



# Elm Court Livity Federation



## **Federation Head of Operations and Strategy**

Responsible to: Executive Headteacher

Responsible for: Strategy Development, Capital Planning, and Leadership of Federation support (back-office) staff

Direct reports: [Finance, HR, Admin, Estates]

Working hours: 52 weeks per year PO7

### **Purpose**

The Federation Head of Operations & Strategy is the Federation's leading support staff professional and works as part of the Senior Leadership Team (SLT) to ensure that the Federation meets its educational aims in compliance with policies and procedures.

The Head of Operations & Strategy promotes the highest standards of business ethos within the back office function of the Federation and strategically ensures the most effective use of resources in support of the Federation's learning objectives.

The Head of Operations & Strategy is responsible for the effective management of financial resources, administration, management information and ICT, facilities, health and safety. The Head of Operations & Strategy is responsible for staff allocated to these areas of work to ensure they work collaborative and effectively across functions and sites.

The Head of Operations & Strategy is responsible for identifying new ways of working, more effective systems and processes, upgrading back office functionality and implementing a "business partnering" approach for back-office support to the SLT and the wider Federation. The Head of Operations & Strategy is also responsible for strategic business planning for the Federation (including capital planning).

The Head of Operations & Strategy is also responsible for liaising with the Local Authority (LA) on finance, HR, funding and other related matters.

## **Strategy**

1. To be directly responsible for the strategic leadership and management of the Federation sites and support functions, including finance, wider administration (including cleaning, catering, transport etc), facilities, health and safety and ICT.
2. To be the Federation's leading support staff professional and work as part of the SLT to support and assist the Executive Headteacher ensuring that the Federation meets its educational objectives through leading all aspects of back-office functionality. The Head of Operations and Strategy will attend management and governing body meetings where appropriate.
3. To support the SLT in developing capital planning, business planning, Federation priorities, policies and procedures, and ensuring these are communicated to staff and consulted on as appropriate.
4. Provide the SLT with clear information advice and recommendations regarding the strategic developments of the Federation support services.
5. Identify new ways of working, more effective systems and processes, upgrading back-office functionality, and implementing a “business partnering” approach for back-office support to the SLT and the wider Federation.
6. To be directly responsible for the streamlining, and where appropriate continuous improvement, of all back-office ways of working across the Federation sites.
7. Streamline all internal policies and procedures across the Federation sites to ensure consistency. Ensure that all Federation policies and procedures are up-to-date and set out a plan for refreshing and updating these as required and appropriate.
8. Develop a strategic plan that encompasses both Federation sites in consultation with relevant stakeholders, including securing ultimate approval by Governors.

## **Business Planning**

1. Undertake a rolling annual business planning cycle, which sets out the direction for the Federation for the next financial year. This will include capital planning and operational planning, and any other items as required. This will involve consultation with the Headteacher, SLT, academic staff, parents, the LA and others as appropriate.
2. An annual Business Plan must be developed with appropriate consultation and this will need to be agreed in with the SLT and provided to governors for approval.
3. The Business Plan must be aligned to the Strategic Plan developed for the Federation (noted in the Strategy item 8, above).
4. Federation and site budgets must be developed, which will be a subset of the Business Plan.
5. Planning and managing relevant parts of the Federation Strategic Plan.

## **Leadership**

1. Attend meetings of the SLT, Governing Body and any Governor's subcommittee meetings as appropriate.
2. Negotiate and influence strategic decision making within the Federation SLT and play a key role in the strategic development of the Federation.
3. Have delegated responsibility for financial and other decisions in compliance with the Federation's financial regulations.
4. To lead and manage the performance of all back-office staff.
5. Efficiently and effectively deploy back-office staff to where they are best suited and required depending on the requirements of the Federation. Continuously review the structure and skills and capabilities of back-office staff and ensure these are fit for purpose [taking responsibility for training, upskilling and introducing resilience where appropriate].
6. Review the requirements of the SLT, parents and wider stakeholders on a rolling basis and ensure that there is sufficient capacity and capability to meet these requirements from the back-office team.
7. Liaise with the LA and other external stakeholders as required.

## **Systems, data and processes**

1. Continuously review processes across the Federation relating to all elements of the back-office including ICT, facilities, HR etc, and suggest and implement improvements.
2. Ensure that all systems and processes are fit for purpose, identifying systems that are sub-optimal or obsolete and making and implementing recommendations as required.
3. Maintain all systems that provide information to management, stakeholders and statutory bodies ensuring they are accurate, effective and efficient.
4. Oversee any system upgrades and ensure that these are embedded into new ways of working.
5. Oversee GDPR compliance.

## **Facilities and property**

6. Oversee and supervise the provision and monitoring of buildings and maintenance services.
7. Lead in arranging specification tenders and managing contractors for building and maintenance projects.
8. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.

9. Supervise and manage all aspects of the Federation's security operations.
10. Ensure the continuing availability of utilities, site services and equipment across all Federation sites.
11. To negotiate, manage and review the contractual obligations and value-for-money delivery of all Federation services.
12. To refresh and continuously update all policies and procedures relating to facilities property including lettings and use of sites out of hours.
13. Undertake capital planning for all Federation sites and develop a rolling programme of works.
14. Ensure consistency in approaching suppliers and contracts across all Federation sites.
15. Continuously review all contracts relating to hard- and soft-FM ensuring best value-for-money is obtained.

#### **HR and Finance**

1. To develop, implement and keep under review the Federation's financial policies systems and procedures ensuring that they adhere to agreed financial regulations.
2. To develop implement and keep under review the Federation's HR policies, systems and procedures ensuring that they adhere to any local, LA and statutory requirements.
3. Be responsible for the financial planning, reporting, forecasting for the Federation to be submitted to the SLT and Governing Body.
4. Sign off ongoing budgetary reports including monthly accounts and annual accounts to the Local Authority and Governing Body.
5. To develop, implement and oversee financial systems required for the efficient management of the Federation.
6. To monitor and control expenditure including the monitoring of all ordering receipting of goods and payment of invoices. To undertake the accounting for the Federation recommending appropriate action where required.
7. To develop implement and oversee HR systems and processes required for the efficient management of the Federation.
8. Be responsible for overseeing all HR related claims in conjunction with the SLT.
9. To have oversight of the Single Central Record of both schools.
10. To review as appropriate all contracts and Service Level Agreements (SLAs) that the Federation has entered into and ensure that these remain value-for-money.
11. To proactively identify schemes for income and other identify other funding routes (including Grants and Aid).

12. Undertake capital planning for all Federation sites and develop a rolling programme of works.

## **Equal Opportunities**

The Elm Court Livity Federation is an equal opportunity employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability or age. All applications are treated on merit.

## **Safeguarding**

Elm Court Livity Federation and Lambeth council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure for this authority.

## **Health and Safety**

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

## **Data Protection**

All staff have a duty to ensure any personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the provisions of the Data Protection Act 2018 (DPA 2018).

This includes an absolute requirement to report to the Executive Headteacher any data breach you witness, hear about or suspect. This applies to all personal data, regardless of whether it is in paper or electronic format.



**PERSON SPECIFICATION**

**Job Title: Federation Head of Operations and Strategy**

<b>QUALIFICATIONS</b>	Essential	Desirable
Educated to degree level or equivalent in a relevant area.		✓
Business management qualification or other relevant qualification.	✓	
A record of relevant Continuing Professional Development activities.	✓	
<b>EXPERIENCE, KNOWLEDGE AND SKILLS</b>	Essential	Desirable
Effective ICT skills, including in the use of relevant finance/accounting, administrative and HR systems.	✓	
Experience of contributing as a member of a Senior Leadership Team to policy development and strategic planning.	✓	
Experience of identifying change needed to enhance business performance, planning for effective change, managing the process and evaluating outcomes.	✓	
Experience managing time and resources to lead on multiple projects to secure successful outcomes.	✓	
Experience of premises or site management, including ensuring compliance with all relevant Health and Safety legislation.	✓	
Experience of ensuring essential and desirable school maintenance is effectively planned for and carried out.	✓	
Experience of schools' finance, HR and other aspects of education administration.	✓	
Experience leading and/or managing budgeting and reporting processes in an organisation.	✓	
Experience of constructing and writing bids to secure financial funding and to successfully generate income.	✓	
Experience working with Local authorities and a wider range of internal and external stakeholders.	✓	
Knowledge and experience of managing procurement, contracts for services etc.	✓	
The ability to lead, develop and motivate staff within a performance management framework.	✓	
The ability to work under pressure in a constantly changing and demanding environment.	✓	
The ability to work successfully as a team member establishing effective working relationships and flexible working practices.	✓	

<b>KEY COMPETENCIES</b>	<b>Essential</b>	<b>Desirable</b>
<b>TEAMWORKING</b> - Demonstrates a clear commitment to the team approach; exchanging ideas and providing support to colleagues.	✓	
<b>COMMUNICATING IN WRITING</b> - Conveys written information clearly and accurately to a wide range of recipients.	✓	
<b>COMMUNICATING ORALLY</b> - Speak confidently, conveying clear messages to a wide range of listeners.	✓	
<b>ANALYSING &amp; EVALUATING</b> - Draws logical and accurate conclusions from sometimes-complex information.	✓	
<b>MAKING DECISIONS</b> - Embraces responsibility for identifying sound and effective solutions to a variety of different problems.	✓	
<b>PLANNING &amp; MANAGING ACTIVITIES</b> - Effectively manages own workload, prioritising effectively and consistently meeting deadlines.	✓	
<b>APPLYING NEW TECHNOLOGY</b> - Seizes opportunities to learn about and implement new technology to enhance personal and team performance.	✓	
<b>DELIVERING RESULTS</b> - Embraces responsibility and displays a capacity for driving issues forward.	✓	
<b>GIVING THE BEST ADVICE</b> - Gives accurate and up-to-date advice, providing clarity about the customer's current status and options for moving things forward.	✓	
<b>RESPECTING DIVERSITY</b> - Seeks to develop an understanding of different groups & individuals and ensures equitable and appropriate treatment for all.	✓	
<b>MINIMISING RISK</b> - Retains an awareness of the work environment, ensuring that the safety of customers, colleagues, and self is paramount.	✓	

---

