



**Clifton High School**

co-educational nursery school to sixth form

# **Assistant Director of Finance and Operations Candidate Brief**







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## An Introduction

Clifton High School is a forward-looking school set in beautiful surroundings in the heart of Clifton. We are a mid-sized, all-through, independent school of 600 pupils, educating boys and girls from 3-18 years. 'Realising Individual Brilliance' is central to our approach at Clifton High. We believe each child has unique talents and our aim is to nurture and celebrate the brilliance of all. Our approach to education is distinctive in that on transition into the Senior School, boys and girls are taught separately in core subjects. Research has shown, and our experience has borne out, that this gives our pupils the best environment in which to learn. At the same time our boys and girls benefit from having social interaction on a day-to-day basis which is crucial for their personal, social and emotional development. We call this the Diamond Edge Model of education.

Clifton High School is known for its strong pastoral and family ethos. Principally we are a school for parents who want their child's emotional and personal development to be given the same level of importance as their academic achievements. Parents comment on the excellent relationships between staff and pupils - relaxed but always respectful. The rapport, encouragement and support available to every single child, pupil and student create an atmosphere where children and young people can develop happily and progress successfully.

Academic success is extremely important to us at Clifton High School and we have a selective admissions policy. Typically, our students receive excellent results, and year on year the majority go on to secure their first choice of university. There is a firm belief, however, that there is more to school life than just good grades and we put as much emphasis on our pupils' development as on their achievement. Our pupils and young people want to extend themselves beyond the classroom to acquire new skills and develop character traits which will equip them for life. We support our boys and girls wholeheartedly as they embrace with conviction and enthusiasm the rich extra-curricular opportunities available to them. As a school, we believe that the privilege of excellent education brings with it responsibility and we send young people out into the world who are ready to make a real and positive contribution to society.

Four 'Houses' named after the School's founders, Percival, Pears, Wollaston and Winkworth, offer community structure across all ages. The majority of teaching is on one site with facilities including music technology and ICT suites, dance and theatre studio and hall with the latest audio-visual technology and, most recently, a new dedicated STEM room. The School has two senior computer laboratories and a junior computer room. Teaching rooms are equipped with interactive whiteboards and in many rooms, the latest interactive televisions and projectors. There are bespoke resources for learning and for play, including an environmental pond, eco garden, vegetable beds, outdoor classroom, fire-pit and mud kitchen. On-site sports facilities include swimming pool, climbing wall and gymnasium, strength and conditioning room, and outdoor multi use games area. At our nearby sports ground, Coombe Dingle, which is shared in partnership with the University of Bristol, there are international standard pitches, tracks and courts.



### The Diamond Edge Model

Clifton High was the first school in the South West and is the only school in Bristol to follow the Diamond Edge Model of Education. Issues relating to gender and education have been debated for many years and it is widely accepted that boys and girls learn better in single-sex groups for certain subjects. It is also clear that young people benefit from interacting with both genders at all stages of their education and development. The Diamond Edge Model is where boys and girls are taught together until Year 6, then in Years 7-9 are taught separately in subjects where this is most beneficial and together in other subjects where mixed work is productive, before coming back together for Years 10-13 to study their chosen examination subjects for GCSE and A level. We believe that this offers the best of all worlds both socially and academically, allowing boys and girls to thrive and achieve their full potential.

### Nursery School to Year 6

Our Nursery School currently has one class of children. There are two or three classes in all other year groups from Reception to Year 6. The curriculum is informed, but not constrained by the National Curriculum and the school chooses to enrich rather than accelerate learning. We are proactive in providing children with plentiful opportunities for self-discovery and make the most of the talented teaching from right across the school. Children from Nursery School to Year 6 benefit from specialist teaching and facilities in our sports, science, art, design technology, music, languages and enhanced learning departments. Children in Years 5 and 6 are also taught by specialist mathematics teachers.

### Years 7-9

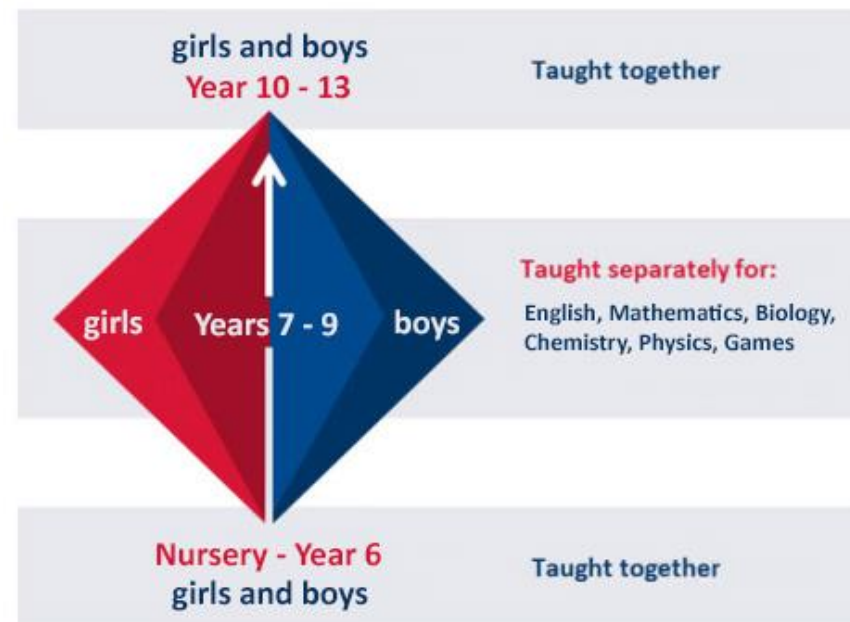
Clifton High School is now well established in its delivery of the Diamond Edge Model of education. This model has proved to be highly popular amongst pupils and their parents, offering single-sex teaching when it is most beneficial, together with opportunities to interact socially amongst pupils and their parents.

### Years 10-11: GCSE

Our pupils achieve superb examination results. A broad curriculum, small class sizes and excellent teaching are instrumental in this. At GCSE, pupils are encouraged to take nine subjects, including the separate sciences. They also have a comprehensive Life Skills and Competencies programme.

### Sixth Form

Our Sixth Form is a centre of excellence within the School. Academic performance is high, both in terms of students achieving outstanding grades but also in terms of those who exceed expectations and do better than predicted. We offer a flexible and broad curriculum with courses running subject to demand; students may also complete an EPQ and have access to a full extra-curricular programme. All students follow the School's bespoke 'Futures and Skills Programme'; the support Clifton High students receive in terms of their UCAS applications is second to none. Typically, over 80% of students achieve their first choice of university.





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## Extra-curricular and Co-curricular

There are over 100 weekly extra-curricular clubs at Clifton High School ranging from Young Contrarians, Astronomy and Animation to Fencing, Drama and Taekwondo. The School actively encourages pupils to partake in activities to ensure a range of skills are being developed and individual talents are nurtured. The School welcomes many specialist coaches and has developed unique partnerships with outside sporting associations which provide our pupils with elite coaching and player pathways into participation up to international standard. Pupil performance in music and drama is exceptional. There are a wide range of musical ensembles to choose from and an annual school theatre production and school concert. The Junior School performs regularly in the Shakespeare Schools Festival.

## International Pupils and Students

Clifton High School welcomes international pupils and students and operates a host-family boarding scheme for those students who are 16 or over. Bristol is home to large French-owned companies and, as such, has a growing population of French professionals. Clifton High School has met this need and is the only school in the South West that operates FECP, allowing French pupils to follow the French and English curriculum concurrently. Additional support is given from a well-structured English as an Additional Language (EAL) Department.





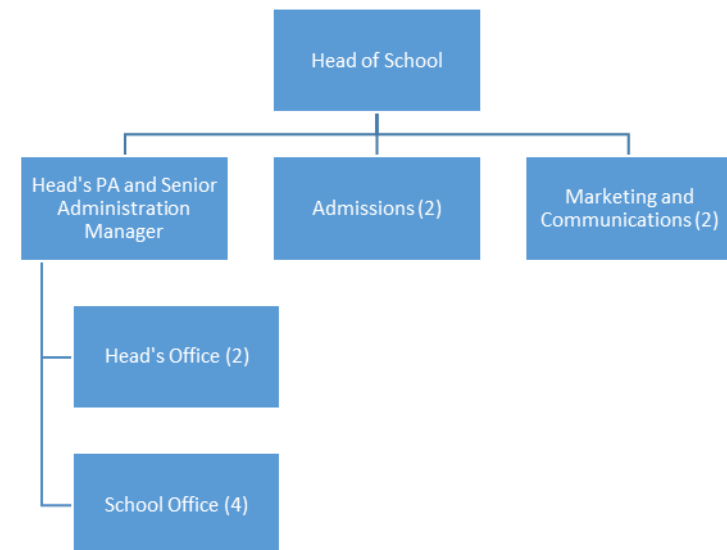
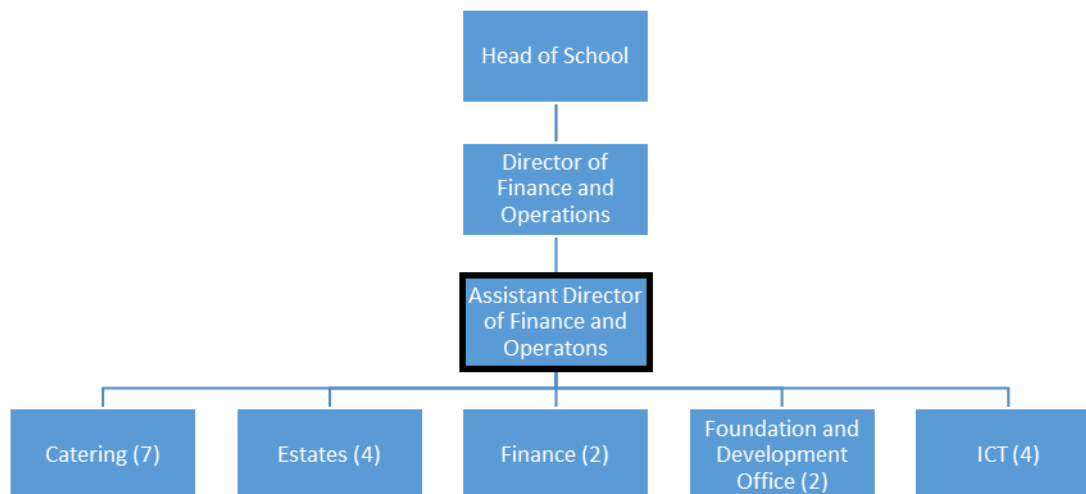
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## Business Support Overview

Our business support staff are of equal importance to our teaching staff in securing the School's success and maintaining our long-standing reputation.

Clifton High School business support comprises a number of different departments. The Director of Finance and Operations oversees Finance, Estates, Catering, IT and the Clifton High School Foundation and Development Office.





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## The School Ethos and Aims

### Our Ethos

We aim to produce young people with the ability to think independently, who have a strong belief in themselves, confidence to pursue their ambitions and the resilience, flexibility and adaptability to succeed whatever life presents.

### Our Aim

At Clifton High School, our aims are based around five key areas:

- Teaching and Learning
- Standards and Expectations
- Self-development and Adaptability
- Communication
- Business of Education





# Clifton High School

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## INFORMATION

### ACCOUNTABILITIES AND DESCRIPTION OF POST

<b>JOB TITLE:</b>	<b>ASSISTANT DIRECTOR OF FINANCE AND OPERATIONS</b>
<b>DEPARTMENT:</b>	<b>LEADERSHIP</b>
<b>REPORTS TO:</b>	<b>DIRECTOR OF FINANCE AND OPERATIONS</b>
<b>1.</b>	<p><b>GENERAL QUALITIES</b></p> <p>The Assistant Director of Finance and Operations will provide direct support to the Director of Finance and Operations in both the day to day operational running of the School and longer term strategic development.</p> <p><b>SAFEGUARDING</b></p> <p>The Assistant Director of Finance and Operations will be committed to Safeguarding and promoting the welfare of children and young people across this 3-18 School, both in and out of the School when in their charge and care. She or he will also ensure that any volunteers they have engaged to work with the children and young people are also committed to Safeguarding and are fully aware of the School's policies and procedures beforehand.</p>





## INFORMATION

### ACCOUNTABILITES AND DESCRIPTION OF POST

2.	<p><b>TERMS AND CONDITIONS SPECIFIC TO THE ROLE OF ASSISTANT DIRECTOR OF FINANCE AND OPERATIONS AT CLIFTON HIGH SCHOOL</b></p> <p>This is a year-round position. As this post will be paid on the School's Leadership Scale, hours of work are not defined. You will be required to work any additional hours outside of normal school hours to fulfil the demands of this position, the salary offered reflects this expectation.</p> <p>The role includes 25 days holidays, plus the additional 8 statutory bank holidays. The holiday allowance will be reviewed at the end of the first year.</p> <p>There is a pension scheme for all Business Support Staff and a school fee remission scheme may also be available. All staff are entitled to a two course daily lunch during term time and to refreshments throughout the School day.</p>
3.	<p><b>MAIN RESPONSIBILITIES—FINANCE</b></p> <ul style="list-style-type: none"> <li>• Have a full knowledge and understanding of the School Finance Department</li> <li>• Responsible for the School's accounting and finance functions, ensuring that accurate and timely information is provided to the Director of Finance and Operations, Head of School, Chair and Council of Governors</li> <li>• Ensure the effective operation and development of management systems for all accounting functions, particularly those relating to, sales (fees and facilities) ledger, payroll, cash nominal ledger and banking</li> <li>• Ensure that all regulatory and Charity Commission requirements are compiled within a timely manner</li> <li>• Managing relationships with bank, auditors and specialist software providers</li> <li>• Oversee, communicate and implement an effective internal control framework to safeguard the School's funds</li> <li>• Prepare management and statutory end of year accounts for the Clifton High School Charitable Trust</li> <li>• Prepare and update forecasts for the future financial performance of the School including maintenance of a detailed one year cash forecast</li> <li>• Prepare cost and other financial statistics on a monthly basis</li> <li>• Advise, with professional support where necessary and agreed, on mitigating potential VAT and other tax liabilities</li> <li>• Process payroll in Payroll and Pensions Officer's absence</li> <li>• Oversee fees ledger and effective management of fee debtors</li> <li>• Review and approve small budgetary requests</li> <li>• Manage external audit</li> </ul>

## INFORMATION

### ACCOUNTABILITES AND DESCRIPTION OF POST

3. Cont...	<p><b>MAIN RESPONSIBILITES—OPERATIONS</b></p> <p>Assist Director of Finance and Operations (DFO) in the following areas</p> <p><b>BUDGETING AND REPORTING</b></p> <ul style="list-style-type: none"> <li>• Work with DFO to develop the annual budget for approval by the Finance Committee and the Council of Governors</li> <li>• Monitor and report on performance against budget and steer the School in managing variations in income and expenditure</li> <li>• Assist DFO in preparing any other reports required by the Council of Governors</li> </ul> <p><b>SUPPORTING DEPARTMENTS</b></p> <ul style="list-style-type: none"> <li>• Oversee Estates, Catering, ICT and Development, working with department managers to support ongoing projects and ensure the day-to-day needs are being met</li> <li>• Work with DFO to develop mid and long term goals for business support departments</li> <li>• Deputise for the DFO as required</li> </ul> <p><b>HEALTH AND SAFETY</b></p> <ul style="list-style-type: none"> <li>• Ensure appropriate Health and Safety policies are in place and followed to comply with relevant legislation</li> <li>• Take responsibility for audits of Health and Safety on site</li> <li>• Assist staff with risk assessments</li> </ul> <p><b>REGULATORY COMPLIANCE</b></p> <ul style="list-style-type: none"> <li>• Ensure the School policies comply with building and other regulations</li> <li>• Ensure the School has sufficient insurance cover at all times</li> <li>• Keep abreast of changing regulatory requirements and recommendations from government and other national bodies (e.g Independent School Inspectorate) , and implement this into existing policies</li> <li>• Liaise as directed with professional advisors e.g.</li> </ul> <p><b>PROJECT MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Draw up outline specifications for new projects</li> <li>• Liaise with internal and external stakeholders on major projects such as new builds</li> </ul>
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**INFORMATION**  
**ACCOUNTABILITES AND DESCRIPTION OF POST**

4.	<p><b>COMMUNICATIONS:</b></p> <ul style="list-style-type: none"><li>• Senior Leadership</li><li>• Leadership</li><li>• Heads of Department and teaching staff across the School</li><li>• Business support managers</li><li>• Council of Governors</li><li>• External suppliers and contractors</li><li>• Parents and prospective parents</li></ul>
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**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.**



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## PERSON SPECIFICATION

<b>JOB TITLE:</b>	<b>ASSISTANT DIRECTOR OF FINANCE AND OPERATIONS</b>		
<b>DEPARTMENT:</b>	<b>LEADERSHIP</b>		
<b>REPORTS TO:</b>	<b>DIRECTOR OF FINANCE AND OPERATIONS</b>		
<b>ASPECTS</b>	<b>Essential</b>  Qualities which are essential to the satisfactory performance of the job and without which an applicant cannot be appointed	<b>Desirable</b>  Qualities additional to those described as essential which may enhance your application. This is not an exhaustive list and you may add anything you feel is relevant to your application for the role.	<b>Assess by</b>  AF = application form T = Task I = Interview
Skills and Abilities	<ul style="list-style-type: none"><li>• Excellent written and oral communication skills with a good standard of English</li><li>• High attention to detail</li><li>• Strong IT skills across a range of software</li><li>• Excellent organisational and prioritisation skills with an ability to work to deadlines</li></ul>		AF/T/I





## PERSON SPECIFICATION

Knowledge	<ul style="list-style-type: none"> <li>• Excellent analytical skills</li> <li>• Excellent numeracy</li> <li>• Proficiency use of MS Office, in depth understanding of Excel</li> <li>• Knowledge of accountancy software</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Sage software (currently using Sage 200)</li> <li>• An understanding of charities and surrounding legislation</li> <li>• Knowledge of Facilities management</li> </ul>	AF/T/I
Experience	<ul style="list-style-type: none"> <li>• Experience of effective leadership and line management of a team, coordinating with others</li> <li>• Provision of a service to internal and external customers</li> <li>• Ability to process payroll and pensions</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of the independent school sector</li> <li>• Involvement of the delivery of building projects</li> <li>• Experience of preparing budgets</li> </ul>	AF/T/I
Qualifications and Professional Development	<ul style="list-style-type: none"> <li>• Qualified Accountant (ACCA, ACA, CIMA)</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant Health and Safety qualification</li> <li>• A relevant Project Management qualification (Prince2, PMP)</li> </ul>	AF/T/I
Personal competencies and qualities	<ul style="list-style-type: none"> <li>• People focused and approachable</li> <li>• Adaptable to changing circumstances and new ideas</li> <li>• Tact, discretion and sensitivity</li> <li>• Pragmatic , flexible and resilient</li> <li>• Creative approach to complex problem solving, cognitively flexible</li> <li>• High level of emotional intelligence</li> <li>• Proven ability to work within a team</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to think strategically</li> </ul>	AF/T/I
Attitudes and Outlook	<ul style="list-style-type: none"> <li>• Hands on, approaching tasks with energy and vision</li> <li>• Appreciation that this is a service industry. We are an independent school in a highly competitive market for fee paying pupils</li> <li>• Ability to work under pressure and a capacity for hard work</li> <li>• Ability to appreciate the needs of the whole school</li> <li>• Positive and proactive approach to change and a commitment to continuous improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Ambition to further career within the sector</li> </ul>	T/I