



Understand that NOTHING
an LEARNING



Hard work · Int

every second counts



Finance Director

Start: September 2024
Closing date: 13 March 2024
L14-18 (£65,010 - £71,729)

www.TQacademy.co.uk

PRINCIPAL'S WELCOME

Torquay Academy is an inspiring place to be; I have been fortunate enough to have been Principal here since January 2014. During this time we have transformed outcomes for our community's children at GCSE and A level. We are now the first choice school in the area and around 80% of our 6th Form go onto university (with record numbers applying to Oxbridge).

When I am asked, "What has led to this transformation?" my answer is simple: the quality of the teachers in the school. The single biggest factor that will have an impact on a child's attainment is the quality of their teacher. The focus of everyone's role is to support our students in realising our educational vision of everyone succeeds.

Our current Finance Director, Claire Beckett, is retiring after nearly 11 years in the role. I have worked closely with Claire for over 10 years and our close partnership has been the bedrock of the school's development. Our Finance Director sits on our Senior Leadership Team (SLT), so they have oversight of all of our strategic priorities.

By working at Torquay Academy you will be working with like-minded colleagues who are determined to transform the lives of the children in our community by ensuring that everyone succeeds.

The incredible achievements of our students are due to their exceptional teachers, who are determined to improve their craft whilst teaching a well-thought out and meticulously planned curriculum. We are very fortunate to attract fantastic teachers who want to work in a school where behaviour is excellent and we are at the forefront of educational thinking.

We have a real clarity in our shared approach which ensures that we have a high floor and no ceiling. Our children not only get a first-class academic education, but we also offer an extracurricular programme that rivals the very best independent schools.

Please contact me to arrange a visit to Torquay Academy or to speak to us so you can find out more about this very special school. Please email admin@tqacademy.co.uk or call 01803 329351 to speak to my PAs, Amy or Steph to find a time for a visit or conversation.

Steve Margetts, Principal



FINANCE DIRECTOR

The appointment of a Finance Director is the most critical decision as the role is not merely an overseer of budgets and balance sheets; they are a strategic partner whose expertise and guidance are vital to the success of the school and our students.

SLT meet every Monday after school and for a briefing each Monday, Tuesday, Thursday and Friday morning.

I meet with the Finance Director for a 121 every Monday morning to ensure the operational smooth running of the school and to enable us to plan for the strategic changes the school is working towards.

The school is in a strong financial position with healthy reserves and in-year surpluses. This is thanks to the robust three-year planning and anticipating change (this has been a challenge in recent times!). The Finance Director's role is pivotal in enabling the school to maximise our resources to support the core mission of employing the best staff and creating an inspiring learning environment. Their ability to manage our finances effectively means that we, as educators, can focus on delivering the highest quality education to our students without financial constraints.

We have been successful in securing millions of pounds in additional funds to enhance our facilities through the building of a state-of-the-art theatre, dance studio and many classrooms. We have redeveloped changing rooms, the drama studio, music technology suite and 6th Form facilities. We currently awaiting the results of recent CIF and public sector decarbonisation scheme bids. We are not a school that stands still.

The Finance Director's role has oversight of all non-educational areas of the school; this includes Human Resources, Catering, Estates and Facilities Management, Health and Safety, and Administration. Meetings with the Finance and Estates governors are half-termly.

You can find a detailed job description and person specification at the end of this pack.



WHAT'S IT LIKE WORKING AT TA?



CLOSE TEAMS

Our SLT is a close-knit team of people dedicated to transforming our students' lives and supporting our colleagues. We understand the gravity and importance of our roles, but we enjoy a joke and the light-hearted moments we share. We work hard, don't clock watch and look after each other. You will be supported by everyone around you.

SPECIFIC BENEFITS

There are a number of specific benefits of working at Torquay Academy, these include:

- Free laptop for use in school and home
- Priority admission to the Academy for secondary places
- Free gym membership for you and your family
- Cycle to work scheme through salary sacrifice
- Electric Vehicle leasing scheme through salary sacrifice



STAFF WELLBRING

In September 2017, an article in *The Guardian* outlined the approaches that we had already implemented to reduce the workload burden. Teaching is hard work and we make sacrifices to ensure the very best for our students, however as a school we work hard to support our colleagues.

We believe that we can support our staff wellbeing in two ways:

- Equipping staff with the skills and knowledge they need to excel in the job.
- Reducing unnecessary teacher workload through centralised curriculum planning, behaviour management and analysing everything they are asked to do.

We are the only UK school to be working with the US organisation Educators Thriving. The majority of our CPD is based on professional development, but our work with Educators Thriving supports our personal development as well.



Staff have worked together to create our own staff garden as an additional social space within the school.

WE KNOW THE IMPORTANCE OF GREAT EMPLOYEES - THIS IS WHY WE WILL INVEST IN YOU, SUPPORT YOU AND CREATE AN ENVIRONMENT WHERE YOU WILL WANT TO STAY. IT IS RARE FOR A SOMEBODY TO LEAVE TORQUAY ACADEMY UNLESS IT IS FOR A PROMOTION.

PRIORITIES, OBJECTIVES & VALUES

WE ARE CLIMBING THE MOUNTAIN TO UNIVERSITY



We think very carefully about our approach as a school. We are clear about our purpose and what our focus is for improving. The following information will give you an outline of our thinking and how we use it to ensure everyone succeeds.

We answer three simple questions that give us a real clarity of what we do and why we do it:

- Why do we exist? We transform the life chances of children in Torquay by ensuring that everyone succeeds.
- How do we behave? Hard work, Integrity and Pride.
- What do we do? We provide education, well-being support and extracurricular opportunities to children in our community.

We have six core objectives that underpin the work of all members of staff in the school:

- Students' well-being is at the heart of what we do and we expect behaviour to be impeccable.
- Teachers improve due to outstanding coaching and CPD.
- Continuous curriculum improvement through workbooks and homework.
- Progress of 1.0 at KS4 and 0.5 at KS5. Every student to achieve a positive score.
- To have an extracurricular provision that matches the best private schools.
- Leaders act in alignment with our leadership principles.

Each year, we set ourselves a priority goal as a focus for the school to rally around, for 2023-24 it is: To improve attendance and homework completion, particularly for the disadvantaged. This is then broken down into three priority objectives:

- Raise whole-school attendance, particularly for the disadvantaged.
- Raise Homework completion and quality, particularly for the disadvantaged.
- Period 1 (tutor time) is effective and supports all students' learning.

We identify our core values, which describe our approach at the school.

- We look after each other.
- Every second counts.
- Warm and strict.
- We keep getting better.
- High floor, no ceiling.
- Consistency matters.

Hard Work

- We never give up
- We do things properly
- We are ambitious
- We never make excuses

Integrity

- We treat everybody with respect
- We do the right thing
- We are honest
- We accept responsibility

Pride

- We believe in ourselves
- We take pride in our work
- We are ready to learn
- We contribute to our school community

THE SCHOOL



The school is located just off the main road into Torquay on a beautiful 24 acre campus. The school was rebuilt in 2012, and millions have been spent since then to further improve our facilities; we have world-class educational, sporting, and performing arts facilities, for example, a 320 seat theatre, climbing wall, drama studio, full-sized astro and stunning 6th Form centre.

Torquay Academy effectively operates as a stand-alone school (we are in a two-school MAT where each school runs independently). Not being part of a large MAT enables the school to be innovative and respond quickly to the needs of our students.

Our financial investment is focused on enabling teachers to deliver the best education in an inspiring environment.





JOB DESCRIPTION


In recruiting the Finance Director we are looking for a talented and inspirational leader and manager, with the drive and vision to build the operational structures which will enable the vision of the Academy to be achieved.

The following job description is not final and it is expected that the Finance Director through their involvement in the Academy planning will work closely with the Academy and Principal to develop this job description to ensure it reflects the needs and demands of the post.

Purpose of the post:

- Report to the Governing Body.
- Ensure that the areas of Academy life for which they are responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain and the progress and achievement they make.
- Understand, operate and develop the operational and financial structures of the Academy so that it supports The Trust in developing a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy's activities and that this in turn ensures that everybody takes pride in all aspects of the Academy's work.
- Have overall responsibility in the Academy for Finance, Human Resources, Catering, Estates and Facilities Management, Health and Safety, Marketing, Public Relations and Administration. In addition, the post holder will be responsible for identifying, developing and maximizing potential revenue streams available to the Academy under the terms of its Memorandum and Articles.
- Direct the financial management and planning, contribute to the strategic management of the Academy and provide monthly management reports on all matters of a financial and corporate nature.
- Be responsible for all administrative and support staff not involved in teaching and learning
- Be conversant with relevant Government regulations, Education Acts and statutory instruments, Charity and Company Law as they affect the daily running of the Academy.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Every Child Matters* agenda and Area Child Protection Procedures.

Key responsibility areas:

- Financial Planning and forecasting
 - Human Resources
 - Business Planning and maximising potential revenue streams
 - Audit Services
 - Payroll
 - Buying
 - Asset Control
 - Insurance Arrangements
 - Estate management
 - Catering
 - Marketing
 - Public Relations
 - Administration
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JOB DESCRIPTION

General Reporting:

- Provide the Governors and Principal with advice, guidance and support in all areas for which they are responsible.
- Seek approval from Governors and/or Principal as appropriate and within the operational protocols and delegated authorities set by the Academy Trust.
- Attend appropriate Governors, Senior Leadership Team and other meetings as requested to present reports and give advice specifically on areas for which they are responsible but also to contribute to discussions on the general running of the Academy Trust.
- Attend and prepare and discuss papers at the Governors' Finance & Estates and Human Resources & Safeguarding Committee Meetings and, where appropriate, at meetings of the full governing body.

Financial Planning:

- Prepare the three-year financial plan for the Academy, effectively underpinning the Academy's Improvement Plan.
 - Prepare the annual budgets for the Academy based on balancing income and expenditure as part of the three-year financial plan.
 - Prepare the financial reports, estimates and completion of financial returns as required by The TBGS Academy Trust, Principal, Companies Houses and HM Customs and Excise and any other group or organisation for which this information is required.
 - Ensure the planning, production and development of financial and accounting services within the Academy are fully compliant with the Academy Trust handbook as produced by the ESFA.
 - Plan the cash flow of the Academy and implement creditor and debtor policies and procedures.
 - Ensure the effective operation of financial control within the Academy and ensure value for money in all expenditure.
 - Develop appropriate financial regulations and work with budget holders to ensure compliance.
 - Devise/implement appropriate accounting procedures to control, monitor and disburse the Academies Budget, including routine financial arrangements.
 - Develop and keep updated the computer based financial and management accounting systems for the Academy.
 - Advise the Governors and Principal on the resourcing needs of the Academy within the present and future financial limits, as well as the cost of new initiatives and the scope for efficiencies.
 - Investigate sources of funding, and write bids for both private and public sector funds.
 - Prepare information for capital projects.
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JOB DESCRIPTION


Financial Monitoring

- Prepare regular management accounts at no more than monthly intervals, to inform the wider process of the budgetary cycle of consultation, decision-making, monitoring and review and take a pro-active approach to risk management.
- Liaise regularly with the ESFA/CFO, producing the required reports and financial returns.
- Monitor cash flow and ensure the Academy overall secures maximum benefit from financial management.
- Attend all relevant Management and Finance Committee meetings and ensure they are given all the necessary information, both at the meeting and in advance papers, to discharge their duties effectively.
- Prepare financial and management accounts, audited where delegated to do so, for The TBGS Academy Trust, CFO, Principal and Leadership teams.
- Work with the Academy's Auditors to ensure compliance in all financial and governance matters.
- Oversee all aspects of the Academy accounting and ordering systems, and on a monthly basis report to the Principal.
- Monitor the expenditure by individual budget holders and prepare and produce budgets and regular updates for their attention.
- Ensure all budget holders are aware of possible budgetary over or under spending.
- Maintain accurate records, of the Academy's year-on-year expenditure – particularly ensuring staff expenditure is kept in line with Academy improvement plans.

Human Resources

- Develop and implement the Academy HR policies and procedures ensuring they are embedded across the Academy.
- Establish and manage an HR service that will manage general HR matters including the implementation and administration of recruitment, contracts of employment, staff attendance, staff discipline and the maintenance of confidential staff records.
- Support the Principal in meetings with Professional Association Representatives.
- Directly manage administrative, premises, catering HR and finance staff including recruitment, issuing contracts, training and development, performance management and professional conduct matters.
- Liaise with the Academy's HR advisor to ensure all employment issues are dealt with according to policies and employment law.

Business Planning

- Liaise with funding agencies to identify and secure additional funding for the Academies.
 - Identify potential funding opportunities, agencies, government initiatives etc and ensure income generation from both diverse and obvious sources.
 - Work with all Senior Leaders to maximize income generation, financial growth and profile services.
 - Liaise with external users of the premises, setting fees and ensuring prompt payment.
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JOB DESCRIPTION

Audit Services

- Implement audit requirements as it affects all financial activities at the Academies.
- Liaise with auditors and plan all audit arrangements.


Payroll

- Make arrangements for an effective payroll system and ensure compliance with all relevant legislation.
- Supervise the payroll and liaise with the ESFA and other relevant pay-related bodies, e.g. Teachers' Pension Agency, regarding pension-related issues.
- Ensure reports and returns as requested on payroll payments made including PAYE, expense payments, National Insurance, pensions and any other relevant payments are prepared.
- Ensure all government returns are submitted accurately and on time.
- Be responsible for all personnel matters relating to salary and HM Revenue and Customs queries.

Buying / Ordering

- Prepare and implement policies concerning the buying and ordering of all supplies and services for the Academies.
- Monitor the operation of policies concerning buying and ordering and prepare such reports as may be required.
- Prepare and maintain specifications for all work submitted for tender by external contractors.
- Supervise the electronic ordering of all goods and services, as well as issue the Academy's 'terms and conditions for the purchase of goods' to accompany all official orders.
- Work with premises staff and outside contractors to ensure the good order and maintenance of the buildings, equipment and site.
- Oversee the operation of the catering contract to ensure compliance with legal requirements.
- Liaise with staff responsible for community links and extended Academy projects, assisting in procuring funds for sustainable development.
- Be a member of the Academy's Health and Safety Committee, formulating, monitoring and implementing Health, Safety and Welfare policies, in line with government legislation.

Asset Control

- Ensure accurate records are kept of all assets for the Academy.
 - Produce and implement appropriate policies and procedures for the procurement, depreciation and disposal of all assets for the Academy.
 - Prepare as part of the three year plan a detailed capital purchase programme for approval by the Governors.
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JOB DESCRIPTION

Insurance Arrangements

- Comply with arrangements for insurance cover as required by The TBGS Trust.
- Liaise with RPA/brokers/insurance companies regarding claims, dealing with all correspondence and communications.
- Have oversight of all visits ensuring that necessary paperwork is completed to enable insurance cover to be obtained.

Estate management

- Oversee the effective management and maintenance of the Academy site, grounds and buildings.
- Ensuring that Catering services, Hiring of Facilities, Maintenance Programmes and Service Level Agreements function effectively within the budget.
- Act as the Academy's senior Site Manager.
- Advise the Principal of all matters relating to the site and its development.
- Deal with day-to-day premises issues through the line management and oversight of the Facilities Team.
- Ensure that the general maintenance plan is produced, implemented effectively and is good value.

Health and Safety

- Be a member of the Academy's Health and Safety Committee formulating, monitoring and implementing Health, Safety and Welfare policies, in line with government legislation.
- Develop and implement health and safety policies and procedures
- Support the Principal in the effective implementation of those policies
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- Support the Academy's implementation of all current statutory requirements, e.g. Equality Act, Access to Work, Equal Opportunities, Child Protection.

Administration

- Oversee the efficient administration of all business of the Academy.






JOB DESCRIPTION

Senior Management

- Assist, as part of the Senior Leadership Team, in the preparation of the Academy annual development plan.
- Provide leadership, motivation, support and control of staff allocated to areas of responsibility, ensuring that appropriate standards of behaviour, performance and customer care are demonstrated at all times.
- Collaborate with and assist others such as the Manager and Support for Learning Manager in the performance of their duties.
- Actively contribute to the development of quality improvement programmes across the Academy.
- Proactively implement the policies and procedures of the Academy.
- Carry out duties as part of your Senior Leadership Team role.

Continuing Professional Development - Personal

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research, current practice and developments related to Academy efficiency, which may lead to improvements in the day-to-day running of the Academy.
 - Regularly review own practice, set personal targets and take responsibility for personal development.
 - Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
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PERSON SPECIFICATION

	Essential	Desirable
QUALIFICATIONS		
Financial qualifications, e.g. ACA, ACCA, CIMA, CIPFA, AAT		Y
EXPERIENCE/KNOWLEDGE		
Experience of working in a school at a senior level		Y
Understanding of school context	Y	
Experience of leading the strategic financial planning for a large organisation/service unit	Y	
Experience in developing and implementing sound internal control and risk management processes	Y	
Evidence of successful management and leadership of teams	Y	
Policy formulation, evaluation and review		Y
Track record of successful project management		Y
Excellent communication and presentation skills	Y	
Competent user of ICT	Y	
IOSH/NEBOSH or similar qualification		Y
Working with a range of external and internal partners		Y
OTHER		
Self-motivated and organised	Y	
Evidence of a commitment to your own professional development	Y	
Energy, enthusiasm and flexibility	Y	
Entrepreneurial	Y	
Good health and attendance record	Y	
Sense of humour	Y	
Ability to work under pressure	Y	

MOVING TO THE AREA

We are very proud of the area we serve and live in. Torquay, a seaside town on the English Riviera in Devon, is renowned for its stunning coastline, vibrant waterfront and Victorian architecture. With a population of approximately 65,000, it encapsulates the charm of coastal living with the amenities of a larger town. Torquay lies 22 miles south of the county town of Exeter and 32 miles east-north-east of Plymouth, on the north of Torbay, adjoining the neighbouring town of Paignton on the west of the bay and across from the fishing port of Brixham.

Teachers at Torquay Academy live in many different parts of Devon depending on their interests, travelling from Torbay, Exeter, The South Hams, Dartmoor and Plymouth. The school is located just off the main road into Torquay making travel to the school from any number of areas very easy. The housing market is diverse, offering something for everyone, with prices significantly lower than other parts of the country. Living in any area close to Torquay Academy leaves you only a short drive from any number of beautiful and interesting places to live and explore.

Living in Torquay itself offers many attractions. The area's mild climate and picturesque beaches provide a backdrop for paddle boarding, sailing, kayaking, and coastal walks. Torquay, benefits from a stunning seafront, palm-lined promenades, and mild climate. Known for its picturesque marina, sandy beaches, a thriving arts scene, including the renowned Princess Theatre, and a vibrant harbourside filled with a variety of shops, cafes, and restaurants, Torquay combines leisure and convenience. This is similar to the other towns in Torbay and those that stretch along the coastline towards the River Exe.

The historic city of Exeter is a treasure trove of cultural opportunities and vibrant city life. Residents benefit from a vibrant cultural scene, with theatres, art galleries, and live music venues, as well as an array of dining and shopping options that feature both independent boutiques and well-known brands.

South Hams is a district on the south coast of Devon. Its council is based in the town of Totnes, although the largest town is Ivybridge. The district also contains the towns of Dartmouth, Kingsbridge and Salcombe and numerous villages and surrounding rural areas. It is renown for its stunning beaches and coastline as well as its charming villages and idyllic countryside.

Dartmoor provides one of the UK's most dramatic and expansive landscapes. The rugged beauty of the moors, with its rolling hills, wild ponies, and ancient woodlands, provides a natural playground for hikers, cyclists, and outdoor enthusiasts. Residents benefit from the tranquillity and privacy that comes with rural living.



Torquay Academy to:
Exeter - 22 miles
Plymouth - 32 miles
Salcombe - 28 miles
Teignmouth - 7 miles
Totnes - 8 miles

DEVON IS PACKED WITH SOME OF THE MOST POPULAR TOURIST ATTRACTIONS IN THE COUNTRY - YOU WON'T BE BORED LIVING HERE!
WE ARE ONLY 2 ½ HOURS AWAY FROM LONDON BY TRAIN



If you would like to find out more about working at Torquay Academy, please get in touch.

E: admin@TQacademy.co.uk

T: 01803 329351

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