



Imberhorne School

Role Profile

Job Details

Job Title:	Operations Manager: Finance and Business Systems
Salary/ Grade:	NJC Grade 10 (Spine Point 29 – 32)
Hours:	37 pw AYR
Contract Type:	Permanent
Reporting to:	Headteacher

Main purpose

The Operations Manager: Finance and Business Systems is responsible for managing the strategy and operation of the financial and business functions of our school.

They 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.

Duties and responsibilities

Leadership and strategy

- Undertake line management responsibilities for the finance team, catering manager and the team manager for the cleaning service.
- Under the direction of the Headteacher, 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.
- Ensure that Governors and Senior Leaders can make strategic financial decisions through effective reporting measures, attending leadership team and Finance Committee meetings when required.
- 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.
- Take all decisions in line with the vision and values of the school and encourage others to do the same.

Financial management and fundraising

- Apply good financial management practice, ensuring that the requirements, as stipulated by the Department for Education and West Sussex County Council are adhered to.
- In partnership with the Headteacher, forecast and manage the school's budget, ensuring it is balanced, realistic, and represents an effective use of public funds.
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Headteacher to make strategic, long-term decisions
- Ensure effective day to day control of the budget, finance systems and processes, completing associated reporting requirements in accordance with local and statutory deadlines, advising the Headteacher where revisions or changes are needed
- Oversee all school bank accounts, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept.
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate.

Business Systems

- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Manage the school's lettings offer, seeking to maximise income generation through effective marketing and pricing strategies.
- Support the development and implementation of a fundraising strategy, providing operational advice in respect fundraising priorities.
- Work with the IT Manager to ensure that the IT infrastructure, systems and processes remain fit for purpose, resourced within budgetary constraints and used to enhance the school's business processes, teaching and learning, and staff wellbeing
- Provide day to day management support to the Catering Manager, working closely to maximise operational efficiency (including income and expenditure) and effectiveness of the in-house catering provision.
- Oversee the delivery of the in-house cleaning provision, supporting the team manager with the day to day issues arising, ensuring that the service requirements are met through effective management and resourcing.
- Work with the Profession Clerk to the Governing Body to ensure that all policies and procedures are produced and updated in a timely way, taking responsibility for publishing these on the school website (per DFE requirements) and making them accessible to staff through the internal digital systems

General

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- Uphold the highest levels of confidentiality, professionalism and integrity so that every engagement contributes to a positive outcome for students, parent/ carers, colleague and other professionals

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- At all times act in accordance with the schools Health and Safety policies, procedures and good practice guidance, following clear reporting lines and instructions.

Professional development

- Take personal responsibility to update knowledge and understanding by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

Other areas of responsibility

- The post holder may be required to work outside of normal working hours to support school events, meetings and emergencies.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the individual will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person Specification

Criteria	Qualities	Requirements
Qualifications and experience	Equivalent of GCSE A-C in English and Maths	Essential
	A school business management qualification or a willingness to commence the qualification, on appointment, through an approved apprenticeship programme.	Essential
	A degree - ideally in accountancy, business management or a related discipline	Desirable
	Experience working directly with a Senior Leadership Team (SLT), Governing Body, or Trustees	Desirable
	Successful management experience in a school, or in a relevant field outside education, including the line management and development of staff	Essential
Skills and Knowledge	Proven track record of managing substantial budgets, forecasting, and resource procurement	Essential
	Strong understanding of financial management, accounting procedures, and standard financial frameworks, ideally within an education environment	Essential
	Previous use of accountancy software, information management systems.	Essential
	High levels of accuracy, attention to detail, and the ability to juggle multiple, time-critical deadlines	Essential
	Ability to build effective working relationships with staff and other stakeholders.	Essential
Personal Qualities	Effective interpersonal skills that can be adapted based on the audience, coupled with an ability to manage difficult conversations and potential conflict.	Essential
	Able to work autonomously, organising and prioritising work, even when under pressure, to meet deadlines and unexpected operational incidents.	Essential
	Able to work flexibly and constructively a part of a team, contributing to maintaining a positive and enabling environment	Essential
	Commitment to enhancing and developing skills and knowledge through CPD.	Essential