



SUTTON COLDFIELD GRAMMAR SCHOOL FOR GIRLS

Application Pack for School Finance and Operations Director

Closing date for applications: 9.30 am on Wednesday 17th October 2018

Interviews to be held: Monday 22nd October 2018

Start date: January 2019



**This is a full time, permanent post
Core working hours 8 am - 4 pm
Salary Range: £42,806 - £53,504 per annum
(Dependent on skills and experience)**

Jockey Road
Sutton Coldfield,
West Midlands,
B73 5PT

Headteacher:
Dr Barbara Minards

Tel: 0121 354 1479
Fax: 0121 354 9418

Website: www.suttcold.bham.sch.uk
E-mail: recruitment@suttcold.bham.sch.uk

October 2018

Dear colleague,

Thank you for your interest in this post. We are looking for a strategic thinker and clear communicator to join our Senior Leadership Team.

At Sutton Girls, our focus is on supporting high quality teaching and learning. Students are well motivated, have a thirst for knowledge and a desire to learn. Students are encouraged to embrace challenges, apply their knowledge, build their resilience and independence.

Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Coldfield Grammar School for Girls. There are over 1100 students in the school, including 240 students in our Sixth Form. This year is our final year of expansion as we move from five to six form entry throughout Years 7 to 11. We continue to be oversubscribed at Year 7 and many students choose to join the school in Year 12. We are fortunate to have great facilities which are well-maintained; these include recently refurbished science laboratories, new classroom block and multi-purpose social space, sports hall and library, as well as our recently modernised and expanded dining hall.

Sutton Coldfield Grammar School for Girls is in a strong financial position; we are a successful standalone academy with a balanced budget, healthy reserves and are able to recruit well-qualified and enthusiastic staff. We have an established partnership with School Lettings Solution to hire out our facilities outside of school hours. Our catering is delivered 'in-house' and we have recently appointed a new catering manager. We are currently using an external company, MLG Education Services, to prepare budgets and monthly management accounts. We are looking to recruit a suitably experienced and qualified person to integrate strategic financial planning into the school's day to day functions.

We are a positive and forward-looking Senior Leadership Team who constantly seek to further the excellent standards in teaching and learning provided by the School. We are looking for someone who can bring their financial expertise and extensive operational management experience to join our team and be a fundamental part in the continual development of the School.

Previous school-based experience is not essential. We seek an individual with knowledge of financial planning, managing budgets, premises and staff, combined with good interpersonal skills and the desire to work in a high achieving educational setting.

This is a really supportive and happy environment in which teaching and support staff work together to provide students with a high quality, broad and balanced education. Having joined the school last September, I can testify to the fantastic support offered to new staff both in terms of the formal induction programme and the daily informal help readily offered by colleagues.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls, we look forward to receiving your application. Please feel free to contact our HR Assistant, Alison Forshaw, via email at afo@suttcold.bham.sch.uk if you would like to arrange a visit to our school.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'B Minards', written in a cursive style.

Dr B. Minards
Headteacher



JOB DESCRIPTION – SCHOOL FINANCE & OPERATIONS DIRECTOR

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Responsible to: The Headteacher

Job Purpose

- To set and oversee the implementation of financial and accounting policies and procedures, ensuring compliance with the Academies' Financial Handbook.
- To advise the Headteacher and Governing Board on the development of a business plan and budget, including a long-term financial strategy for the future development of the school.
- To lead on the maintenance and development of the premises and support services to ensure the best possible environment for teaching and learning in the context of the School Development Plan, adhering to best value principles.
- To have overall responsibility for the security of the school site.
- To provide leadership for support staff in school.

Strategy and Leadership

- Be a member of the School Leadership Team and advise on matters relating to key responsibility areas, deliver the 'Stewardship of Resources' section of the School Development Plan.
- Ensure the school makes the best possible use of resources through effective strategic planning, including consideration of all financial implications.
- Provide information to governors; contribute to agendas, prepare papers and present information at meetings of the Finance Committee and the Operations Committee, and action any agreed follow-up points; attend meetings of the Charity Trustees(s).
- Understand the effects and implications of relevant government policies, legislation and directives and respond through appropriate developments and initiatives and advise the Governing Board accordingly.
- Line manage the Building Services Manager, Catering Manager/Chef and Deputy Business Manager.

Finance Administration

- Prepare, manage and monitor a school budget in accordance with the financial procedures set by the Governing Board.
- Ensure the timely completion of all financial and academy-related returns including to the Education Funding Agency, HMRC, Companies House, Teacher Pensions Authority and the Local Government Pension Scheme administrators.
- Manage, implement and administer the school payroll and liaise with the HR/Payroll provider on all matters relating to staff salaries.
- Liaise with the HR/Payroll provider, Teacher Pensions and West Midlands Pension Service on all appropriate matters relating to pensions and ensure staff are kept informed of matters relating to pensions.
- Work with the school's accountants, bank representatives and auditors.
- Prepare monthly management accounts and reports on the financial state of the school for the Headteacher, Governing Board and budget holders.
- Review bank reconciliations, account systems, payment of invoices and VAT accounting, and claim VAT back as soon as practicable.
- Use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and advise the Senior Leadership Team and Governing Board accordingly.
- In accordance with financial regulations, oversee the construction of contracts for competitive tender and advise the Senior Leadership Team and Governors on the selection of such contracts. Oversee the performance of such contracts to ensure that the school receives the service defined.
- Obtain the necessary licences and permissions, and ensure their relevance and timeliness in accordance with the financial procurement procedures.
- Advise the Headteacher and Governing Board on the appropriate insurances for school.
- Ensure the timely close-down of each financial period.

Management of school premises

- Oversee the premises development with the Headteacher, Deputy Business Manager and Site Management Team.
- Support the Building Services Manager in ensuring that the maintenance of the school site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property are in force and kept up to date using the 10 year maintenance plan as a reference.
- Negotiate and manage contracts, tenders and agreements for support services, including with the school's letting agent.
- Formulate, monitor and implement the school's safety policy on and action plan comply with the requirements of the Health & Safety at Work Act and other legislation.
- Attend the school's Health and Safety Group meetings.
- Liaise with the appointed external lettings agency, reviewing income from and use of premises and ensuring compliance with regard to the insurance and security of the site.

Maximising funds

- Secure funds to which the school is entitled; act as a point of contact with central and other agencies with regard to grant applications, gifts and donations.
- Secure bid-based competitive funds by effective use of bidding systems and contacts.
- Manage income through lettings and other activities.

Human Resources

- Recruit support staff, ensuring adherence to government guidelines on safeguarding.
- Review support staff attendance and conduct return to work meetings as required.
- Provide leadership and guidance for support staff, supporting their professional development in conjunction with the Assistant Headteacher responsible for CPD.

Other Duties

- Contribute to the smooth running of events such as Open Evenings and Presentation Evenings, including attendance where required.
- Attend and participate in training and staff development programmes as per the school's Continuous Professional Development Policy.
- Carry out other reasonable tasks commensurate with the role including before, during and after school duties as a member of the Senior Leadership Team.

General

- Promote the agreed vision and aims of the school and set an example of personal integrity and professionalism.
- As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.
- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right to make changes to the job description following consultation.

PERSON SPECIFICATION: SCHOOL FINANCE & OPERATIONS DIRECTOR

	ESSENTIAL	DESIRABLE
Experience (relevant work experience and other experience)	<p>Extensive operational management experience.</p> <p>Experience with compliance matters (Health and Safety, HMRC).</p> <p>Preparation of detailed, accurate and timely financial reports (monthly management accounts).</p> <p>Knowledge and experience of managing procurement contracts for services and service level agreements.</p> <p>Experience of operating at a strategic level.</p>	<p>Experience of writing bids for funding and generating income for organisations.</p>
Skills and abilities	<p>Ability to convey detailed financial information to SLT and Governing Board members.</p> <p>Ability to analyse and interpret information to make informed decisions and exercise good judgement.</p> <p>Ability to lead, motivate and inspire a range of teams.</p> <p>Well-developed IT skills including a good working knowledge of spreadsheets, word processing, email, financial and database systems.</p> <p>Excellent written and verbal communication skills.</p> <p>Strong interpersonal skills with the ability to exercise discretion at all times.</p> <p>Ability to constantly improve own practice and knowledge through self-evaluation and learning through others.</p>	
Training	<p>Willingness to undertake appropriate training.</p>	<p>Recent training in relevant areas of the role; GDPR for example and financial regulations.</p>
Education / Qualifications	<p>Formal finance or accountancy qualification.</p> <p>Evidence of continuing relevant professional development.</p>	<p>A good honours degree or equivalent.</p>
Other	<p>Flexible approach in a changing environment.</p> <p>Committed to improving the provision and the environment for all students and staff.</p> <p>A positive outlook and willingness to be part of the team.</p> <p>Willingness to undertake sometimes extended and variable working hours, attending out of hours meetings and events.</p> <p>Follow the staff code of conduct.</p>	

How to apply

In order to apply for this post, please complete the Application Form, Equal Opportunities Monitoring Form and a letter supporting your application. In your letter you should:

1. State your reasons for applying for this post;
2. Outline the experiences that you believe have prepared you for this post;
3. Describe the skills and strengths that you will bring to the school.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification on any matters regarding this vacancy. Informal visits to the school can be arranged before the deadline for applications, though applicants will have a tour of the school on the day of interview.

Completed applications should be emailed to recruitment@suttcold.bham.sch.uk or sent to:

Dr Barbara Minards, Headteacher, Sutton Coldfield Grammar School for Girls, Jockey Road, Sutton Coldfield, B73 5PT.

Deadline for Applications: 9.30 am on Wednesday 17th October 2018

Interviews will be held on Monday 22nd October 2018. Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo Enhanced Disclosure clearance from the Disclosure Barring Service.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviours;
- attitudes to the use of authority and maintaining discipline;
- any relevant issues arising from references;
- any gaps in time not covered by details in the application form.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This is a non-smoking site.

Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to
 - Recognise signs and symptoms of abuse
 - Respond quickly, appropriately and effectively to cases of suspected abuse
 - If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must contact the following staff member as quickly as possible.
- **Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Mrs D. L. Long**

If this person is not available please contact

Deputy DSL/SPOC: **Miss S. Harper**
 Mrs L Vincent

Headteacher: **Dr Barbara Minards**

Everyone working with our students their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

If anything worries you or concerns you, report it straight away.

The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.