



## Rheolwr Busnes, Chyllid a Chyfleusterau

Cyfeirnod y swydd: YSBD00164W3SEE  
Lleoliad: Ysgol Santes Ffraid, Dinbych  
Cyflog: Gradd 11, £44,428 - £48,474 y flwyddyn  
Oriau: 37 yr wythnos, Parhaol, Swydd Fewnol / Allanol

Rydym yn ceisio penodi unigolyn brwdfrydig, hunan-ysgogol i ddarparu rheolaeth ariannol a gweithredol strategol i'r ysgol.

Rydym yn chwilio am unigolyn sydd â'r gallu i ymgysylltu'n effeithiol gyda'r Pennaeth, y Corff Llywodraethol a rhanddeiliaid. Rhaid i'r unigolyn feddu ar yr hyder i herio penderfyniadau a gwneud argymhellion ar gyfer gwella er mwyn sicrhau defnydd effeithiol o adnoddau yn yr ysgol.

Penodiad yn amodol ar Ddatgeliad Gwasanaeth Datgelu ac Atal a geir daon boddhaol.

Os hoffech drafod unrhyw agwedd ar y swydd hon neu drefnu ymweliad, cysylltwch â Mrs Sue Collins, Cymhorthydd Personol y Pennaeth, ar 01745815228.

Os oes gennych ddiddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan [www.sirddinbych.gov.uk](http://www.sirddinbych.gov.uk) Am ddulliau eraill o wneud cais, cysylltwch â'r Adran Gwasanaethau Cwsmeriaid ar 01824 706100.

Rhaid i ymgeiswyr gwblhau ein ffurflen gais i gael ei ystyried. Mae'n ddrwg gennym nad ydym yn gallu ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos i'r dyddiad cau, dylech gymryd yn ganiataol nad ydych wedi cyrraedd y rhestr fer am gyfweiliad.

**Dyddiad Cau: 8 Ebrill 2024**

*Mae Cyngor Sir Ddinbych yn ymroddedig i Gyflwr Cyfartal a'i Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fydd unrhyw ffurflenni cais a dderbynnir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.*

## Business, Finance & Facilities Manager

Job reference: YSBD00164W3SEE  
Location: St. Brigid's School, Denbigh  
Salary: Grade 11, £44,428 - £48,474 per annum  
Hours: 37 hours per week, Permanent, Internal / External Vacancy

We are seeking to appoint an enthusiastic, self-motivated individual to provide the school with strategic financial and operational management.

We are looking for an individual who has the ability to engage effectively with the Headteacher, Governing Body and stakeholders. The individual must have the confidence to challenge decisions and make recommendations for improvement to ensure the effective use of resources within the school.

Appointment subject to Disclosure & Barring Service Check and satisfactory references.

If you would like to discuss any aspect of the post or arrange a visit, please contact Mrs Sue Collins, PA to Headteacher, on 01745815228.

If you are interested in this vacancy, please apply on-line via the website [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk) For alternative methods of applying please contact Customer Services on 01824 706101.

Candidates must complete our application form to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

**Closing Date: 8 April 2024**

*Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.*

## CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD

<b>Teitl y Swydd:</b>	<b>Rheolwr Busnes a Chyllid - Ysgol Santes Ffraid</b>
<b>Graddfa:</b>	<b>11</b>
<b>Gwasanaeth:</b>	<b>Addysg</b>
<b>Maes Gwasanaeth:</b>	<b>Ysgolion</b>
<b>Yn atebol i:</b>	<b>Pennaeth</b>
<b>Cyfeirnod y Swydd / Dyddiad cyhoeddi:</b>	<b>04095</b>

### Pwrpas y Swydd

Bydd y deiliad swydd yn rheoli cyllideb ddirprwyedig, adnoddau dynol a'r cyfleusterau ar gyfer yr ysgol ac yn sicrhau fod trefniadau monitro cadarn yn eu lle er mwyn sicrhau'r defnydd mwyaf effeithiol o adnoddau yn unol â rheoliadau ariannol a rheolau sefydlog.

Bod yn uniongyrchol gyfrifol am reolaeth weithredol ariannol yr ysgol.

Cefnogi datblygiad strategol yr ysgol trwy weithio'n agos gyda'r Pennaeth a'r corff llywodraethu.

Aelod o Dîm Rheoli'r Ysgol.

Bod yn rheolwr llinell i'r Tîm Gweinyddol, Goruchwylwyr Canol dydd a'r Gofalwr.

### Prif Gyfrifoldebau

#### Cyllid

Paratoi cyllidebau manwl tair blynedd sy'n dangos sefyllfa'r gyllideb a ragwelir ar gyfer yr ysgol yn seiliedig ar staffio a senarios niferoedd disgyblion a bod cysylltiad â'r blaenoriaethau a nodir yn y cynllun gwella ysgol.

Hwyluso'r broses cynllunio ariannol tymor canolig ar gyfer yr ysgol ac yn gweithio mewn cydweithrediad â'r tîm Cyllid Addysg i sicrhau bod trefniadau monitro cadarn yn eu lle a fydd yn cefnogi canfod arbedion a phwysau ar draws yr ysgol.

Cymryd rôl arweiniol wrth gynorthwyo gyda gosod a monitro'r gyllideb flynyddol.

Bod yn gyfrifol am reoli cyfleusterau'r ysgol, trafod, rheoli a monitro contractau, caffael, tendrau a chytundebau ar gyfer darparu gwasanaethau i'r ysgol, ac yn gweithio'n agos gyda'r rheolwr safle i sicrhau bod adeiladau'r ysgol eu cynnal a'u gweithredu yn unol â gweithdrefnau brys a chadw at ofynion lechyd a Diogelwch.

Goruchwyllo rheolaeth ariannol ffrydiau cyllid allanol trwy ddarparu gwybodaeth amserol a chywir ar grantiau i dîm cyllid y Cyngor a sicrhau bod trefniadau cadarn ar waith sy'n cadw at reolau a rheoliadau ariannol.

Gweithredu cau cyfrifon ar ddiwedd y flwyddyn yn unol â'r Rheoliadau Ariannol a safonau cyfrifyddu proffesiynol.

Rheoli a chydbwysu cyfrifon y Gronfa Ysgol.

### **Busnes**

Bod yn gyfrifol am arloesi busnes a nodi meysydd o'r ysgol sydd angen eu gwella, yn strwythurol neu o fewn prosesau i ddatblygu a gwella elfennau busnes a chefnogi'r ysgol.

Rheoli'r Tîm Gweinyddu, Gofalwr, Goruchwylwyr Canol dydd a staff cymorth eraill ar ddisgresiwn y pennaeth. Bod yn gyfrifol am Reolaeth Adnoddau Ariannol/Rheolaeth Weinyddol/ Gwybodaeth Rheoli a Rheoli TGCh ac Eiddo a Rheoli Iechyd a Diogelwch yr ysgol trwy:

- Trefnu hyfforddiant perthnasol ar gyfer y Tîm Cymorth Busnes.
- Cadeirio cyfarfodydd staff cymorth bob tymor i drafod unrhyw faterion / newidiadau.
- Rheoli'r tîm gweinyddol yn uniongyrchol gan gynnwys goruchwyllo'r defnydd o'r bws mini.
- Rheoli'r rheolwr safle / tîm rheoli safle yn uniongyrchol.

Rheoli systemau a chysylltu prosesau sy'n rhyngweithio ar draws yr ysgol i ffurfio systemau cyflawn.

Sefydlu a defnyddio dulliau effeithiol i adolygu a gwella systemau gweinyddol.

Bod yn gyfrifol am reoli cyfleusterau'r ysgol, trafod, rheoli a monitro contractau, caffael cytundebau lefel gwasanaeth (e.e. TGCh, arlwy a Glanhau), tendrau a chytundebau ar gyfer darparu gwasanaethau i'r ysgol, a rheoli a gweithio'n agos gyda'r gofalwr i sicrhau bod adeiladau'r ysgol yn cael eu cynnal a'u gweithredu yn unol â gweithdrefnau argyfwng a dilyn gofynion Iechyd a Diogelwch.

Sicrhau bod pob contract yn cael ei glirio gan y pennaeth a'r pwyllgor cyllid.

Bod yn aelod gweithgar o'r pwyllgor Iechyd a Diogelwch. Fel rhan o'r pwyllgor Iechyd a Diogelwch, sicrhau y glynir wrth yr holl ddeddfwriaeth, polisiau a gweithdrefnau Iechyd a Diogelwch. Gwneud trefniadau i hyfforddiant Iechyd a Diogelwch priodol gael ei gynnal.

Sicrhau bod gofynion Cymorth Cyntaf ar waith ar gyfer diogelwch staff a myfyrwyr gan gynnwys cadw cofrestr gyfoes o driniaethau Cymorth Cyntaf, cofnod damweiniau a hyfforddi Cymhorthwyr Cyntaf.

Gweithio'n rhagweithiol i nodi ffyrdd newydd o weithio a herio'r dulliau presennol o ddarparu gwasanaeth er mwyn lleihau pwysau costau yn y dyfodol a chefnogi amrywiadau posibl mewn gweithgaredd disgyblion.

Datblygu ystod o systemau rheoli perfformiad a gwybodaeth reoli a fydd yn cefnogi'r ysgolion i reoli'r cyllidebau yn effeithiol.

Nodi meysydd arfer gorau yn fewnol ac yn allanol ar draws Awdurdodau Lleol / darparwyr allanol eraill a lledaenu'r arfer gorau hwn trwy ddull a fydd yn creu ac yn hyrwyddo unffurfiaeth ac effeithlonrwydd.

Mynychu amrywiol gyfarfodydd gan gynnwys Grŵp Cyllid a Chymorth Busnes Ysgolion, cyfarfodydd adolygu rheolaidd gyda'r Pennaeth a'r Corff Llywodraethol yn ôl yr angen.

Cynghori'r Pennaeth a'r llywodraethwyr ar y defnydd gorau o adnoddau a fydd yn hwyluso codi a monitro perfformiad yn ogystal â mesur targedau perfformiad cywir ac amserol.

Adrodd yn ôl i'r Pennaeth a'r Corff Llywodraethu am faterion y safle a gwneud argymhellion am wariant ar gyfer gwaith trwsio ac unrhyw waith cyfalaf.

Cysylltu â chontractwyr allanol mewn perthynas â gwaith cynnal a chadw adeiladau.

Rheoli cyllideb yr adeilad gan sicrhau gwerth am arian.

Cymryd cyfrifoldeb am reoli gosodiadau.

Dadansoddi, trin a dehongli data gan ddefnyddio fformiwla Excel uwch i sefydlu systemau i'w defnyddio gan dimau yn yr ysgol ac i baratoi dadansoddiad o ddata i'w gyflwyno mewn cyfarfodydd yr UDA.

Cefnogi'r cynllun recriwtio strategol yn yr ysgol gan sicrhau bod penderfyniadau staffio yn cael eu cynnwys yng nghyllideb yr ysgol. Goruchwylio bod rhaglen sefydlu briodol ar waith ar gyfer staff newydd.

Bydd y deiliad swydd yn brif ddeiliad allwedd, yn swyddog tân dynodedig yr ysgol, a bydd yn gyfrifol am bob mater lechyd A Diogelwch. Bydd y deiliad swydd yn cynnal adolygiadau blynyddol o'r Llawlyfr Cyllid, Rheolau Prynu a pholisïau lechyd a Diogelwch yr ysgol. Cynorthwyo, fel bo angen, gydag adolygiadau o bolisïau a dogfennau ysgol eraill.

Mynychu, ac fel clerc ar gyfer pwyllgorau cyllid ac eiddo y Llywodraethwyr. Mynychu cyfarfod llawn y Llywodraethwyr, fel bo angen.

Gweithio gydag adran AD Cyngor Sir Ddinbych i reoli swyddogaeth AD yr ysgol – gan gynnwys hysbysebu am staff, diweddarau swydd ddisgrifiadau a manylion am yr unigolyn, ffurflenni penodiadau newydd a therfynu, newid contractau (a datganiad blynyddol o asesiadau cyflog athrawon) a recriwtio staff cymorth.

Mae'r ysgol yn chwilio am unigolyn sydd â'r gallu i weithio'n adeiladol fel rhan o dîm, ac sy'n gallu uniaethu'n dda â phlant ac oedolion ac yn gallu cyfathrebu mewn modd hyderus ac effeithiol.

### **Adnoddau / Offer / Deunydd**

Ddim yn berthnasol

### **Goruchwylio / Rheoli Pobl**

Bod yn rheolwr llinell i'r fîm Gweinyddol a Chyllid a'r fîm rheoli Safle (a nifer o staff cymorth eraill yn ôl disgrisiwn y pennaeth).

## Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

Mae'n hanfodol bod gan ddeiliad y swydd o leiaf gymhwyster AAT mewn disgyblaeth sy'n gysylltiedig â chyllid. Byddai ceisiadau hefyd yn cael eu hystyried gan ymgeiswyr a allai fod yn gweithio tuag at y cymhwyster y manylir arno uchod ar yr amod bod ganddynt brofiad sylweddol mewn rôl gyfwerth neu yn yr ysgol.

Bydd deiliad y swydd yn dangos lefel uchel o sgiliau cyfathrebu a rhyngpersonol fel y gallu i ddehongli data er mwyn tynnu casgliadau a gwneud argymhellion priodol yn hanfodol.

Rhaid i ddeiliad y swydd feddu ar yr hyder i gyfathrebu a herio rhanddeiliaid ar bob lefel o fewn y sefydliad, gan gynnwys cyflwyno gwybodaeth drwy'r cyfrwng priodol.

## Gweledigaeth / Cyd-destun

- Mae deiliad y swydd yn cynnig cyngor proffesiynol, cefnogaeth, arweiniad a hyfforddiant ar gynllunio effeithiol ariannol, rheoli ariannol, a ffyrdd newydd o weithio.
- Bydd deiliad y swydd yn mynychu cyfarfodydd gyda'r nos yn ôl yr angen.
- Bydd deiliad y swydd yn gweithredu fel y prif bwynt cyswllt rhwng yr ysgol a'r Cyngor ar faterion ariannol.
- Bydd disgwyl i ddeiliad y swydd ddatblygu dealltwriaeth drylwyr o gyllid ysgolion a'r rheoliadau, rheolau a chanllawiau a gyhoeddwyd gan y Cyngor i sicrhau bod safonau perthnasol o ran rheolaeth ariannol yn cael eu cynnal.
- Bydd deiliad y swydd yn atebol i dîm cyllid y Cyngor ar gyfer darparu gwybodaeth amserol a chywir a bydd disgwyl hefyd i dynnu sylw at unrhyw broblemau i'r ysgol ac i'r Cyngor yn brydlon ac yn dryloyw.

## Archwiliadau Cyflogaeth / Gofynion Penodol

Mae'n ofynnol i bob aelod newydd o staff fynd drwy ein gwiriadau recriwtio mwy diogel; clirio DBS, 2 eirida boddhaol yn cwmpasu 3 blynedd o gyflogaeth, tystiolaeth o gymwysterau hanfodol, tystiolaeth o'r Hawl i Weithio yn y DU.

Mae Cyngor Sir Ddinbych yn cydnabod ei rwymedigaethau i ddiogelu plant ac atal caethwasiaeth a masnachu mewn pobl, gan wneud popeth o fewn ei allu i atal caethwasiaeth a masnachu mewn pobl o fewn ei fusnesau. Mae sawl math o gaethwasiaeth modern, gan gynnwys masnachu mewn pobl, llafur gorfodol, caethiwed a chaethwasiaeth.

Mae diogelwch yn bwysig i bawb, ac mae gofyn i holl gyflogeion Sir Ddinbych weithio yn unol â pholisïau a gweithdrefnau Diogelu Oedolion / Plant y Cyngor, mae dyletswydd arnynt i roi gwybod am unrhyw bryderon sy'n codi yn ystod eu dyletswyddau a bod yn ymwybodol o arwyddion camfanteisio. Dylid codi unrhyw bryderon â'r Rheolwr Diogelu Penodedig er mwyn i'r Cyngor allu gweithredu pan gaiff camfanteisio ei adnabod.

## MANYLION AM YR UNIGOLYN CYNGOR SIR DDINBYCH

Mae'r Manylion am yr unigolyn yn nodi'r sgiliau, yr wybodaeth a'r profiad a ystyrir yn hanfodol er mwyn ymgymryd â dyletswyddau'r swydd yn effeithiol. Caiff ei defnyddio wrth lunio rhestr fer ac ar gyfer y broses o gyfweled am y swydd hon. Dylech ddangos ar eich ffurflen gais sut rydych yn bodloni'r meini prawf hyn. Byddwch ddim ond yn cael eich cynnwys ar y rhestr fer os ydych yn bodloni pob un o'r meini prawf hanfodol (â'r meini prawf dymunol lle bo'n berthnasol).

<b>Teitl y Swydd:</b>	<b>Rheolwr Busnes a Chyllid</b>		
<b>Gwasanaeth:</b>	<b>Addysg</b>		
<b>Graddfa:</b>	<b>11</b>		
<b><u>MEINI PRAWF</u></b>	<b><u>HANFODOL</u></b>	<b><u>DYMUNOL</u></b>	<b><u>DULL ASESU</u></b> Ffurflen Gais / Cyfweled / Cyflwyniad / Geirda ac ati
<b>1. ADDYSG A CHYMWYSTERAU</b>	<p>Mae'n hanfodol bod y deiliad y post yn isafswm Cymhwysodd AAT â phrofiad sylweddol mewn disgyblaeth yn ymwneud â chyllid</p> <p>Byddai ceisiadau hefyd yn cael eu hystyried gan ymgeiswyr a allai fod yn gweithio tuag at y cymwysterau y manylir arnynt uchod ar yr amod bod ganddynt brofiad amlwg amlwg mewn rôl gyfwerth neu rôl yn yr ysgol</p>		Ffurflen Gais
<b>2. PROFIAD PERTHNASOL</b>	<p>Profiad o weithio ar ei liwt ei hun, a'r gallu i ymdrin a materion cymhleth a sensitif mewn modd sicr a digynnwrf</p> <p>Tystiolaeth o allu i ddylanwadu er mwyn sicrhau newid, a herio rhanddeiliaid ar bob lefel mewn sefydliad</p> <p>Gwybodaeth eang am gynllunio ariannol, rheolaeth a gwella busnes</p> <p>Trafod telerau contractau a phrynu nwyddau gan sicrhau'r gwerth gorau</p>	<p>Wedi gweithio o fewn amgylchedd ysgol</p> <p>Wedi gweithio ar lefel reoli</p> <p>Profiad ym maes cyllid Llywodraeth Leol</p>	<p>Ffurflen Gais</p> <p>Cyfweled</p> <p>Profiad ym maes cyllid Llywodraeth Leol a/neu ysgolion</p>



<p><b>3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD</b></p>	<p>Gwybodaeth helaeth am gynllunio ariannol, rheoli a gwella busnes</p> <p>Gwybodaeth helaeth o'r rheolaeth ariannol a'r trefniadau sy'n ofynnol ar gyfer ffrydiau cyllid allanol o fewn llywodraeth leol a / neu Addysg</p> <p>Profiad o TGCh, Cyfathrebu a Rheoli Systemau Ariannol</p> <p>Gwybodaeth helaeth am Systemau Swyddfa, TG a thechnoleg gyfrifiadurol gan gynnwys pwynt pŵer o safon uchel, cyhoeddwr</p> <p>Gwybodaeth helaeth am y taenlenni / cynlluniau busnes datblygu a chynhyrchu</p>	<p>Gwybodaeth helaeth o'r rheolaeth ariannol a'r trefniadau sy'n ofynnol ar gyfer ffrydiau cyllid allanol o fewn llywodraeth leol a / neu Addysg</p> <p>Gwybodaeth am weithdrefnau rheoli contractau, caffael a chyflenwi</p> <p>Gwybodaeth am ddeddfwriaeth a gweithdrefnau lechyd a Diogelwch ac asesiadau risg.</p>	<p>Ffurflen Gais</p> <p>Cyfweliad</p>
<p><b>4. NODWEDDION PERSONOL</b></p>	<p>Sgiliau trefnu rhagorol</p> <p>Gradd uchel o sgiliau cyfathrebu a rhyngpersonol a'r gallu i ddehongli data er mwyn dod i gasgliadau a gwneud argymhellion priodol</p> <p>Hwylusydd / cyflwynydd rhagorol</p> <p>Sgiliau rhyngpersonol effeithiol a pherswadiol, gyda sgiliau cyfathrebu ysgrifenedig rhagorol a'r gallu i ddadansoddi sefyllfaoedd cymhleth</p>		<p>Ffurflen Gais</p> <p>Cyfweliad</p>
<p><b>5. GOFYNION ERAILL</b></p>	<p>Empathi â'r Gymraeg a'r diwylliant Cymreig</p>	<p>Gallu siarad Cymraeg</p>	<p>Ffurflen Gais</p> <p>Cyfweliad</p>

## DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

<b>Job Title:</b>	<b>Business, Finance &amp; Facilities Manager - St. Brigid's School</b>
<b>Grade:</b>	<b>11</b>
<b>Service:</b>	<b>Education</b>
<b>Service Area:</b>	<b>Schools</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Job ID Number / Date Issued:</b>	<b>04095</b>

### Job Purpose

The post holder will manage the delegated budget, human resources and the facilities for the school and ensure that robust monitoring arrangements are in place to maintain the most effective use of resources in line with financial regulations and standing orders.

To be directly responsible for the financial operational management of the school.

To support the strategic development of the school by working closely with the Headteacher and governing body.

Member of the School's Management Team.

Line manage the Administration Team, Midday Supervisors and the Caretaker.

### Principal Accountabilities and Responsibilities

#### **Finance**

Prepare detailed three-year budgets that show the forecast budget position for the school based on staffing and pupil number scenarios and that link with the priorities identified in the school improvement plan.

Facilitate the medium-term financial planning process for the school and work in collaboration with the Education Finance team to ensure that robust monitoring arrangements are in place that will actively support the identification of savings and pressures across the school.

Take a leading role in assisting with setting and monitoring the Annual budget.

Prepare the budget monitoring reports and projected out turns accordingly for presentation to the Headteacher and School Governing Body and for submission to the Education Finance Committee for inclusion in the quarterly cabinet report. This includes monitoring income and expenditure throughout the year and providing advice and recommendations to ensure expenditure stays within the cash limited budget.

To act as cost centre manager for specific budget areas and provide advice to the School staff on financial matters such as budgetary controls.



Oversee the financial management of external funding streams by providing timely and accurate information on grants to the Council's finance team and ensure that robust arrangements are in place that adhere to financial rules and regulations.

Implement the closure of accounts at year end in accordance with Financial Regulations and professional accounting standards

Manage and balance the School Fund accounts.

### **Business**

To be responsible for business innovation and identify areas of the school in need of improvement, structurally or within processes to develop and improve the business and support elements of the school.

Manage the Administration Team, Caretaker, Midday Supervisors and other support staff at the discretion of the headteacher. Be responsible for the Financial Resource Management/Administration Management/Management Information and ICT & Property Management and Health & Safety Management of the School by:

- Organising relevant training for the Business Support Team.
- Chair termly support staff meetings to discuss any issues/changes.
- Directly managing the Admin team including overseeing the use of the Minibus.
- Directly managing the Caretaker.

Manage systems and link processes that interact across the school to form complete systems.

Establish and use effective methods to review and improve administrative systems.

To be responsible for the facilities management of the school, negotiating, managing and monitoring contracts, service level agreements (e.g. ICT, Catering and Cleaning) procurement, tenders and agreements for the provision of services to the school, and managing and working closely with the Caretaker to ensure the school buildings are maintained and operated in accordance with emergency procedures and adhere to Health and Safety requirements.

To ensure all contracts are cleared by the headteacher and finance committee.

To be an active member of the Health and Safety committee. As part of the Health and Safety committee, ensure that all health and safety legislation, policies and procedures are adhered to. To make arrangements for appropriate health and safety training to take place.

To ensure that First Aid requirements are in place for staff and student safety including keeping an up-to-date register of First Aid treatments, accident logs and training of First Aiders.

Work proactively to identify new ways of working and challenge the existing methods of service provision in order to reduce future cost pressures and support potential fluctuations in pupil activity.

Develop a range of performance management systems and management information that will support the school in effectively managing the budgets.

Identify areas of best practice both internally and externally across other Local Authorities/external providers and disseminate this best practice via a means that will create and promote uniformity and efficiency.

Attend various meetings including Schools Finance & Business Support Group, regular review meetings with the Headteacher and Governing Body as and when required.

To report to the Headteacher and the Governing Body on the premises issues and make recommendations on the spending on repairs and any capital works.

Advise the Headteacher and governors on the best use of resources that will facilitate the raising and monitoring of performance as well as the measurement of accurate and timely performance targets.

To liaise with external contractors with regards to building maintenance works.

To manage the premises budget ensuring value for money.

To take the responsibility for the management of lettings.

Analyse, manipulate and interpret data using advanced Excel formula to set up systems for use by teams within the school and to prepare analysis of data for presentation at meetings at SLT.

Support the strategic recruitment plan within the school ensuring that staffing decisions are factored into the school budget. Oversee an appropriate induction programme being in place for new staff.

The post holder will be a primary key holder, the school's designated fire officer and will have responsibility for all Health & Safety matters. The post holder will undertake annual reviews of the school's Finance Manual, Purchasing Rules, and Health and Safety policies. Assist, as required, in reviews of other school policies and documents.

Attend, and as Clerk for, Governors' Finance and Property Committees. Attend full meeting of the Governors, as required.

To work with Denbighshire County Council HR department to manage the HR function of the school- including advertising for staff, updating job descriptions and person specifications, new appointment and termination forms, change of contracts (and annual statement of salary assessments for teachers) and recruitment of support staff.

The School is looking for an individual who has the ability to work constructively as part of a team, who relates well to both adults and children and can communicate in a confident and effective manner.

### **Resources/Equipment/Material**

Not Applicable

### **Supervision/Management of People**

Line manage the Admin & Finance team and Site management team (and numerous other support staff at the discretion of the headteacher).

### Knowledge, Skills, Training and Experience

It is essential that the postholder is minimum AAT qualified with in a finance related discipline. Applications would also be considered from applicants who may be working towards the qualification detailed above provided they have significant experience in an equivalent or school based role.

The post holder will demonstrate a high degree of communication and interpersonal skills as the ability to interpret data in order to draw conclusions and make appropriate recommendations will be essential.

The post holder must have the confidence to communicate and challenge stakeholders at all levels within the organization including presenting information via the appropriate vehicle.

### Vision/Context

- The post holder provides professional advice, support, guidance and training on effective financial planning, financial management, and new ways of working.
- The postholder will attend evening meetings as required.
- The post holder will act as the main point of contact between the school and the Council on financial matters.
- The post holder will be expected to develop a thorough understanding of schools' finance and the regulations, rules and guidance issued by the Council to ensure that relevant standards of financial management are maintained.
- The post holder will be responsible to the Council's finance team for the provision of timely and accurate information and will also be expected to highlight any problems to both the school and the Council in a prompt and transparent manner.

### Employment Checks/ Specific Requirements

All new starters are required to undergo our standard safer recruitment checks; DBS clearance, 2 satisfactory references covering 3 years employment, evidence of essential qualifications, evidence of Right to Work in the UK.

Denbighshire County Council recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire employees are required to work in accordance with the Council's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified.

## DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

<b>Post Title:</b>	<b>Business &amp; Finance Manager – St. Brigid’s School</b>		
<b>Service</b>	<b>Education</b>		
<b>Grade:</b>	<b>11</b>		
<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u> Application Form / Interview / Presentation / References etc
<b>1. EDUCATION &amp; QUALIFICATIONS</b>	<p>It is essential that the postholder is minimum AAT qualified with significant experience in a finance related discipline</p> <p>Applications would also be considered from applicants who may be working towards the qualifications detailed above provided they have got significant demonstrable experience in an equivalent or school based role</p>		Application Form
<b>2. RELEVANT EXPERIENCE</b>	<p>Experience of acting on own initiative, to deal with complex and sensitive issues in a calm and assured manner</p> <p>Proven ability to influence change and confidence to challenge stakeholders at all levels within an organisation</p> <p>Extensive knowledge of financial planning, management and business improvement</p>	<p>Has worked within a school environment</p> <p>Has worked at a management level</p> <p>Experience within Local Government Finance</p>	<p>Application Form</p> <p>Interview</p> <p>Experience within Local Government Finance and/or schools</p>

	Experience of procurement and contract negotiation ensuring best value		
<b>3. JOB RELATED KNOWLEDGE &amp; SKILLS</b>	<p>Extensive knowledge of financial planning, management and business improvement</p> <p>Experience of ICT, Communication and Financial Systems Management</p> <p>Extensive knowledge of Office Systems, IT and computer technology including a high standard of power point, publisher</p> <p>Extensive knowledge of the development and production spreadsheets / business plans</p>	<p>Extensive knowledge of the financial management and arrangements required for external funding streams within Local government and/or Education</p> <p>Knowledge of contract management, procurement and supply procedures</p> <p>Knowledge of Health &amp; Safety legislation and procedures and risk assessments.</p>	<p>Application Form</p> <p>Interview</p>
<b>4. PERSONAL QUALITIES</b>	<p>Excellent organisational skills</p> <p>A high degree of communication and interpersonal skills and the ability to interpret data in order to draw conclusions and make appropriate recommendations</p> <p>An excellent facilitator/presenter</p> <p>Effective and persuasive interpersonal skills, with excellent written communication skills and the ability to analyse complex situations</p>		<p>Application Form</p> <p>Interview</p>
<b>5. OTHER REQUIREMENTS</b>	Empathy with the Welsh Language and Culture	The ability to speak Welsh	<p>Application Form</p> <p>Interview</p>