

Proffil Swydd/Job Profile

Teitl y Swydd – Prif Swyddog Ariannol a Gweithrediadau (PSAG)

Post Title – Chief Financial and Operations Officer (CFOO)

Gradd/ Grade	Gradd Grade O
Rhif y Swydd/ Post Number	035970

Mae diogelu yn fater i bawb:

Mae gan bob un ohonom gyfrifoldeb am amddiffyn plant ac oedolion sydd mewn perygl, gweithio mewn ffordd sy'n hyrwyddo ac yn cefnogi eu budd pennaf, a rhoi gwybod am unrhyw bryderon.

Safeguarding is everyone's business:

All of us have a responsibility for protecting children and adults at risk, working in a way that promotes and supports their best interests and for reporting any concerns.

Prif Ddiben y Swydd

- Mae'r Prif Swyddog Ariannol a Gweithrediadau (PSAG) yn uwch-arweinydd gweithredol ar draws y Grŵp Ysgolion, gan weithio ochr yn ochr â'r Penaethiaid i lunio, galluogi a chyflawni gweledigaeth strategol hirdymor yr ysgolion trwy arweinyddiaeth arbenigol o strategaeth ariannol, strategaeth y gweithlu, seilwaith gweithredol a datblygu masnachol.
- Mae'r PSAG yn gweithredu ar lefel arweinyddiaeth system, gan werthuso perfformiad, nodi risg a chyfleoedd yn y dyfodol, a chynllunio modelau cynaliadwy sy'n sicrhau hyfywedd, twf ac effaith hirdymor yr ysgolion yn eu cymunedau.
- Sicrhau bod adnoddau, pobl, systemau a seilwaith yn cyd-fynd yn fwriadol â blaenoriaethau addysgol, gan alluogi Penaethiaid i sicrhau'r safonau uchaf o ran addysgu, dysgu a lles.

Main Purpose of Job

- The Chief Financial and Operations Officer (CFOO) is a senior executive leader across the School Group, working alongside the Headteachers to shape, enable and deliver the long-term strategic vision of the schools through expert leadership of financial strategy, workforce strategy, operational infrastructure and commercial development.
- The CFOO operates at a system leadership level, evaluating performance, identifying future risk and opportunity, and designing sustainable models that ensure the schools' long-term viability, growth and impact within their communities.
- To ensure that resources, people, systems and infrastructure are deliberately aligned to educational priorities, enabling Headteachers to secure the highest standards of teaching, learning and wellbeing.

Prif gyfrifoldebau

Arweinyddiaeth a strategaeth

Mae'r PSAG yn aelod annatod o'r tîm uwch-arweinwyr sy'n gweithio i ddatblygu a gweithredu gweledigaeth a chynllun strategol ysgolion

- Arwain cynllunio strategol ar gyfer pob swyddogaeth nad yw'n ymwneud ag addysgu ar draws y grŵp ysgolion gan sicrhau cysylltiad uniongyrchol â'r Cynlluniau Datblygu Ysgolion.
- Defnyddio data, meincnodi a modelu ariannol i osod targedau uchelgeisiol sy'n seiliedig ar dystiolaeth ar gyfer effeithlonrwydd, cynaliadwyedd a thwf.
- Gwerthuso perfformiad sefydliadol gwasanaethau cymorth ac ailgynllunio strwythurau i wasanaethu blaenoriaethau addysgol yn well.
- Adeiladu rhwydweithiau proffesiynol effeithiol ar draws ysgolion, yr Awdurdod Lleol, Llywodraeth Cymru a phartneriaid allanol i ddod ag arloesedd ac arfer gorau i'r ysgolion.
- Creu'r amodau lle mae rhagoriaeth weithredol yn galluogi rhagoriaeth addysgegol.
- Arwain ac ysbrydoli staff, cael y gorau ohonynt, a hwyluso ac annog perthnasoedd gwaith cryf rhwng y grŵp ysgolion a grwpiau o staff.

Arweinyddiaeth Ariannol Strategol a Pherfformiad

Mae'r PSAG yn gyfrifol am **strategaeth ariannol tymor canolig a hirdymor** y grŵp ysgolion

- Datblygu a chael cyfrifoldeb dros y **strategaeth ariannol 3–5 mlynedd** ar gyfer y grŵp ysgolion.
- Integreiddio cynllunio'r cwricwlwm, cynllunio'r gweithlu a modelu ariannol yn un cynllun strategol cydlynol.
- Nodi risgiau ariannol yn y dyfodol, tueddiadau demograffig a newidiadau cyllido a llunio ymatebion rhagweithiol.
- Arwain y gwaith o ddatblygu strategaeth amrywio incwm a thwf masnachol.
- Cynhyrchu achosion busnes ar gyfer prosiectau trawsnewidiol, ehangu a datblygu cyfalaf.
- Meincnodi gwariant a strwythurau ysgolion yn erbyn cymaryddion rhanbarthol a chenedlaethol i lywio'r gwaith o wneud penderfyniadau strategol.
- Rhoi cyngor i Lywodraethwyr a Phenaethiaid ar **oblygiadau ariannol strategaeth addysgol**.
- Hyrwyddo economi, effeithlonrwydd ac effeithiolrwydd ym mhob maes caffael, rheoli contractau a defnyddio adnoddau.

Seilwaith a Gweithrediadau Strategol

Mae'r PSAG yn gyfrifol am arwain strategaeth seilwaith hirdymor yr ysgolion.

- Datblygu strategaeth ystadau a seilwaith hirdymor i gefnogi cyflwyno'r cwricwlwm ac ymgysylltu â'r gymuned.
- Sicrhau bod y Strategaeth TG, datblygu ystadau a seilwaith digidol yn cyd-fynd â modelau dysgu yn y dyfodol.
- Arwain gweledigaeth gyfalaf a strategaeth defnyddio asedau ar draws y grŵp ysgolion.
- Nodi sut y gall cyfleusterau gynhyrchu refeniw a gwerth cymunedol.
- Sicrhau bod fframweithiau cydymffurfio yn gadarn trwy oruchwyliaeth strategol

Arweinyddiaeth Strategol y Gweithlu ac Adnoddau Dynol

Mae'r PSAG yn gyfrifol am arwain y gwaith o gynllunio'r gweithlu ar lefel strategol i sicrhau cynaliadwyedd ac effeithiolrwydd sefydliadol.

- Llunio modelau gweithlu hirdymor i sicrhau cynaliadwyedd wrth i dechnoleg, y cwricwlwm ac anghenion yr ysgolion ddatblygu.
- Arwain y gwaith o ddylunio ac ailstrwythuro trefniadaeth i sicrhau bod gwasanaethau cymorth mor effeithiol â phosibl.
- Sicrhau bod swyddogaethau addysgu a chymorth yn gweithredu fel un gweithlu cydlynol.
- Defnyddio data am y gweithlu i ragweld pwysau staffio, risgiau olyniaeth a bylchau o ran sgiliau yn y dyfodol.
- Arwain diwylliant, strategaeth datblygiad proffesiynol a disgwyliadau perfformiad ar gyfer timau nad ydynt yn addysgu.
- Rhoi cyngor i Benaethiaid a Llywodraethwyr ar strategaeth staffio sy'n gysylltiedig â chynaliadwyedd ariannol.

Strategaeth Fasnachol a Thwf

Mae'r PSAG yn gyfrifol am sicrhau cynaliadwyedd hirdymor yr ysgolion trwy dwf ac ymgysylltu allanol.

- Datblygu a chyflwyno strategaeth fasnachol i gynyddu refeniw, nifer y disgyblion a phartneriaethau cymunedol.
- Adeiladu partneriaethau allanol, nawdd, incwm grant a chyfleoedd menter.
- Arwain strategaeth brandio, marchnata ac ymgysylltu â rhanddeiliaid.
- Gosod yr ysgolion fel canolfannau cymunedol, diwylliannol a menter.

Yn gyfrifol am staff / offer

Darparu arweinyddiaeth strategol ar gyfer pob swyddogaeth nad yw'n ymwneud ag addysgu ar draws y grŵp ysgolion (Ysgol Uwchradd y Frenhines Elisabeth ac Ysgol Dyffryn Aman ar hyn o bryd) trwy fod yn rheolwr llinell uniongyrchol i Reolwyr Busnes ac arweinwyr swyddogaethol gwasanaethau cymorth.

Yn atebol i

Pennaeth

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol ac Aelodaethau Proffesiynol

- Yn meddu ar radd (QCF 6) mewn maes perthnasol neu dystiolaeth o brofiad cyfwerth mewn pwnc perthnasol.
- Cymhwyster Rheoli Perthnasol (isafswm ILM Lefel 4).
- Datblygiad proffesiynol diweddar a pherthnasol.

Ein Gwerthoedd Craidd a'n Hymddygiad

[Cliciwch yma i ddarllen y fframwaith llawn](#)

Un Tîm:

Addasu i newid - Gallwch addasu i newidiadau yn y gwaith neu'r amgylchedd, gan aros yn effeithiol ac yn bositif. Rydych chi'n addasu eich arddull bersonol ar gyfer gwahanol bobl neu sefyllfaoedd, i gyflawni ar y cyd nodau neu bwrpas a rennir. Rydych chi'n gwneud defnydd cadarnhaol o newid ac ansicrwydd i hyrwyddo ac annog cydweithio a rhannu ar draws adrannau, gwasanaethau a chyda phartneriaid wrth weithio'n rhanbarthol.

Cwsmeriaid yn Gyntaf:

Ffocws ar Gwsmeriaid - Rydych chi'n chwilio am farn amrywiol unigolion sy'n defnyddion ein gwasanaethau, i wella ein darpariaeth drwy'r Gymraeg a'r Saesneg. Rydych chi'n cynllunio anghenion gwasanaeth ymlaen llaw, gan ystyried y ffactorau ehangach ac effaith hirdymor penderfyniadau. Rydych chi'n datblygu, yn cyflawni ac yn gwerthuso cynlluniau strategol, gan gydbwyso pwysau tymor byr â nodau tymor hir, yn unol â gweledigaeth y Cyngor, sy'n mynd i'r afael ag anghenion gwasanaeth amrywiol, gan gynnwys y Gymraeg a diwylliant Cymru.

Uniondeb:

Gwneud penderfyniadau - Rydych chi'n deall pan fydd rhywbeth y tu allan i'ch rôl a phryd i gyfeirio at eraill. Rydych chi'n cymryd cyfrifoldeb dros bobl a phenderfyniadau a allai olygu gwneud dewisiadau anodd neu gymryd risgiau ystyriol gan roi cyfeiriad clir. Rydych chi'n hyrwyddo tryloywder ynghylch penderfyniadau ac yn creu diwylliant lle mae eraill yn teimlo eu bod yn gallu herio'r penderfyniadau sy'n cael eu gwneud.

Arwain a Dirprwyo - Rydych chi'n dilyn prosesau, a chanllawiau, gan herio mewn ffordd gadarnhaol os bydd materion yn codi. Rydych chi'n blaenoriaethu eich gwaith eich hun a gwaith eraill yn deg, ar sail cryfderau pobl, ac yn darparu adborth clir ac amserol. Rydych chi'n pennu ac yn cynnal cyfeiriad clir a chadarnhaol, gyda blaenoriaethau a chanlyniadau â ffocws amlwg sy'n cael eu cyfleu'n glir i'r timau.

Rhagori:

Dadansoddi - Rydych chi'n ymdrin â phroblemau'n gadarnhaol ac yn canfod ffyrdd o nodi atebion addas. Rydych chi'n ymchwilio ac yn dadansoddi gwybodaeth a data rhifiadol ac ysgrifenedig o ystod o ffynonellau er mwyn llywio penderfyniadau seiliedig ar dystiolaeth. Rydych chi'n chwilio am ragor o wybodaeth neu ddealltwriaeth o broblem, gan gydnabod sut y gallai un mater fod yn rhan o system fwy a dod i gasgliadau rhesymegol.

Arloesi - Rydych chi'n gofyn cwestiynau ac yn chwilio am ffyrdd gwell a/neu newydd o wneud pethau, gan awgrymu gwelliannau. Rydych chi'n dylunio prosesau a systemau sy'n cefnogi newid cadarnhaol, yn sicrhau dysgu ac yn gwella gwasanaethau. Rydych chi'n ymgorffori diwylliant o arloesi a meddwl yn greadigol i ysgogi gwelliannau i'r gwasanaeth, gan rymuso timau i annog datblygiad parhaus.

Cymryd Cyfrifoldeb:

Canlyniadau o safon - Rydych chi'n sicrhau bod gwaith yn gywir ac yn ddi-wall. Rydych chi'n gwella safon y gwasanaethau a ddarperir yn barhaus ac yn sefydlu perthynas ag unigolion. Mae gennych farn eang ynghylch gwerth, gan gydnabod effeithiau a chostau 'cudd' neu allanol o fewn y system ac ystyried y rhain wrth wneud penderfyniadau er mwyn cael canlyniadau o safon.

Gwranddo:

Deall eraill - Rydych chi'n gwranddo er mwyn deall safbwyntiau ac anghenion eraill, gan ymateb yn sensitif a gwirio dealltwriaeth lle bo angen. Rydych chi'n hwyluso trafodaethau adeiladol ac yn gweithio gydag amrywiaeth o bobl i ddod i gytundeb. Rydych chi'n defnyddio hunanymwybyddiaeth a lefelau uchel o ddealltwriaeth o anghenion eraill i ddylanwadu ar gytundebau strategol a chydweithredol lefel uchel a'u trafod.

Gwybodaeth

- Deall ystod eang o ddamcaniaethau cynllunio strategol a dylunio trefniadaeth a sut i ddefnyddio'r offer hyn i lunio a gwerthuso cynlluniau tymor byr, canolig a hir ar gyfer y sefydliad.
- Deall dulliau a damcaniaethau arwain a'u perthnasedd i leoliadau addysgol.
- Deall y gwaith o gynllunio'r gweithlu a deddfwriaeth cyflogaeth sy'n berthnasol i'r lleoliad
- Dealltwriaeth o reoli risg, cydymffurfiaeth a llywodraethu
- Dealltwriaeth o'r berthynas rhwng cyflwyno'r cwrwclwm a strategaeth adnoddau
- Gwybodaeth a dealltwriaeth o werthuso a rheoli perfformiad busnes.

Sgiliau Penodol y Swydd

- Llythrennedd ariannol a dadansoddol eithriadol a'r gallu i gyflwyno gwybodaeth ariannol yn glir ac yn gryno.
- Dull masnachol ac entrepreneuriaidd o gyflawni'r gwerth gorau a phrofiad llwyddiannus o sicrhau'r incwm mwyaf posibl.

Profiad

- Profiad o arwain a datblygu timau amlddisgyblaethol yn annibynnol.
- Profiad o ysgrifennu a chyflwyno achosion busnes effeithiol a cheisiadau grant
- Profiad sylweddol o reoli newid a gwella gwasanaethau yn barhaus.
- Profiad o gynllunio'r gweithlu ac arwain Adnoddau Dynol yn strategol.
- Profiad o ddatblygu, gweithredu, monitro ac adolygu polisïau
- Profiad o gaffael sector cyhoeddus a rheoli contractau
- Profiad o reoli ystadau, seilwaith neu amgylcheddau gweithredol mawr yn ddiogel.

Meini Prawf Dymunol

- Byddai cymhwyster proffesiynol (e.e. ACA) sy'n ymwneud â chyfrifyddu a rheoli ariannol, neu gymhwyster mewn maes tebyg/perthnasol yn ddymunol

- Cymhwyster Rheoli Busnes Ysgol
- Aelod o ISBL neu grŵp rhwydweithio rhanbarthol arall ym maes rheoli busnes ysgolion
- Profiad o weithio mewn ysgol/addysg neu amgylchedd tebyg.
- Cymhwyster mewn Rheoli Iechyd a Diogelwch neu barodrwydd i weithio tuag at y cymhwyster hwn.
- Dealltwriaeth a gwerthfawrogiad o rolau Llywodraethwyr a'r berthynas waith rhwng yr ysgol a'r Awdurdod Addysg Lleol.
- Cymhwyster asesu risg neu barodrwydd i weithio tuag at y cymhwyster hwn.

SGILIAU IAITH A CHYFATHREBU

Er mwyn diwallu anghenion y bobl sy'n defnyddio ein gwasanaethau, dyma'r lefelau iaith sydd eu hangen. Gallwn ddarparu cefnogaeth resymol i'ch helpu i gyflawni'r lefel hon.

Ansicr ynghylch eich lefel? [Gwirio fy lefel iaith](#)

Cymraeg	Sgiliau Siarad Lefel 2	Sgiliau Ysgrifennu Lefel 2
Saesneg	Sgiliau Siarad Lefel 5	Sgiliau Ysgrifennu Lefel 5
Arall		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)

Mae angen gwiriadau DBS ar gyfer rhai swyddi, yn enwedig y rhai sy'n cynnwys gweithio gyda phlant a/neu oedolion sydd mewn perygl o niwed neu gam fanteisio ([Arweiniad](#)) Ar gyfer y swydd hon, gofynnwn am:

Y math o ddatgeliad -	Datgeliad Manwl gan wirio'r rhestr wahardd
Y math o weithlu -	Gweithio gyda Phlant ac Oedolion
Adnewyddu –	Dim angen adnewyddu
Y Rheswm –	Mae'r swydd wedi'i lleoli ar draws dwy ysgol uwchradd ac yn cynnwys mynediad rheolaidd at ddisgyblion.

UNRHYW WYBODAETH ARALL

Gallai'r swydd hon newid yn y dyfodol yn sgil mwy o gydweithio ac ailgynllunio gwasanaethau mewnol/sefydliadol. Bydd y proffil swydd yn cael ei adolygu o bryd i'w gilydd a'i ddiweddarau i sicrhau ei fod yn ymwneud â'r dyletswyddau fel y'u cyflawnir bryd hynny neu i ymgorffori pa newidiadau bynnag a gynigir gan yr awdurdod. Ymgynghorir â deiliad y swydd ynghylch unrhyw newidiadau o'r fath. Nod yr Awdurdod fydd dod i gytundeb i wneud newidiadau rhesymol. Os na fydd modd dod i gytundeb, mae'r Awdurdod yn cadw'r hawl i roi newidiadau ar waith yn dilyn ymgynghori.

Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr Awdurdod, sydd wedi'u hadlewyrchu yn [Ein Fframwaith Gwerthoedd Craidd a'n Hymddygiad](#), a chynnal egwyddorion [Polisi Cydraddoldeb ac Amrywiaeth](#) yr Awdurdod neu, os ydynt yn gweithio mewn ysgol, [Bolisi Cydraddoldeb ac Amrywiaeth](#) yr ysgol, fel sy'n briodol i lefel atebolrwydd a chyfrifoldeb y swydd yn y sefydliad.

Key responsibilities

Leadership and strategy

The CFOO is an integral member of the Senior leadership team working to develop and implement the Schools' vision and strategic plan

- Leads strategic planning for all non-teaching functions across the school group in direct alignment with the School Development Plans.
- Uses data, benchmarking and financial modelling to set aspirational, evidence-based targets for efficiency, sustainability and growth.
- Evaluates organisational performance of support services and redesigns structures to better serve educational priorities.
- Builds effective professional networks across schools, LA, Welsh Government and external partners to bring innovation and best practice into the schools.
- Creates the conditions where operational excellence enables pedagogical excellence.
- Lead and inspire staff, bring out the best in them, and facilitate and encourage strong working relationships between the group schools and staff groups.

Strategic Financial Leadership & Performance

The CFOO is responsible for the medium and long-term financial strategy of the school group

- Develops and owns the 3–5 year financial strategy for the school group.
- Integrates curriculum planning, workforce planning and financial modelling into one coherent strategic plan.
- Identifies future financial risks, demographic trends, funding changes and formulates proactive responses.
- Leads development of income diversification and commercial growth strategy.
- Produces business cases for transformational projects, expansion and capital development.
- Benchmarks school spending and structures against regional and national comparators to inform strategic decision making.
- Advises Governors and Headteachers on financial implications of educational strategy.
- Champions economy, efficiency, and effectiveness within all areas of procurement, contract management and resource deployment.

Strategic Operations & Infrastructure

The CFOO is responsible for leading the long-term infrastructure strategy of the schools.

- Develops long-term estates and infrastructure strategy to support curriculum delivery and community engagement.
- Aligns IT strategy, estates development and digital infrastructure with future learning models.
- Leads capital vision and asset utilisation strategy across the school group.
- Identifies how facilities can generate revenue and community value.
- Ensures compliance frameworks are robust through strategic oversight

Strategic Workforce & HR Leadership

The CFOO is responsible for leading workforce planning at a strategic level to ensure sustainability and organisational effectiveness.

- Designs long-term workforce models to ensure sustainability as technology, curriculum and school needs evolve.
- Leads organisational design and restructuring to maximise effectiveness of support services.
- Ensures teaching and support functions operate as one coherent workforce.
- Uses workforce data to predict staffing pressures, succession risks and future skills gaps.
- Leads culture, professional development strategy and performance expectations for non-teaching teams.
- Advises Heads and Governors on staffing strategy linked to financial sustainability.

Commercial & Growth Strategy

The CFOO is responsible for securing the schools' long-term sustainability through growth and external engagement.

- Develops and delivers a commercial strategy to increase revenue, pupil numbers and community partnerships.
- Builds external partnerships, sponsorship, grant income and enterprise opportunities.
- Leads brand, marketing and stakeholder engagement strategy.
- Positions the schools as hubs of community, culture and enterprise.

Responsible for staff / equipment

Strategic leadership of all non-teaching functions across the school group (currently QEHS & YDA) through direct line management of Business Managers and support services functional leads.

Reporting to

Headteacher

Essential Criteria

Qualifications, Vocational Training and Professional Memberships

- Education to degree level (QCF 6) in relevant subject area or evidence of equivalent experience in relevant subject.
- Relevant Management Qualification (minimum ILM Level 4).
- Recent and relevant professional development.

Our Core Values and Behaviours

[Click here for the full framework](#)

One Team:

Adapting to Change - You can adapt to changes in work or environment, remaining effective and positive. You adapt your personal style to suit different people or situations, to collectively deliver shared goals or purpose. You make positive use of change and uncertainty to promote and encourage collaboration and sharing across departments, services and with partners in regional working.

Customers First:

Customer Focus - You actively seek the diverse views of individuals who use our services, to improve our service delivery through Welsh and English. You plan ahead for service needs, considering the wider factors and long-term effects of decisions. You develop, deliver and evaluate strategic plans, balancing short term pressure with long term goals, aligned to the Council's vision, which address diverse service needs including Welsh language and culture.

Integrity:

Decision Making - You understand when something falls outside of your role and when to refer to others. You take responsibility for people and decisions which may involve tough choices or considered risks, giving clear direction. You promote transparency around decisions and create a culture where others feel able to challenge decisions being made.

Leading & Delegating - You follow processes, and guidelines, challenging in a positive way if issues arise. You prioritise your own and others' work fairly, based on people's strengths, and providing clear, timely feedback. You set and maintain a clear, positive direction, with highly focused priorities and outcomes which are clearly communicated to teams.

Excellence:

Analysing - You take a positive approach to deal with problems and find ways to identify suitable solutions. You research and analyse numerical and written information and data from a range of sources to inform evidence-based decisions. You probe for further information or understanding of a problem, recognising how one issue may be part of a larger system and making rational conclusions.

Innovation - You ask questions and look for better and/or new ways of doing things, suggesting improvements. You design processes and systems that support positive change, secure learning, and improve services. You embed a culture of innovation and creative thinking to drive service improvements, empowering teams to encourage continual development.

Take Responsibility:

Quality Outcomes - You ensure work is accurate and error free. You continually improve the quality of service delivery and established relationships with individuals. You take a broad view of value, recognising 'hidden' or external effects and costs within the system and building these into decision making for quality outcomes.

Listening:

Understanding Others - You listen to understand alternative viewpoints and needs, responding sensitively and checking understanding where necessary. You facilitate constructive discussions and work with a range of people to reach an agreement. You use self-awareness and high levels of understanding of others needs, to influence and negotiate high-level strategic and collaborative agreements.

Knowledge

- Understands a wide range of strategic planning and organizational design theories and how to use these tools to formulate and evaluate short, medium and long-term plans for the organisation.
- Understands leadership styles, theories and relevance to educational settings.
- Understands workforce planning and employment legislation relevant to the setting
- Understanding of risk management, compliance and governance
- Understanding of the relationship between curriculum delivery and resource strategy
- Knowledge and understanding of evaluating and managing business performance.

Job Specific Skills

- Exceptional financial and analytical literacy with the ability to present financial information clearly and concisely.
- A commercial and entrepreneurial approach to achieving best value and proven track record of maximising income

Experience

- Experience of autonomously leading and developing multi-disciplinary teams.
- Experience of writing and presenting effective business cases and grant bids
- Significant experience in change management and continuous service improvement.
- Experience of strategic HR leadership and Workforce planning.
- Experience of developing, implementing, monitoring and reviewing policies
- Experience of public sector procurement and contract management
- Experience of safely managing estates, infrastructure or large operational environments.

Desirable Criteria

- A professional qualification (e.g. ACA) relating to accounting and financial management, or a qualification in a similar/relevant field, would be preferred

- School business management qualification
- Member of ISBL or other regional school business management networking group
- Experience of working in a school/education or similar environment.
- A qualification in Health and Safety Management or a willingness to work toward this.
- An understanding and appreciation of the roles of Governors and of the school/Local Education Authority working relationship.
- A risk assessment qualification or the willingness to work toward this.

LANGUAGE AND COMMUNICATION SKILLS

To meet the needs of the people who access our services, these are the language levels required. We can provide reasonable support to help you achieve this level.

Unsure what level you are? [Check my language level](#)

Welsh	Spoken Level 2	Written level 2
English	Spoken Level 5	Written level 5
Other		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

DBS checks are required for some jobs, especially those that involve working with children and/or adults at risk of harm or exploitation ([Guidance](#)) For this job, we ask for:

Type of disclosure -	Enhanced Disclosure with Barred list check
Workforce type -	Working with Children and Adults
Renewals –	No renewal required
Justification -	The post is based across two secondary schools and involves regular access to pupils

ANY OTHER INFORMATION

This post may be subject to change in the future due to increased collaborative working and internal service/organisational redesign. The job profile will be reviewed periodically and updated to ensure that it relates to the duties as then being performed or to incorporate whatever changes are proposed by the Authority. Any such changes will be subject to consultation with the postholder. It will be the Authority's aim to reach agreement to make reasonable changes. If agreement is not possible the Authority reserves the right to implement changes following consultation.

Every employee is expected to uphold the authority's core values reflected within [Our Core Values and Behaviours Framework](#) and maintain the principles of the authority's [Equality and Diversity Policy](#) or, if employed within a school, the school's Equality and Diversity Policy, as appropriate to the accountabilities and seniority of the post within the organisation.



Adran Department	Addysg a Hamdden Education and Leisure
Is-adran Division	Secondary Schools
Rhan Section	Ysgol Dyffryn Aman & Queen Elizabeth High School
Paratowyd gan Prepared By	Sarah Clarke
Dyddiad Date	Mai / May, 2026