



**LONDON BOROUGH OF MERTON**

**Children, Schools and Families Department**

**JOB DESCRIPTION**

**POST TITLE:** Manager of School Organisation

**Grade:** MG2

**DIVISION/SECTION:** Children, School and Families

**Location:** Merton Civic Centre

**Responsible to:** Head of Education

**Responsible for: -**

- School Admissions
- The School's PFI Contract
- All strategy to change the character and organisation of schools
- The development of school premises and facilities
- The schools meal contract
- Pupil place planning for the Local Authority
- Other projects as requested by the Head of Education

**Post number:**

**date:**

**1. MAIN PURPOSE**

To lead the strategic direction of the School Organisation Team. To take overall responsibility for the Council's School Organisation Strategy relating to Schools Capital Issues, School Admissions and Education Contracts. To interact with: -

- Schools, including Headteachers and Governing Bodies
- Department for Education and Skills (DfES)
- Diocesan Authorities
- GLA
- Other Local Authorities
- Private Sector, including consultant architects, surveyors and engineers.

## **2. MAIN DUTIES AND RESPONSIBILITIES**

### **A. Strategic Management**

1. Work with the Head of Education on the strategic development and direction of the division
2. Lead the School Organisation Team, having overall responsibility for their strategic direction and grants
3. Performance manage the School Organisation Team and deploy staff in order to meet team objectives, service demands and School's needs
4. Contribute to the development of the Children and Young People Plan and take responsibility of the school organisation aspects of the plan
5. Work with the Head of Education on the department's internal review processes and the monitoring of the Children and Young People and Capital Plans
6. Contribute to Cabinet and Scrutiny reports and meetings as required and advise elected members as directed by the Head of Education
7. Take overall responsibility for specific projects in particular the delivery of activities identified in the business plan
8. Deputise for the Head of Education / Children, Schools and Families Director as required at meetings, conferences, working groups etc.
9. Be the responsible named budget managers for all budgets within the School Organisation Team and act as a nominated officer for relevant grants and capital / revenue funding schemes.
10. To work pro-actively and effectively as a member of the Education Leadership Team and wider Children Schools and Families management forum.
11. To produce reports for council forums, boards and panels and attend and contribute to those meetings as required by the Director of Children, Schools and Families.
12. To provide professional advice to senior officers, councillors and school colleagues.

### **B. School Organisation**

1. Management of the interface between contractors, to ensure that the department and schools get added value from contracts.
2. Liaison with and between the DfES and external partners.
3. Ensure that the management infrastructure is in place to enable effective service delivery and management of all facilities and premises in relation to schools including the negotiation and maintenance of contracts.
4. Develop and deliver the department's strategy to implement the DfES Five Year Strategy for Children and Learners: -
  - I. Any reductions or additions to pupil numbers
  - II. The Development of any necessary infrastructure to change community schools to academies or faith schools or to extend provision to include Post 16 education
  - III. The Building Schools for the Future (BSF) programme
  - IV. Coordinated and in year admissions

5. Promote, develop and maintain sound business relationships with private and external partners, maximizing opportunities for innovation and service development. In particular, ensuring that the PFI contract and negotiations with sponsors of secondary schools is managed to serve the best interests of the council and the schools
6. Ensure that the commitments emanating from departmental and council plans are met on time and within budget.
7. Ensure that the departments commissioning and contracting commitments provide best value for the department.
8. Manage and control the significant revenue budget in accordance with the Financial Regulations of the Council.
9. Responsibilities for the coordination and control of the capital budget for schools
10. To coordinate the department's capital programme.
11. Ensure effective delivery of the School Organisation Plan and the Department's Asset Management Plan
12. Lead and support others officers in the compilation of premises based external bids for education
13. Provide advice to schools and departmental managers on premises matters relating to education
14. Act as landlord in the management of the Children, Schools and Families Departments sizeable property portfolio, which includes: schools, Merton Adult College, Youth Centres, Leisure Properties, Libraries and other miscellaneous buildings and sites. Review the property portfolio and users' needs to provide additional accommodation where necessary and to identify accommodation surplus to requirements to raise capital receipts for the Council.
15. Prepare and take responsibility for the Children, Schools and Families capital programme, amounting to £3million per annum and ensure that the value for money quality building schemes are completed to meet deadlines and within budget
16. Take the strategic lead in the development and management of the schools Asset Management Plan, including the updating of Merton's Local Policy Statement and Strategic Priorities, and developing and maintaining effective arrangements for the integrated use of resources to address highest priorities needs.
17. Maximise capital funding sources and formulate capital programme strategies to support service provision and the Council's vision to raise standards in its schools and to ensure their effective use
18. Negotiate with Diocesan Authorities and Governing Bodies of Voluntary Schools regarding the financing of building works
19. Develop, operate or ensure that processes are in place to give high quality advice and support to Head Teachers, governing bodies and officers in charge in the discharge of their 'Tennant' responsibilities ensuring that they meet their responsibilities, particularly with regard to health and safety and Risk Management.
20. Ensure that Corporate and Departmental Health and Safety policies and procedures are understood and implemented by staff and that any shortfalls identified are reported to the line manager.

### **C. General responsibilities**

1. To represent the Head of Education and the department at council and external local and national events promoting the councils visions and values
2. To ensure that comprehensive papers are provided for elected member, which enables them to make decisions based on timely presentation of all options and benefits associated with the departments and council objectives.
3. To ensure that appropriate control systems are in place for the effective delegation and management of budgets to other managers of the division.
4. To ensure timely, consistent and inclusive communications enabling staff, elected members, customers and external partners to feel valued and informed especially during this time of major cultural and organisational change in schools and across the council.
5. To plan and direct the preparation of resources accordance with departmental and service priorities, ensuring best value, probity in the use of resources and professional practice within schools.
6. To manage with staff and as appropriate with external partners, a performance culture that will enable the department to account for its operations, audit its performance, tackle areas of under-performance and maintain a programme of continuous improvement
7. Contribute to the delivery of the corporate and departmental objectives identified by the council
8. Negotiate and agree contracts with external consultants as required for the delivery of specific services to schools and monitor the quality of provision and tender / prepare bids for grants and other funding, including the Standards Fund and Capital Programme, as required on behalf of the department. Manage contracts with outside agencies / consultants as required.
9. Contribute appropriately to phase and working groups set up within the Department and across departments within the Council
10. Promote the Local Authority policy on inclusive education
11. Ensure that corporate and departmental Health and Safety policies are implemented at all times and to raise any concerns regarding their operation, or any other health and safety matters with the appropriate line manager
12. Understand and adhere to the Councils Equal Opportunities Policy. Ensure that good practice in equal opportunities is promoted and reflected in all aspects of the post holder's remit and that discrimination in all its forms is challenged.
13. Provide general curriculum and management advice and support to schools as required
14. Contribute to the central programme development including the identification of needs, planning and delivery of high quality in-service training.

## D. Outline Personal Specification

**Appointing Body: London Borough of Merton**

<b>Knowledge and Experience</b>
<ul style="list-style-type: none"><li>• Experience of managing and delivering projects within agreed timescales and to budget</li><li>• Management experience and excellent understanding of the provision of schools' accommodation</li><li>• Secure experience and knowledge of budget monitoring</li><li>• Good understanding of contract management, monitoring systems, sample testing and systems audit</li><li>• full driving licence and willingness to use own car for work</li></ul>
<b>Skills and Personal Qualities</b>
<ul style="list-style-type: none"><li>• Excellent verbal and written communication skills and the ability to communicate and present to diverse audiences</li><li>• Effective negotiation skills and experience of negotiations with a variety of stakeholders</li><li>• Ability to gather and analyse written and numerical information and present it clearly</li><li>• Effective problem solving skills and ability to analyse and evaluated information</li><li>• Excellent interpersonal skills with the ability to work as an individual and within a team within an environment of competing priorities and tight deadlines</li><li>• Very good ICT skills including use of standard Microsoft Office systems</li></ul>
<b>Competencies</b>
<ul style="list-style-type: none"><li>• Provide leadership in management, understanding strategic goals and converting these into practical outcomes through decision making</li><li>• Develops the capacity to respond to customer needs at all levels</li><li>• Has the drive to succeed and deliver outcomes which meet or exceed expectations</li><li>• Assimilates complex and diverse information as a basis for effective operational decision making</li><li>• Translates aims and plans into achievable operational activities</li><li>• Supports new initiatives, implementing new approaches and supporting people through change</li><li>• Ability to build and sustain effective partnerships</li></ul>