

**Vacancy Post: School Buildings & Finance Officer**

**Hours: Full time – 35 hours per week**

**Salary £23,395 - £26,068**

**Job Profile:**

**To support the work of Church of England schools in the Diocese managing the programme of building work in church schools and managing the financial and legal work of the Diocesan Board of Education.**

 **Background**

The role of the Diocesan Board of Education is to promote education consistent with the faith and practice of the Church of England throughout the Diocese, with specific responsibilities for supporting Church schools and academies and their governors. In order to do this effectively, it works with a wide range of bodies and organisations (including parishes, other dioceses, local authorities, Multi Academy Trusts (MATS), the Department for Education and the national Church of England Education Office) on any matter affecting Church schools and academies, their performance, their Christian ethos and their buildings.

In the Diocese of Chester there are 116 Church of England maintained schools, 46 schools are Voluntary Controlled, 60 are Voluntary Aided (three of which are joint Catholic/C of E schools), 9 are Academies and there is one Free School. Six of the schools are secondary schools (one joint Catholic/C of E, one also supported by the Diocese of Liverpool) and the remainder are primary.

There are ten local authorities with which we work: Cheshire East, Cheshire West and Chester and the Wirral are entirely within the Diocese, Halton and Warrington are shared with the Diocese of Liverpool, Trafford, Stockport and Tameside are shared with the Diocese of Manchester, Derbyshire is shared with the Diocese of Derby and Wrexham is shared with the Diocese of St Asaph in the church in Wales.

The Diocese is also a member of DBE Services Ltd, a company formed by a group of northern dioceses for the marketing of educational services. This too extends the capacity of the education team to support school development and offers opportunities for members of the team to work collaboratively with professional colleagues from other dioceses on an ambitious range of projects and initiatives.

The Diocesan education team is currently made up of full- and part-time officers (6.1 FTE, including the Director) based at Church House, who also work regularly with a number of consultants and other educational partners. A significant amount of support for schools is delivered through our ‘Family of Schools’ offer, which is taken up by the vast majority of our schools.

**Job Description**

**To support the work of Church of England schools in the Diocese managing the programme of building work in church schools and managing the financial and legal work of the Diocesan Board of Education.**

To manage the programme of building work in church schools

This will largely involve work with voluntary aided schools, but may also involve work with voluntary controlled schools, academies and free schools and will involve:

* To be the lead officer with regards to school buildings and associated trusts.
* To ensure that any repair and maintenance projects within the Devolved Formula Capital (DFC) annual allocations to schools are entrusted to consultants through DBE Services, offering advice if necessary.
* To review and prioritise LCVAP bids; agreeing and prioritising bids with CoE and RC advisers; and the submission of bids to relevant LAs, including the compilation and submission of the annual return.
* To maintain a project management oversight with consultants throughout projects concerned with LCVAP funding. To be responsible for ensuring funding is available, including the management and payment of invoices as required.
* Supporting governors and headteachers throughout capital projects including tender openings, handover meetings, troubleshooting and being involved in briefing sessions for consultants.
* If required, to manage financial support provided by the DBE to Voluntary Aided school building projects, so that schools receive the best possible support consonant with the prudent use of diocesan resources.
* To actively liaise with LAs in all matters relating to church school buildings.
* Liaison with the ESFA and submission of ESFA returns as required.

To manage the financial work of the Diocesan Board of Education

* To attend as necessary the Local Authority (LA) meetings associated with the allocation and monitoring of funding through Locally Controlled Voluntary Aided Programme (LCVAP).
* Administration and management of the DBE’s annual budget and on-going finances.

To manage the legal work of the Diocesan Board of Education

* To provide support and advice to headteachers, governors and trustees of Church schools, in the areas of their legal responsibilities, including insurance and matters relating to property, funding and budget management.
* To liaise and obtain necessary consents from land owners, including site trustees, and the management of insurance renewals.
* Liaising with solicitors, accountants, architects, surveyors and other professionals with regard to matters relating to trust deeds, orders and schemes for schools and DBE property assets.
* Administrative duties arising from the Diocesan Board of Education being a limited company and registered charity.
* To complete land questionnaires as part of the academy conversion process; investigating and resolving site issues arising from the proposed conversion; and inputting into the Church Supplemental Agreement from a land perspective.
* In the academy conversion process, to investigate and resolve issues relating to the transfer of sites, including disputes over ownership.

General Requirements

* To be the lead officer for, and report to, the DBE Finance & General Purposes Committee. Prepare and present a report detailing school/property related matters; minute the meeting; and make presentations to the DBE and other committees as appropriate.
* To liaise with the Church of England Education Office, local authorities, MATS and colleagues from other dioceses and educational organisations to support and develop the work of the DBE.
* Attendance at relevant meetings, and involvement in other projects and diocesan initiatives, drawing on the skills and gifts of the post-holder.
* To participate in an annual review and appropriate continuing professional development, including participation in professional networks extending beyond the diocese.
* To undertake such other duties as reasonably requested by the Director of Education.
* Contribute to the wider work of the Diocese, as appropriate.

The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The job description may be amended over time, in consultation with the post holder to meet the needs of the Diocese.

**Summary of Terms and Conditions**

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| Employer | Joint Employer - The Diocesan Board of Education and The Diocesan Board of Finance (DBE / DBF) |
| Line Manager | Director of Education |
| Hours | The post is full time, 35 hours per week.The post holder will be required from time to time to attend meetings outside normal working hours subject to time in lieu. |
| Salary | £23,395 - £26,068 |
| Location  | The post is based at the Diocesan offices at Church House, Daresbury Park, Warrington |
| Pension | The DBE/DBF offers a contributory pension scheme (“the Scheme”) organised by the Church of England (the “Church”) Pensions Board. |
| Holidays | In addition to the eight Bank and Public Holidays, employees are entitled to 25 days annual leave in any year.  |
| DBS Disclosure | The post may be subject to a Disclosure and Barring Service check |
| Mileage | A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post (currently 45p per mile for the first 10,000 miles) |