

APPLICATION PACK FOR THE POST OF

BUSINESS AND DEVELOPMENT DIRECTOR

Doha English Speaking School, Qatar



3 to 11 years • British curriculum • BSO accredited



Required for January / April 2020

www.dess.org

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CONSULTING

BUSINESS AND DEVELOPMENT DIRECTOR

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Introduction

For over 40 years Doha English Speaking School (DESS), one of the longest established not-for-profit Primary schools in Qatar, has provided children with an outstanding education through the British curriculum.

The school caters for pupils aged 3 to 11, Foundation Stage 1 to Year 6 and is expanding to Year 7 from 2020 and then Year 8 from 2021 provisionally. Doha English Speaking School (DESS) has excellent facilities and a new state-of-the-art building.

At DESS the school are committed to providing a caring and well-disciplined environment as a basis for the whole school community to engage in a life long love of learning. Nearly all of the teachers are British trained and over 90% of pupils are British passport holders. With facilities and grounds of the highest quality, DESS is a platform for learning which reminds the children and parents of a traditional British school yet with a truly international feel in Doha.

In 2017 DESS was awarded the highest grading of 'Outstanding' following a whole school BSO inspection by Penta International. DESS was also awarded 'Organisation of the Year' by the Qatar British Business Forum in 2017.

Pupils are encouraged to embrace the future within a caring and supportive community. The school has high standards of academic rigour combined with a strong care for the emotional wellbeing of each pupil. There is a wide selection of extra-curricular enrichment activities.

The Headteacher and Board are looking to appoint an exceptional individual as Business and Development Director to provide effective and efficient management of the school's finances and the site and someone who can continue to build on the school's strong reputation.



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Job description

Purpose:

- To provide effective and efficient management of school finances and the site;
- To ensure the school is safe and secure at all times;
- To assist the Headteacher in ensuring the achievement of the highest possible educational standards, creating an atmosphere and structures in which students feel valued and staff have high expectations of them.



Key functions:

- Strategic financial planning, in conjunction with the Headteacher, ensuring that the school makes the best possible use of resources available;
- Ensuring that the school's operating licenses are all valid and up to date;
- Liaise with Governmental Ministries and Departments as appropriate and required;
- Preparation of annual budgets, management accounts and audited annual accounts and their presentation to Governors and all necessary government company returns;
- Managing school budgets effectively and efficiently in conjunction with the Headteacher;
- Health and Safety of the school;
- Leading and managing the Finance Team and Site Team, Administration and IT team;
- Maintenance of the school site and buildings. The efficient operation of the whole site;

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- Proposing annual budgets to the Governors in the context of a three-year financial forecast, prepare and monitor performance against forecast and plans;
- Working with the Headteacher on the preparation of a five-year financial plan;
- Ensuring effective accounting systems and procedures are in place, successful treasury management and appropriate investment policies;
- Supporting fundraising and income generation strategies;
- Producing annual report and financial statements, liaising with and assisting the external auditors;
- Providing management and business planning that delivers best practice and best value through the establishment of effective systems of target setting, performance management and stakeholder feedback that encourages an innovative and creative approach to service delivery and meets the needs of the curriculum.



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Finance

Managing Finance Team

- Procurement Officer responsible for purchase ledger and ordering systems;
- Finance Assistant assist with the running of the school's finances;
- Finance Manager responsible for the day to day management of the school's finances.
- Prepare and review of monthly management accounts;
- Prepare, analyse and report documentation for all meetings, including termly Finance and Premises meetings;
- Prepare annual financial statements and supporting audit file and manage annual audit;
- Review and update long-term forecast periodically;
- Ensure compliance with all statutory requirements, producing timely and accurate reports and financial data to meet audit purposes;

Specific Financial Responsibilities

In conjunction with the Finance Manager:

- Oversee the management of monthly payroll;
- Authorise/review monthly reconciliations of bank, petty cash and credit card controls ensuring payments are correct and timely;
- Plan cash flow and treasury investments;
- Prepare and plan annual whole-school budget and departmental/ICTL budgets including provision of accurate estimates, for forecasts and projections;
- Liaise with, and manage relationships with auditors, banks and other external agencies;
- Final review/authorisation of invoices and payments;
- Income generation and the management of the rental income stream;
- Compliance with statutory and legal requirements;
- Report performance and projections to Governors and budget holders;

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- Manage relationships with key stakeholders;
- Responsible for annual capital including tracking and safeguarding assets;
- Plan and manage cash flow and investment activity;
- Promote the efficient, effective and economic use of resources;
- Liaise and negotiate with providers of goods, services and third party contractors in consultation with the Headteacher;
- Oversee regulatory and statutory reporting and compliance;
- Ensure adequate insurances are in place so that all risks are reasonably covered;
- Ensuring accurate reporting of pupil numbers on the school consensus;
- Updating the school asset register.

Contract Procurement and Maintenance

- Manage all externally contracted services, lettings and cleaning;
- Ensuring that the school has adequate insurance cover at all times, including the management of the employee health insurance contract;
- Ensure best value and quality of service and manage tendering processes when necessary;
- Monitor effectiveness of all external providers. Ensure quality of service and best value at all times;
- Manage all school procurement, ensuring appropriate application of processes and systems in-line with appropriate legal requirements;
- Review of contract commitments in all areas.

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Managing the site

- Site Manager is responsible for all site Management;
- Develop and implement a five-year rolling refurbishment programme in-line with associated annual budget requirements;
- Overall management of minor and major works, projects and regular preventative maintenance schedule;
- Line managing and working closely with Headteacher and Health and Safety Manager;
- Being responsible for the maintenance of the school site and the buildings, furniture, fixtures, and fittings. The preparation of maintenance schedules including cleaning, the ventilation, water, energy conservation;
- Organising contracts, dealing with security and communication systems e.g. access control and telephone systems;
- Develop lettings to maximise income from letting the grounds, sports hall and premises outside normal core school time;
- Ensuring all Saturdays and holiday classes are arranged at times and within venues to suit the efficient running of the school and to maximize income generation for the school;

- Ensuring best-value within budgets for buildings, power, furniture, furnishings, all contracts, insurance and grounds maintenance;
- Advising and participating in the school Governors, Finance, HR and Premises meetings.

IT Team

- Review, develop and maintain the technology strategy to meet the needs of the school;
- Anticipate future technology needs; identify proactive solutions and processes to support the teaching and learning activities across the curriculum.

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Human Resources

- Work with the Human Resources Manager to ensure effective people management and employee relations;
- Overall responsibility for all HR related issues including contracts, payroll, policy formation and implementation, compensation, benefits, residency and work permits;
- Advise Board members and Senior Leadership on the assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal;
- Provide leadership for support staff, including direct line management responsibility of administrative, clerical and financial staff;
- Manage the recruitment, professional development, appraisal and training of administrative staff;
- In liaison with the Human Resources Manager, manage all staff employment contracts and the administration related to staff recruitment.

Health and Safety

- Ensure the school is compliant at all times working with the Health and Safety Officer;
- Formulating, monitoring and implementing the school's Safety Policy to comply with the requirement of Health and Safety at Work Act and other legislation. Ensuring that the school complies with legislation covering fire, health and safety, risk assessments, disability discrimination and COSHH (Control of Substances Hazardous to Health Regulations) and to advise the Headteacher and Senior Leadership Team as necessary;
- Ensuring all statutory testing of safety equipment and procedures takes place;
- Co-operating with the Civil Defence department and being aware of the elements of fire safety and the associated risks to the school, through the process of risk assessment;
- Being knowledgeable about the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors.

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Business Development and Community

- Developing widening links with local and, where appropriate, national businesses in order to promote the school' to include the fostering of strong links between the school and business.

The elements contained within this job description are subject to amendment, after consultation, as the needs of the school change.



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**Person Specification**

Qualifications	1. Professional qualification in accountancy or school business management.	Desirable
	2. A relevant higher education qualification such as an MBA.	Desirable
	3. Recognised qualifications in Site Management or Health and Safety.	Desirable
Experience	4. Significant experience of leading the strategic financial planning for a large organisation.	Essential
	5. Experience of monitoring a range of contract such as site management to ensure value for money.	Essential
	6. Evidence of successful management and leadership of diverse teams.	Essential
	7. Experience of working as a member of a senior team.	Essential
	8. Experience of working with Governors or Board of Directors.	Desirable
	9. Experience of working with a range of external partners to achieve organisation aims.	Desirable
	10. Successful track record of managing complex projects from inception to completion.	Essential
Knowledge and skills	11. Ability to secure arrangements for the effective Site Management of the school.	Essential
	12. The ability to work strategically and to seek and implement creative solutions.	Essential
	13. Strong skills in financial analysis, risk management and impact evaluation.	Essential
	14. The ability and motivation to review and improve practice continuity.	Essential
	15. Excellent leadership skills and the ability to inspire colleagues, peers and teams.	Essential
	16. The ability to manage the performance of a diverse range of staff.	Essential
	17. Excellent communication skills and the ability to act as a professional and positive ambassador for the school.	Essential
	18. Excellent literacy, numeracy and ICT skills.	Essential
	19. Highly effective administrative and organisational skills.	Essential

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Knowledge and skills	20. The ability to prioritise workloads and to work to given deadlines.	Essential
	21. Knowledge of Premises Management requirements of a large site.	Desirable
	22. Knowledge of Health and Safety legislation.	Desirable
	23. Understanding and appreciation of working in a school context and how the role contributes to safeguarding and positive outcomes for pupils.	Desirable
	24. Knowledge of Arabic language (spoken and written)	Desirable
	25. International work experience, preferably in the Gulf region	Desirable

Personal qualities and attributes	26. Energy, drive, commitment and enthusiasm.	Essential
	27. Evidence of a commitment to your own professional development.	Essential
	28. Entrepreneurial.	Essential
	29. Excellent role model.	Essential
	30. Ability to work collaboratively as a member of a variety of teams.	Essential
	31. Sense of humour.	Essential
	32. Capacity to work well under pressure, remain calm, and to cope with the unexpected.	Essential
	33. Reliable, honest and trustworthy.	Essential
	34. Willingness to commit to the school's vision and to 'go the extra mile' in order to achieve it.	Essential
	35. Commitment to equal opportunities.	Essential
	36. Commitment to safeguarding and promoting the welfare of children and young people	Essential

Remuneration

- A competitive tax-free salary package is offered;
- A generous accommodation allowance will be paid in addition to the salary;
- Other elements of the package include Private Health Care and Medical Insurance and a generous DESS fee remission if required.

The Doha English Speaking School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check and satisfactory references.

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HOW TO APPLY

Applications will be considered on arrival so early applications are encouraged. The school reserves the right to interview and appoint before the closing date.

Closing Date: Friday 10th January 2020, 10am GMT.

Interview dates to be confirmed.

Candidates wishing to apply should:

- Visit the AMC website, clicking on the link 'Apply Now (for current vacancies)' and complete the online form.
- Upload a CV and covering letter to complete the application process.
- If you encounter difficulty with the online procedure, please contact:
nikki@anthonymillard.co.uk or
telephone +44(0)203 4275414.
- For an informal discussion about the post please contact:
Emma Allen on
+44 (0)7801 854543
emma@anthonymillard.co.uk
Nicola Morris on
+44 (0)7917 340186
nicola@anthonymillard.co.uk.
- Applications will be acknowledged and then evaluated against the selection criteria.
- The letter of application should contain the names, addresses, email addresses and telephone numbers of three referees to include your current and past direct line manager.
- Full references will be required for the short list interviews, but will only be taken when AMC has received specific consent from candidates to do so.
- Short listed candidates will be required to bring original documentation, proof of identity and certificates with them to interview.

Anthony Millard Consulting

Anthony Millard Consulting was established in the summer of 2004 to provide the British education sector, both in the UK and internationally, with first class strategic and recruitment consultancy.

In addition to managing the search and selection of Principals, Heads, Bursars, Marketing and Development Directors, advice is provided on governance, management structures, appraisal, development planning, marketing / PR and fundraising.

Our clients range from top international and independent schools to state comprehensive schools, to public and private companies involved in education. These clients are located globally and a list of them can be found on AMC's website.

Further information is available at
www.anthonymillard.co.uk

We have a sister company, AMC Teacher, which provides outstanding teachers to the world's top schools - www.amcteacher.co.uk