processes so that they are efficient, compliant and support education delivery.
- Communicate effectively with pupils and students, families, governors, Trust colleagues, commissioners and government bodies.
- Ensure legal and safety requirements relating to people, property and resources are implemented alongside the operations manager in each setting.

The postholder will work flexibly and independently in a rapidly changing environment, participate in meetings and training, undertake supervision and appraisal, and support the wider life and ethos of Education Services and the Trust. As a Trust employee, they may occasionally be required to assist at other appropriate services.

Key responsibilities

Strategic leadership and governance

- Participate fully in school and college senior leadership teams and act as trusted adviser to the Headteacher and Principal, senior leaders and governing bodies on finance, premises, workforce matters and health and safety.
- Contribute to Quality Improvement Plans, particularly resource allocation, and lead agreed elements of implementation.
- Plan and manage strategic projects with clear objectives, terms of reference, timescales, risks and outcomes.
- Prepare reports and supporting information for governing bodies and attend meetings as required, including termly Resources and HR/Performance sub-groups.
- In the absence of the operations managers, represent Education Services at the Trust Health and Safety Forum and other forums as required.
- Develop, implement, monitor and improve internal processes for finance, premises, human resources, administration and health and safety.
- Build effective relationships with the Trust's central functions and carry out other reasonable duties required by the Headteacher, Principal or the Trust.

Leadership and management of support services

- Lead the delivery of administration, finance, catering and premises services across Education Services.
- Line manage designated team leaders, finance officers and premises managers, including induction, supervision, appraisal, objective setting, performance review and professional development.
- Delegate responsibilities appropriately and ensure work is completed accurately, professionally and within agreed timescales.
- Promote welcoming, responsive and professional contact with pupils and students, families, visitors, colleagues and external stakeholders.
- Develop motivated, effective teams aligned with education priorities and Trust strategy.

Administration and information systems

- Oversee administrative services and maintain a full working knowledge of key processes and procedures.

- Liaise with IT colleagues to maintain systems and provide appropriate support and advice.
- Ensure effective administrative support for inspections, accreditation, compliance visits, open days, admissions, examinations and education events.
- Ensure management information systems contain accurate, current data and can produce reliable reports for management and quality assurance.
- Coordinate Department for Education returns, including the School Census and School Workforce Census, accurately and on time.
- Oversee accurate maintenance of the single central record.
- Act as an iTrent champion and support champions across education settings.

Finance and business development

- Develop and implement education business and financial plans in compliance with financial, legal and audit requirements.
- Draft and submit school and college budgets with clear commentary and rationale, establish financial controls and report performance against budget.
- Coordinate financial advice and support for senior leaders on income, expenditure, Department for Education funding and other income streams.
- Act as the principal education contact for the central Finance team and ensure Trust financial policies and procedures are implemented.
- Lead procurement and contract management to achieve best value.
- Ensure effective systems for ordering, invoicing, receipts, petty cash and billing information, and monitor completion against deadlines.
- Coordinate accurate and timely billing to local authorities and other commissioners, monitor outstanding fees, resolve invoice queries and proactively follow up overdue payments in liaison with the central Finance team.
- Prepare financial information for pupil and student contracts and liaise with commissioners where appropriate.
- Understand and implement ESFA funding, 16–19 high-needs funding, bursary funding, Pupil Premium and other relevant Department for Education grants.
- Advise families on Free School Meal eligibility.
- Work with fundraising and business development colleagues on funding bids and identify opportunities to maximise income and reduce expenditure.
- Ensure completion of all required statutory financial returns.

Human resources

- Liaise with the central HR team to support the Headteacher, Principal and senior leaders on payroll, expenses, salaries, family leave, absence management, restructuring, redundancy, TUPE and implementation of HR policies and procedures.
- Review and improve internal workforce processes and staffing structures.
- Lead recruitment for relevant teams and support wider education recruitment as required.
- Ensure accurate employee records and timely completion of all required documentation.
- Coordinate communication with bank staff and agencies, securing cover and maintaining accurate records of hours, costs and budget impact.
- Ensure agency and bank staff complete required safeguarding checks and induction before commencing work.
- Ensure administration, catering, finance and premises staff complete mandatory training.

Premises, catering and health and safety

Work with the Operations Manager in each setting to:

- Ensure effective provision, security and maintenance of school and college buildings, grounds and facilities, working closely with Trust facilities colleagues.
- Coordinate maintenance works and ensure systems identify, prioritise and rectify issues promptly.
- Oversee contracted cleaning and monitor delivery against required standards.
- Ensure a healthy, cost-effective catering service that meets statutory requirements.
- Support arrangements that enable education buildings to operate for transition and holiday activities, including opening or securing buildings where required.
- Represent Education at the Trust Health and Safety Forum, support audits and ensure incidents and concerns are reported and managed appropriately.
- Ensure site management policies, emergency plans, fire precautions, drills, weekly checks and health and safety records are implemented, monitored and reviewed.
- Work with the Health and Safety Business Partner and delegate appropriate health and safety and first-aid tasks to competent staff.

Other responsibilities

- Promote a positive image of Education Services and the Together Trust.
- Follow relevant policies and procedures and maintain confidentiality.
- Work cooperatively with colleagues and contribute to harmonious professional relationships.
- Promote equality, diversity and inclusion and avoid unlawful discrimination.
- Work consistently with the Trust's and education settings' values and behaviours.
- Undertake other appropriate duties reasonably required by the Trust or line manager.

Safeguarding

Together Trust Education Services are committed to safeguarding and promoting the welfare of children and vulnerable adults and expect all staff and volunteers to share this commitment. The postholder must be responsible and accountable for their safeguarding practice and proactive in identifying and reporting concerns.

General

This job description is not exhaustive. It reflects the current requirements of the post and will be reviewed and amended, subject to consultation with the postholder, as duties and responsibilities develop.

Working arrangements

- Occasional attendance at evening meetings or courses may be required outside normal working hours.
- Attendance at relevant governor meetings after the education day is required.

Person specification

Your application should demonstrate how your qualifications, experience, knowledge and skills meet the criteria below, using relevant examples from your practice.

Area	Essential	Desirable
Qualifications	Relevant degree and/or professional qualification at Level 4 or above. GCSE English and mathematics at Grade C/4 or equivalent.	Qualification related to business management and/or financial management.

	Excellent literacy and numeracy skills. School Business Management qualification or willingness to undertake one. Postgraduate management qualification.	
Experience	Management-level business and financial management experience. Experience of budget setting, financial reporting, procurement and contract management. Experience across finance, HR, premises and health and safety. Leadership of multidisciplinary teams and support services. Project management and successful delivery of change. Implementation and use of management information systems. Development and improvement of administrative processes. Handling confidential and sensitive information.	Experience in a school, college or specialist education setting. Experience supporting young people with disabilities and additional needs. Experience managing buildings or premises.
Knowledge	Strategic planning and effective operational leadership. Relevant legislation and statutory requirements, including health and safety, safeguarding and data protection. Financial management and good financial practice. Recruitment and workforce processes. Management information systems.	Membership of a relevant professional association.

Skills and abilities	Positive stakeholder engagement and partnership working. Ability to contribute strategically to senior leadership teams. Strong financial, operational and analytical skills. Ability to interpret data, legislation and regulations and develop effective solutions. Clear written and verbal communication for varied audiences. Sound judgement and evidence-based decision-making in complex situations. Ability to prioritise, solve problems, delegate and monitor outcomes. Ability to motivate and manage multidisciplinary teams. Ability to design, implement and review effective processes. Flexible, resilient and able to work under pressure and meet deadlines. Self-motivated, proactive and confident using information technology. Advanced proficiency in Microsoft Excel, including the use of formulas, functions, data analysis tools and spreadsheets for budget monitoring, financial modelling and reporting.
Safeguarding	Ability to relate well to children, young people and adults. Knowledge of safeguarding and child protection expectations. Knowledge of inclusive practice and equal opportunities.

Personal qualities	Knowledge of health and safety requirements affecting children, young people and adults across education settings. Commitment to safeguarding and promoting welfare. Committed to the ethos and practice of Education Services and the Together Trust. Collaborative, approachable and able to build trust. Confident and accountable decision-maker. Skilled negotiator and excellent communicator. Positive, flexible and able to adapt to change and challenge. Committed to continuing professional development and developing others. High levels of personal resilience.

Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people and positively encourage applications from those with lived experience.