



Lewisham Education  
**SYDENHAM SCHOOL**  
Dartmouth Road  
London SE26 4RD

### **JOB DESCRIPTION**

|                    |   |                                |
|--------------------|---|--------------------------------|
| <b>Title:</b>      | Director of Resources                     | <b>Grade:</b> Scale PO8        |
| <b>School:</b>     | Sydenham School                           | <b>Section:</b> Administration |
| <b>Reports to:</b> | Headteacher                               |                                |
| <b>Hours:</b>      | <b>35 hours per week – All Year Round</b> |                                |

**The key strategic responsibilities of this post are to be responsible and accountable for:**

- Providing leadership in all business-related aspects of the work of the school, in support of the overarching aim of raising achievement and providing an outstanding education to the students of Sydenham School
- Ensuring that the school has in place appropriate policies and procedures to comply with all relevant laws and regulations, and to follow agreed practices contributing to a fair and open environment for staff, students and visitors
- Managing the school's premises, facilities, administration, staffing and finances within the school's resources; and to support and advise the Headteacher and Governors on key strategies, policies and decisions in these areas
- Leading and overseeing the school's Support Staff including their appraisal
- Interpreting information and data to inform decision-making and enable rigorous planning.

### **Specific responsibilities:**

#### **Strategic Direction and Development**

- Support the vision, ethos and policies of the school and promote the highest levels of achievement and expectations
- Contribute to the creation and development of the School Improvement Plan and to take sole responsibility for appropriately delegated aspects of it
- Ensure Support Staff achieve the school's priorities and targets
- Lead and manage The Performance Review System for all support staff
- Contribute to the evaluation of the effectiveness of the school's policies
- Make a significant contribution to the communication of the school's work to all relevant stakeholders
- Promote the development of the school through meetings, professional development and work with other staff
- Promote the relevance of and use data to inform developments and targets.

### **Supporting Learning and Teaching**

- Work with the Headteacher to create a stimulating learning environment for learning and teaching
- Support the Headteacher in the monitoring of the quality of provision and student achievement including the analysis of performance data
- Support the Headteacher in developing links with parents/carers, other schools, educational institutions and the wider community in order to promote the school, enhance learning and teaching and students' personal development.

### **Professional Development**

- Support the Headteacher in developing excellent working relationships with and between staff
- Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes
- Support the Headteacher in the implementation of the school's Performance Review Policy and lead the assigned teams proactively, to the benefit of the school
- Provide information and advice to the Headteacher and Governing Body and develop robust accountability processes throughout the school
- Contribute to an outstanding CPD programme for Support Staff
- Take responsibility for your own professional development and duties in relation to school policies and practices
- Establish effective working relationships and act as an excellent role model through your presentation and personal and professional conduct
- Support the Headteacher in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.

### **Compliance, Health and Safety and Excellent Practice**

- Be the school Health and Safety Officer with responsibility for health and safety and First Aid
- Be aware of and respond appropriately to any health and safety issues
- Be responsible for risk management including implementing emergency procedures regarding school closures
- Arrange for regular whole-school fire drills
- Be responsible for all matters to do with insurance for the school and handling any claims that arise
- Ensure that the school has procedures in place to ensure it complies with all additional statutory requirements and any further regulations, including those relating to data protection, employment, equal opportunities and safeguarding.

### **Financial management**

- Work with the Headteacher, Senior Leaders and Governors in establishing priorities for expenditure and monitoring the effectiveness of spending and use of resources to ensure value for money including the spending of any monies relating to Disadvantaged Students (including PP and Not Secondary Ready (NSR))
- Manage the school budget process including planning the annual school budget in consultation with the Headteacher
- Oversee the effective and secure management of the school funds
- Ensure the school's financial procedures operate in accordance with the EFA and statutory guidelines, as well as guidelines set out in the school's policy and procedures
- Develop, when and where appropriate, more efficient and effective financial accounting systems
- Provide statistical information as required by the EFA, other funding providers and the Headteacher
- Construct, operate and review annually the school's agreed policies and procedures on finance and charging
- Manage the payroll function
- Manage the school's assets
- Monitor financial issues relating to school meals
- Monitor the budget throughout the school year, including constructing monthly reports to the Governing Body

- Be familiar with all the different funding streams which make up the school's budget and be aware of who has direct responsibility for each one
- Liaise with Lewisham's CYP Finance, internal and external auditors, including responding to Audit Reports and the implementation of Audit recommendations
- Attend meetings of the Governors' finance committees and functions and offer advice and support to the Headteacher and Governors on all financial issues
- Lead and manage the support staff responsible for financial systems and processes.

### **Staffing**

- Work with the Headteacher and Governors in establishing priorities for developing staff and staffing structures to ensure value for money
- Have strategic overview of all HR related matters
- Provide leadership and direction to the School's Support Staff Middle Leaders, ensuring they are appropriately line managed
- Chair regular Support Staff meetings
- Ensure staff meet the highest standards of work and conduct
- Attend Governor Meetings and offer advice and support to the Headteacher and Governors on all staffing issues.

### **Premises**

- Work with the Headteacher and Governors in establishing priorities for developing the premises of the school to ensure value for money
- Have responsibility for the oversight and management of the school site
- Chair regular Premises Management meetings
- Develop a school Asset Management Plan
- Manage all capital/building projects ensuring that best value is achieved
- Be responsible for the security of the buildings and site
- Oversee the upkeep of the school minibuses
- Negotiate and oversee transport contracts
- Attend meetings of the Governors premises functions and offer advice and support to the Headteacher and Governors on all premises issues
- Lead and manage Support staff responsible for premises environment, energy and sustainability.

### **Computing and IT**

- Work with the Headteacher and Governors in establishing priorities for developing the IT infrastructure and facilities including external connectivity to ensure value for money
- With the DHT responsible for ICT, manage the strategy for the provision, maintenance and support of IT applications used to manage the operations of the school
- Work with the DHT responsible for ICT to manage the strategy for the provision, maintenance and support of the IT infrastructure upon which the operational IT applications and educational services are built
- Data Protection Officer (GDPR).

### **Responsibilities of Senior Leaders**

- At all times, act professionally and responsibly, having due regard to unquestionable confidentiality, loyalty and our strong shared moral purpose
- Under the overall direction of the Headteacher, support her:
- By providing dynamic, loyal and professional leadership and management for the school community, ensuring policy into practice. This includes rigorous line management of Finance, Premises, Human Resources, Media Resources, Administration and any other identified area
- Commit to shape, share and embody the school's vision and values in everyday work and practice
- Contribute to the formulation of the aims and objectives of the school and its strategic direction
- Establish the policies through which the aims and objectives are to be achieved; review and monitor progress towards their achievement

- Manage, develop and motivate staff, setting the highest expectations, using resources effectively, economically and efficiently
- Contribute to rigorous and on-going self-evaluation
- Actively support staff to achieve constructive and positive working relationships with students, parents/carers and other stakeholders. Model and support outstanding behaviour across the school
- Promote cohesion and mutual respect, matched to the highest expectations
- Develop your own professional learning, knowledge and skills, to benefit the community and the profession
- Undertake any other additional duties as the Headteacher may reasonably deem necessary for the efficient running of the school.



**LONDON BOROUGH OF LEWISHAM  
PERSON SPECIFICATION**

**Title:** Director of Resources

**Grade:** Scale PO8

**School:** Sydenham School

**Section:** Administration

**Reports to:** Headteacher

**Hours:** 35 hours per week – All Year Round

| Factors                     | Essential  | Desirable   | Assessment Method  |
|-----------------------------|--|---|--|
| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>Financial knowledge and acumen</li> <li>Recognised management/ business degree or equivalent related professional qualification.</li> </ul>   | <ul style="list-style-type: none"> <li>Financial accounting qualification, for example, Director of Resources specific qualification i.e. Fellow of NASBM, DSBM, CSBM.</li> </ul> | <ul style="list-style-type: none"> <li>Certificates at selection process.</li> </ul>           |
| <b>Training</b>             | <ul style="list-style-type: none"> <li>Evidence of Continuing Professional Development.</li> </ul>   | <ul style="list-style-type: none"> <li>Member of National Association of School of Business Management or similar.</li> </ul>   | <ul style="list-style-type: none"> <li>Application form</li> <li>Selection process.</li> </ul> |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>Broad managerial experience</li> <li>Managing strategic financial plans</li> <li>Managing budgets, financial reporting, procurement and fixed assets</li> <li>Managing change projects</li> <li>Managing teams</li> <li>Managing HR</li> <li>Managing H &amp; S.</li> </ul> | <ul style="list-style-type: none"> <li>Managing within an Educational environment</li> <li>Managing at a Senior Management Team level.</li> </ul>                                 | <ul style="list-style-type: none"> <li>Application form</li> <li>Selection process.</li> </ul> |
| <b>Knowledge and Skills</b> | <ul style="list-style-type: none"> <li>Organisational development understanding</li> <li>Able to deliver services and systems applicable for effective school</li> </ul>   | <ul style="list-style-type: none"> <li>Understanding of educational enterprise issues</li> <li>Understanding of promoting positive relationships with the</li> </ul>              | <ul style="list-style-type: none"> <li>Application form</li> <li>Selection process.</li> </ul> |

|                           |  |  |  |
|---------------------------|--|--|--|
|                           | <p>management</p> <ul style="list-style-type: none"> <li>• Able to deliver value for money initiatives</li> <li>• Able to understand national and regional educational services and deliver appropriate strategies</li> <li>• Able to lead teams and individuals</li> <li>• Able to strategically influence decision making within the school</li> <li>• Able to deploy and use a range of ICT packages.</li> </ul>  | <p>wider school community</p> <ul style="list-style-type: none"> <li>• Understanding of partnership working between schools e.g. joint business management/ caretaking provision</li> <li>• Understanding of the link between resources and the quality of teaching and learning.</li> </ul> |  |
| <b>Personal Qualities</b> | <ul style="list-style-type: none"> <li>• Proven leadership and communication skills</li> <li>• Highly developed interpersonal and communication skills including influencing skills</li> <li>• Willingness to constructively challenge the work of self and others to continually improve own and team performance</li> <li>• Ability to work under pressure and meet deadlines</li> <li>• Integrity and an implicit respect of confidentiality issues</li> <li>• Reliable, team player</li> <li>• May be required with notice to attend meetings or to work outside of core working hours</li> <li>• Must meet the London Borough of Lewisham requirements for the post.</li> </ul> |  | <ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection process.</li> </ul> |

## Equal Opportunities

To operate a positive commitment to the Council's Equality and Diversity Policy and to ensure that it is implemented within the service area of the post.

## Circumstances

The person undertaking this post must have a current enhanced DBS. If a candidate does not have this status then they will be required to complete an application only if recruited to this post.

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Prepared by: Gloria Lowe (Headteacher)

9<sup>th</sup> May 2022

Post Holder Name and Signature: .....

Line Manager Name and Signature: .....

Date: .....