

Kent County Council

Job Description:

Director – School Resources

Date: November 2013

Directorate: Strategic and Corporate Services

Division: Finance and Procurement

Grade: KR17

Responsible to: Corporate Director – Finance & Procurement

Job Purpose

Develop a strategic plan and framework for the marketing and successful delivery of services to schools which meet their needs and ensures efficient and effective delivery to targets set by the Authority. Provide strategic advice on school budgets, and support for statutory intervention and academy conversion.

Accountabilities

Directors will work within the KCC Corporate Responsibilities for Senior Officers. In addition, as members of Extended Corporate Management Team, Directors and Corporate Directors will work together to make strategic decisions on the most effective use of the Council's agreed budget, resources and policies and enhance the reputation of Kent as a place as well as Kent County Council as the democratic agent of change in the region.

Create an effective service delivery model for schools including finance, personnel, property, continuous professional development, schools improvement.

Negotiate Service Level Agreements and/or provider frameworks that determine level and quality of services to schools and a price for the delivery of these services, ensuring that the strategic interface between schools and providers is managed appropriately.

Provide advice to the Council on the Dedicated Schools' Grant to ensure that all decisions taken are based on up-to-date information,

Lead Schools Financial Services, including the statutory and monitoring functions and any statutory intervention in schools required for financial reasons.

Lead and manage support for the conversion of maintained schools into academies, including liaison with legal services.

Develop and maintain links with other Directors to ensure the cohesive delivery of initiatives linking with broader service improvements across the Authority.

Lead the Finance business partner activity for the EYPS provide a professional lead and management for the schools financial services and directorate business partners.

Support the need for strategic cohesion in the delivery of children's services by maintaining and developing key links with Head teachers, district teams and locality boards

Actively review all services provided by this post to identify the 'right source' for their future delivery including consideration of outsourcing, co-sourcing or in-sourcing to ensure the most effective and efficient delivery methods are employed.

This job description sets out the accountabilities specific to the role. These should be read in conjunction with the Corporate Responsibilities that apply to the Corporate Director and Director roles.

Services

Academy Conversion

Finance Business Partners

Development of delivery model to cover - Finance, Property, Personnel, Traded Services, School Improvement, Continuous Professional Services and other support services to schools

Schools Financial Services