**Responsible to:** Trustees

**Salary:** PO6 40 - 43

**Hours:** Full time 52 weeks

**Main responsibilities**

* As a member of the Trustees’ Executive and Company Secretary, to manage the administrative, facilities, premises, marketing and financial processes which provide infrastructure support to the Charity
* To ensure the financial viability of the Charity in the short, medium and long term.
* To ensure the Charity complies with legal and regulatory duties
* To assist with the strategic management and development of the Charity.
* To provide information as required by the Head Teacher and Trustees.

**Key accountabilities**

**Trust Finance Executive**

* To support the Trustees in their decision making in relation to the Trust by providing accurate and timely information as needed
* To provide regular reports, analysis and recommendations to keep the Trustees up to date with all developments and the financial status of the Trust
* To represent the interests of the Trust on the school leadership team

To support the Board of Trustees to fulfil their duties by:

* In collaboration with the Head Teacher and Chair of Trustees prepare and circulate agenda and papers in advance of each meeting, attending and reporting on the relevant areas of responsibility.

**Charity Administrator and Company Secretary**

To complete the administrative function of company and charity management including:

* Maintaining suitable company and charity records
* Management of the charity risk assessment and risk management process
* Charity Commission returns in conjunction with HLSC auditors
* Company annual return
* Pension schemes administrator
* Employment law compliance in conjunction with HLSC HR advisers
* Compliance with Child Safeguarding, Ofsted, local authority, EFA and other statutory requirements
* Collate and review information for staff DBS checking.
* Provide support to line managers on HR issues

# **Sustainability of the charity**

* Ensure trustees have all the available information required to make strategic decisions on the future of the charity ensuring the “objects” as published in the articles of association can be met.
* Ensure articles of association remain fir for purpose and are reviewed by trustees at least annually
* Ensure the charity is in a position to sustainably support Deaf children and young people as the ultimate beneficiaries of Hamilton Lodge Brighton’s charity work.
* Work with partners to prepare the charity annual budgets, analyse the risk to any investments and advise trustees on the risk and return of any investments
* Direct the charity in line with the goals and visions set by trustees.
* Ensure the Charity Risk assessment is maintained in line with changing circumstances.

**Financial Management**

In conjunction with the Trustee for Finance and members of the Leadership Team, have responsibility for financial management of the organisation including:

* Budget setting
* Management of reserve investments
* Fee setting including contract negotiations with Local Authorities
* Cash flow forecasting
* Financial reporting including monthly management accounts
* Budgetary control and variance analysis
* Maintaining and updating financial and management accounting systems
* Adhering to the organisation’s financial protocol and reviewing where required.
* Tendering in accordance with the Charity’s financial protocol
* Provide timely information to the administrator of the charity’s payroll system: Payment of all salaries, Income Tax and National Insurance, Teachers’ Pension Scheme and the Charity’s Stakeholder Pension Scheme.
* To organise and manage the annual financial audit and ensure that all necessary information is supplied to external auditors
* Completion of Teachers’ Pension Scheme Annual Service Return

**Member of School Leadership Team**

* Working with other members of the Leadership Team over matters concerning human resource management including recruitment and selection, employee relations, policy development and employment law compliance.
* To support the HT in managing the local budget
* to assist with the development of the School and College including contributions to the School Development Plan
* lead in the appointment and induction of new non-teaching staff
* assist in the appointment and induction of new staff
* to ensure compliance with Ofsted, local authority, EFA and other statutory requirements as it applies to HR, Health & Safety and business reporting.
* to supervise the working practices of existing staff via individual and team meetings
* to develop, maintain, and promote a working knowledge of the policies and practice of the Charity.
* to make recommendations to the Leadership Team regarding improvements to the Charity property
* to act in a manner which supports good working relationships within the Charity
* to actively participate in the review of the organisation’s policies

**Human Resources**

In conjunction with the Head to have responsibility for human resource management to include:

* Contracts of employment and variations in terms and conditions
* Recruitment and induction of employees and volunteers
* Policy development and implementation in relation to human resource management in conjunction with HLSC HR advisers
* Absence management
* Payroll administration
* Employee engagement – surveys/ consultation

**Premises and Facilities Management**

To ensure the effective management of the organisation’s premises including:

* Make arrangements for the security and effective supervision of all school and college buildings, their contents and the grounds.
* Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of education and health and safety regulations.
* Strategic and operational management of contractors
* Management of in house maintenance team in conjunction with the Site Manager
* Overseeing the maintenance of and repairs to buildings and grounds.
* Responsibility for the implementation and maintenance of weekly, monthly, termly and annual checks of the premises and maintaining a database on required checks.
* Responsibility for ensuring site developments are in line with the access and redevelopment plans and to consult and update the Trustees and Governors as appropriate.
* Ensuring accessibility of the premises during term time to maintain safe passage of pupils and staff.
* Ensuring the safety and security of the premises
* Oversight of the management of the cleaning team.
* Oversight of the management and maintenance of vehicles
* Oversight of the letting of the Charity’s premises.

To contribute to the development and management of projects to include:

* Use of tender processes to successfully appoint contractors and demonstrate value for money
* Appoint contractors in accordance with the Charity’s policies
* Project management

**Information Technology**

To have overall responsibility for the delivery of the Trust’s and School’s computer network including management and implementation of the service level agreement for IT support.

Undertake IT troubleshooting where necessary with assistance from the IT support provider.

**Health and Safety**

Responsibility for health and safety arrangements within the School and College including:

* Acting as Chair of the Health and Safety Committee
* Implementation and update of Health and Safety Policy
* Reporting to the Board of Trustees and Leadership Team on Health and Safety matters and RIDDOR as required
* Monitoring of health and safety arrangements
* Undertaking risk assessments for areas of responsibility
* Completing fire risk assessments
* Act as health and safety facilitator where appropriate

**Marketing and Fundraising**

Responsible for overseeing the management of the promotion of Hamilton Lodge through Marketing, Fundraising & Events.

**Administration**

To oversee the administration arrangements within the Charity including:

* Oversight responsibility for administration staff and reception area
* Oversight responsibility for issuing and maintenance of all contracts

**Contract Management**

Responsibility for all contractual arrangements for the Charity including:

* National Placement Contracts with Local Authorities for Pupils/Students
* Education Funding Agency
* Local Authority ‘Dynamic Placement System’
* Service Level Agreements for external professionals including the catering contract
* Instructing and liaising with the school’s bank, auditors, solicitors and other professional firms

**Governing Body**

* In collaboration with the Head and Chair of Trustees prepare and circulate agenda and papers in advance of each Governors’ meeting, attending and reporting on the relevant areas of responsibility.

**General terms:**

* To be an active BSL communicator or to participate in ongoing BSL learning
* If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of learners in the school, they must report any concerns to the Designated Safeguarding Lead or a member of the safeguarding team.
* To carry out additional duties in line with purpose of role, as requested by the Head Teacher or Trustees.
* To work in any location required to fulfil the functions of the Trust
* This Job Description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.
* This is a Senior Management role. You are expected to work such additional hours as are required to fully perform your job in accordance with the needs of the Trust, having due regard to any legislative limitations on working hours.
* It is expected that holidays are taken during school holidays.
* This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.

After review:

|  |  |
| --- | --- |
| Signature | Date |
| Trustee’s signature | Date |