



JOB DESCRIPTION: Resources and Operations Manager

Reports to:	Principal
Place of Work:	Steiner Academy Bristol, St Matthias Campus, College Road Bristol BS16 2JP
Hours of work:	40 hours; normally 8am – 4.30pm
Holidays:	20 days per annum, plus public holidays
Salary:	£30,000 ~ £40,000 tbc (based on experience)

Background & Ethos

Steiner Academy Bristol (SAB) is an exempt charity and company limited by guarantee. Our vision is for a Academy that provides a safe and caring environment for children to learn and grow: valuing childhood, inspiring our pupils and building strong foundations for life. SAB opened in 2014 and is a growing school which will be full in 2021.

Our Academy is a **Steiner Academy**, based on the core principles of Steiner education:

- Children learn as a whole person. We will give equal attention to the thinking, feeling, physical and spiritual aspects of learning - learning with head, hands and heart.
- Children learn socially, through considerate collaboration and engagement with others. Strong social and emotional foundations are the basis for success both in education and in later life.
- Children learn through their natural curiosity, creativity and powers of imagination. Creative experiences of doing and making are essential to learning and social development.
- Effective education needs to be appropriate to the different needs of children of different ages.

Job Purpose

To ensure the effective operation of SAB in terms of financial management, resources, human resources and business/office systems and procedures, ensuring that we deliver operational excellence.

As Manager of Resources and Operations you will support this by:

- Contributing to the strategic leadership and management of the Academy, ensuring that all actions and processes support the achievement of the Academies objectives
- Project managing the continued growth of the academy
- Leading on estate and asset management, infrastructure (such as IT, and biomass boiler), PR and marketing
- Leading the day-to-day management of the site, striving for operational excellence
- Ensuring the operational side of the business is robust, resilient and compliant with all legal and regulatory requirements
- Ensuring that our business model sustainable and effectively supports the growth of the Academy
- Ensuring effective systems of control and management of risk are in place and being implemented effectively
- Overseeing the admissions for the Trust ensuring compliance with the Academy's Admissions Policy
- Supporting outstanding educational provision in the Academy, removing any non-teaching barriers that prevent this happening.
- Regularly reporting to, and attending, the Full Board of Governors and the Finance and Resources Committee, and other meetings with governors as appropriate

MAIN RESPONSIBILITIES OF RESOURCES AND OPERATIONS MANAGER OF STEINER ACADEMY BRISTOL

1. The Resources and Operations Manager is accountable to the Principal for the financial and physical health of the Academy and its grounds and estate. The Resources and Operations Manager is required to brief the Principal on all important financial, buildings and estate matters and to explain their impact on operational and strategic plans.
2. The Resources and Operations Manager works as part of the Leadership Team to facilitate the development and delivery of the Academy's plans, and to provide the infrastructure and facilities to enable the Principal, Leaders and the Governors to deliver the Academy's aims and objectives.
3. The Resources and Operations Manager will develop the strategic and operational management and governance of the financial, administrative, human resources, buildings and estates functions of the Academy, and will implement robust and efficient systems in support of the educational and charitable roles of the Academy.

Finance

The financial responsibilities of the Resources and Operations Manager will include, but will not be limited to:

- Long-term financial planning;
- Advising on general financial policy, taxation, investments and loans and the financial implications of the exempt charitable status of the Academy;
- Monitoring income, expenditure and cash flow in relation to budget and presenting monthly management reports on them;
- Preparation of annual budgets and longer-term forecasts;
- Keeping accounts in line with the Academies Financial Handbook;
- Liaison with statutory authorities (including HMRC, Charity Commission, ESFA, Companies House etc.), the Academy's bankers, auditors and accountants;
- The operational management of rents, lettings and other invoicing; chargeable disbursements; account statements; correspondence with parents; review and approval of credit control policies and procedures;
- Overseeing payment of all salaries and wages, including PAYE, National Insurance and superannuation;
- Administering the pension schemes and Health Plans for all staff;
- Supervision of the purchasing of all equipment, goods and services including scrutinizing and passing for payment all invoices and statements of account;
- Overseeing the financial arrangements for all Academy trips, exchanges, sporting fixtures and extra-curricular activities;
- Keeping analyses of costs and other statistical records, including the use of variance analysis and other management accounting and statistical tools as financial management and control mechanisms;
- Supervision of the Academy's insurances in all its forms including property insurance and the indemnification of Governors, children and staff against negligence claims;
- Data protection, copyright and performance protection issues;
- Oversight and review of supplier payment processing;
- Manage taxation matters including VAT;

Buildings and Grounds

- Operational management of all the Academy's property;
- Maintenance, repair and renovation of Academy buildings, installations, plant and equipment;
- Security of Academy buildings;
- Upkeep of playing fields, gardens, all weather surfaces, and playgrounds;
- Health and Safety co-ordinator;
- Generation of income from Academy assets including letting of premises to outside organisations;
- Supervision of service contracts;
- Responsibility for the safe and effective operation of all Academy equipment and vehicles;

Staff Matters

- Overseeing all HR matters including continual improvement in HR procedures.
- Line management of all support and administrative and support staff:
- Welfare and Appraisal of the above mentioned non-teaching staff;

- Implementation of disciplinary and grievance procedures in respect of all Academy staff;
- Supporting the recruitment of high calibre staff and monitoring effective induction of the same in line with safer recruitment procedures;

CANDIDATE PROFILE

The successful candidate will:

- Be an effective manager of people and teams, with demonstrable experience and expertise in this area
- Have strong financial and commercial acumen, and will easily assimilate, analyse and interpret financial data;
- Understanding of the legal framework in which Academies and charities operate;
- Have experience of being an effective team leader, able to delegate appropriately and manage teams.
- Be familiar with ICT and database technology;
- Demonstrate significant knowledge of property, health and safety, contract negotiation and employment issues;
- Have demonstrated an ability to manage complex and varied tasks in a timely and efficient manner
- Be willing to work flexible hours when required (for example to attend Board meetings which are held in the evenings, often between 8-10pm)

Desirable

- Have a recognised accounting qualification with significant and demonstrable experience of financial management of a charity or school;
- Recent hands-on experience of using the QuickBooks family of accounting packages;
- Working knowledge of the use of relational databases, particularly MS Access;
- Communication skills sufficient to explain accounting and resource management matters to non-financial members of the Academy's staff, Governors and parents;
- Experience of producing year-end statutory accounts;

- Have a genuine and demonstrable commitment to educational excellence, a deep interest in the Steiner Waldorf educational approach and an empathy with the distinctive ethos of Steiner Academy Bristol;

Salary Package

A negotiable salary package in the region of £30- £40K plus benefits will be available to the successful applicant.

This post is subject to medical clearance and to an Enhanced Level Disclosure & Barring Service (DBS) check.

Essential Information

Steiner Academy Bristol is committed to safeguarding and promoting the welfare of children and young people. This is a commitment which we expect all staff and volunteers to share. The successful candidate will be subject to a Disclosure and Barring Service check and other safeguarding measures in line with safer recruitment guidelines

Proof of all qualifications will be required prior to an appointment being offered.

We are an equal opportunities employer. Our aim is to be fair to everybody and to ensure that no job applicant or employee receives more or less favourable opportunities or treatment on the grounds of, for example age, race, colour, ethnic or national origin, nationality (subject to nationality rule), sex/gender, transgender, sexual orientation, marriage and civil partnership, disability, religion or religious affiliation / belief, or pregnancy and maternity.

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