

## JOB DESCRIPTION

**Role Title:** School Buildings Officer

**Main Purpose of Role:**

- to manage the diocesan administrative procedures related to the maintenance and improvement of school buildings and premises in Church of England schools and academies to enable the Diocesan Board of Education to meet its statutory obligations related to school buildings and other related property.

**Responsible to:**

The Deputy Diocesan Director of Education

**Working Relationships (both internal and external):**

Diocesan Director of Education / DBE

Members of the diocesan education team and finance team

Schools and academies

Local authorities

DfE/EFA

Consultants

Roman Catholic Diocese

**Management Responsibility**

**Principal Responsibilities :**

- to provide support, advice and training to trustees, governors and head teachers in matters related to school buildings, property and land
- to liaise with the DfE/ESFA, local authorities and other relevant bodies on all technical and financial matters related to buildings and maintenance
- to support the Diocese's role in capital building projects including detailed work on provision, improvement, and repair of school buildings, particularly the financial control of this work and project oversight.

**Principal Tasks:**

- to keep up to date with the various government funding streams available for building developments and represent the interests of the DBE, Church of England schools and academies within LA and government capital building programmes and initiatives
- to co-ordinate school bids and represent the Diocese in negotiations in the annual LCVAP programme with the two LA representatives and two Roman Catholic dioceses
- (to ensure that administrative procedures are carried out correctly at all stages in relation to capital buildings projects)
- to oversee the funding and financial management of capital projects
- to advise on and manage the cash flow of monies associated with capital projects, coding income, authorizing expenditure and re-claiming grants
- to assist governors to obtain the best quality professional services (architects, surveyors etc) and be involved in any necessary negotiations and meetings
- to monitor and report on the progress of capital building projects
- to manage devolved formula capital monies held by the diocese on behalf of schools
- to research and advise over land and property issues including the sale and disposal of church schools and houses and liaise with land and property agents
- to work closely with the diocesan finance officers on operational aspects of financial administration
- to undertake all other reasonable duties related to the responsibilities as requested by the director

**Relevant Qualifications and Experience required (if job were to be advertised):****Essential**

- Experience of working with financial spreadsheets
- Excellent administrative skills including experience of project management
- Good negotiating/people skills
- Ability to assimilate up to date knowledge of the statutory requirements related to school buildings

**Desirable**

- Experience of working in schools business or finance
- Experience in planning and delivering high quality building projects
- Up to date knowledge of statutory legislation related to capital building projects and how these relate to church schools

**The above job description has been discussed and is agreed by:**

**Signed:** ..... **Date:** .....  
**(Postholder)**

**Signed:** ..... **Date:** .....  
**(Line Manager)**