



## Finance and Operations Manager

### About Our School

Set in beautiful extensive grounds on the edge of the Kentish village of Hawkhurst, Marlborough House is a country Prep School for 2 ½ to 13 year olds with a distinctly family feel; small enough for everyone to be known and cared for whilst still embracing the future that our children will be part of. We value our staff very highly and believe it is critical to invest in them. We nurture a culture of personal and professional development and offer our staff opportunities for training and progression.

Our website [www.marlboroughhouseschool.co.uk](http://www.marlboroughhouseschool.co.uk) provides a great deal of useful information about us and will give you a flavour of life at Marlborough House.

All staff at Marlborough House are responsible for promoting and safeguarding the welfare of pupils for whom they are responsible or with whom they come into contact and are expected to adhere to and ensure compliance with the School's Safeguarding policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School, they must report concerns to the Designated Safeguarding Lead.

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### About the role

This is a role for a flexible and efficient operator, who enjoys delivering the rhythmical finances and logistics of a school as well as problem solving when required to. We are effectively a small business, with a turnover of £3.5million and a staff of 75 – the successful candidate will keep the financial and operational side of the business ticking over, thus supporting the teaching staff as they deliver an excellent all-round education to the children.

The job description below gives the general headings, but of course there is much more detail which can be explained at interview. There will be a good deal of autonomy in the role, with advice and supervision from the Headteacher and the Chairman of the Finance Committee. The successful applicant will also supervise one part-time colleague who deals with invoices and expenses. Experience of working within a school will be advantageous but is not essential.

#### Outline Terms and Conditions

**Period of employment:** Permanent position starting in May 2024.

**Salary:** £40,000 to £50,000, depending on experience - negotiable for a highly experienced candidate. The School will comply with its legal obligations in relation to the provision of access to a pension scheme.

**Working hours:** Full time, to include all term time weeks. 30 days holiday and statutory Bank Holiday entitlement. Lunch is provided during term time.

**Pre-employment checks:** Marlborough House School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers, and Disclosure and Barring Service.

## **Job description**

### **Finance**

- Billing of parents for fees and extras.
- Administering the payroll, pensions, P11ds etc. for all staff.
- Preparation and monitoring of budgets.
- Liaising with the bank on all relevant issues.
- Producing termly management accounts, budgets, cashflows and forecasts for the Board of Governors.
- Creating, updating and maintaining the PASS computer software.
- Coordinating and overseeing the annual financial audit.
- Overseeing purchase ledger payments and authorising school invoices for payment.

### **Operations**

- Working closely with the HR manager, particularly to do with recruitment and salary issues.
- Coordinating and administering outside lettings and holiday clubs.
- Managing the external IT provider and external cleaning company.
- Sourcing and renewing operating leases and insurance policies.
- Ordering of resources for various departments within the school.

### **Other responsibilities**

- In accordance with the School's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, to demonstrate a commitment to promoting and safeguarding the welfare of children and young people in the School.
- To be conversant with all relevant School policies and procedures.
- To fulfil any duties that might reasonably be required by the Head.
- During the course of employment staff will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.
- During the course of employment, staff will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulation and the School's Privacy notices.

## **Person Specification – Experience and Attributes**

**The successful candidate will possess the following experience and personal attributes:**

- Expertise in financial management in a small or medium-sized business is essential; experience gained in an educational setting would be desirable
- Knowledge of WCBS Pass Finance would be desirable
- Customer service
- Friendly and efficient
- Forward thinking and adaptable
- Confident user of IT – particularly Excel
- Self-motivated and highly organised
- Discreet and sensitive
- Supportive to the values and aims of the School
- Shares the School's commitment to providing a safe learning environment where safeguarding children's welfare comes first

### **How to apply**

Please complete the application form which can be downloaded from the School website [www.marlboroughhouseschool.co.uk](http://www.marlboroughhouseschool.co.uk) and return, electronically (**in MS Word format please**) to [recruitment@marlboroughhouseschool.co.uk](mailto:recruitment@marlboroughhouseschool.co.uk) (or by post to the school in an envelope marked RECRUITMENT).

Please note that only applications that are on the School's application form can be accepted and that applications received after the closing date will not be considered for shortlisting.

Closing date for applications: 9am on Friday 19<sup>th</sup> April 2024. Interviews will take place on 22<sup>nd</sup> and 23<sup>rd</sup> April 2024. Interviews for shortlisted candidates may take place prior to the closing date therefore early applications are encouraged.