

JOB DESCRIPTION

Post Title:	Director of Finance
Responsible to:	Headteacher
Line Management Responsibility for:	Finance Staff Catering Manager Reprographics Officer
Salary:	Scale Points 49 to 64 £45,660 to £60,525 pa The final salary scale will be negotiated with the successful candidate depending on skills, experience and qualifications

Key Responsibilities

1. To provide effective financial, administrative and resources management for the school.
2. To ensure that the Headteacher and Governors are provided with appropriate information to ensure effective financial planning.
3. To be responsible for monitoring/evaluation of expenditure to ensure quality and best value in every area.

Financial Management

The Director of Finance will take responsibility for the school's strategic financial planning and oversee the work of the Finance Office.

1. To act as the main financial consultant to the Headteacher and Governors and report to the Governors' Finance Committee on a regular basis
2. To prepare, monitor and evaluate the school budget.
3. To prepare, monitor and evaluate the SCITT and Teaching School budgets.
4. To prepare the school's year-end and reporting procedures for submission to the EFA in conjunction with the school's auditors:
 - Year-end journals
 - Prepayments
 - Accruals
 - Stock movement
 - Year-end trial balance
 - Fixed assets and disposals
 - Reconciliation of all capital income and expenditure
5. To resolve audit queries during year-end process and produce information where necessary.
6. To update the FMS system with all new year fund accounts from year-end final figures.
7. To liaise with the Company Secretary to ensure the submission of the year-end accounts to the EFA and Companies House by the required deadlines.
8. To devise an income generation plan to support the school budget.
9. To plan the school's long-term financial strategy.

10. To source funding opportunities and submit CIF bids to improve the school premises and facilities.
11. To attend Governors' Finance Committee meetings.
12. To maintain a thorough system of internal financial controls.
13. To make day-to-day decisions within the budget headings and act as the first point of contact on financial procedures.
14. To work directly with the Headteacher and to liaise with him on budget matters.
15. To be responsible for liaising with the EFA with regard to delegated and devolved budgets and for audit purposes.
16. To prepare annual estimates of school expenditure and advise the Headteacher and Governors on setting the annual budget so that the school's financial resources are maintained and that the needs identified in the School Improvement Plan are targeted within the limits of the available funds.
17. To monitor income and expenditure to ensure budgetary control.

Human Resources Management

The Director of Finance will take responsibility for the management of the payroll and pensions.

1. To liaise closely and effectively with the Personnel Manager regarding salaries.
2. To be responsible for the payment of staff salaries and overtime payments, subject to Headteacher's approval, via the school's payroll provider and ensure payroll returns are completed and returned on time.
3. To complete returns for overtime claims.
4. To manage the school's pension schemes (LGPS and Teachers' Pensions) and ensure monthly and annual returns are completed on time.
5. To manage the school SIC scheme.
6. To manage and monitor the childcare voucher salary sacrifice scheme.

Financial Administration

The Director of Finance will take responsibility for the daily management of the Finance Office.

1. To line manage the Finance Office staff and the Reprographics Officer.
2. To ensure that the financial regulations for academies are fully complied with in accordance with the Academies Financial Handbook.
3. To be responsible for monthly financial returns to the EFA.
4. To maintain systems and checks in line with audit requirements.
5. To supervise the maintenance of all school accounts, including salaries, petty cash and School Fund accounts (including the charitable account).
6. To supervise the proper collection, reconciliation and banking of all income for both official and unofficial funds.
7. To monitor all credit card payments to the school and reconcile all payments monthly.
8. To oversee the Parent Pay system (records, payments and banking).
9. To manage all sales using the school debit card and reconcile monthly bank statement.
10. To monitor the expenditure of budget holders and inform the Headteacher of overspends and underspends.
11. To monitor and maintain the information required by the London Borough of Sutton regarding free school meals.
12. To prepare monthly VAT returns.

Procurement and Contract Management

The Director of Finance will take responsibility for key contracts and procurement, including lettings.

1. To organise and supervise procedures for all supplies and services ensuring best value.
2. To oversee the financial administration for ordering, delivery and the payment of invoices.
3. To oversee the ordering, selling and banking of the School Uniform account.
4. To be responsible for negotiating, renewing and managing key contracts for the school (cleaning, grounds maintenance, services, photocopying, telephone system etc).

5. To ensure all contracts are of high quality and offer best value for money.
6. To monitor contracts to ensure that they meet contractual conditions and the school's requirements.
7. To be responsible for the adherence to the school's tendering policy and procedures.
8. To ensure that tenders are issued and received according to school policy.
9. To maintain a tender register for all contracts.
10. To liaise with the school's insurance company and process insurance claims.
11. To liaise with the Headteacher and Premises Manager in co-ordinating programmes of maintenance, repair and improvement and liaising with contractors as required.
12. In conjunction with the Premises Manager, to organise lettings and booking arrangements for the use of the school premises, to record all lettings and ensure that invoices and income are processed.

Administrative Management

The Director of Finance will take responsibility for the oversight of the Willow Canteen.

1. To line manage the Catering Manager.
2. To ensure that catering staff receive training in accordance with health and safety and food handling regulations.
3. To monitor the effective, smooth operation of the Willow Canteen.
4. To monitor the provision in the Willow Canteen to ensure that food is of high quality and that standards of hygiene and food safety are the highest possible.

The above role could be developed over time for an exceptional candidate to include one or more of the following, depending on the individual's strengths and experience:

- Health and safety
- Oversight of personnel management
- School Census
- Organisation of cover, supply and invigilation

The school is currently establishing a Multi-Academy Trust, so this role could develop over time into a more strategic role within the MAT.

DIRECTOR OF FINANCE PERSON SPECIFICATION

ESSENTIAL CRITERIA

1.	Qualifications and Training
	Evidence of sustained participation in continuing professional development
2.	Experience
	Experience of leading and managing a team.
	Experience of managing and monitoring the finances of a company or education provider.
	Experience of preparing balance sheet and trial balance
3.	Skills and Qualities
	Ability to lead, motivate, provide clear vision and innovation.
	Ability to think clearly, incisively and strategically.
	Ability to communicate effectively both verbally and in writing with all stakeholders: staff, pupils, parents, Governors and the wider community
	Ability to delegate responsibility.
	Ability to set high standards for self and others.
	Ability to manage change and to monitor its impact.
	Ability to maintain and enhance effective systems for the smooth running of the school.
	Ability to manage school resources such as financial administration, payroll, catering, cleaning.
	Ability to establish positive relationships with people at all levels.
	Ability to deal sensitively with people and resolve conflict.
	Ability to maintain confidentiality.
4.	Attitude
	Understanding of safeguarding responsibilities and the need to work within the school's child protection and safeguarding procedures.
	Commitment to equal opportunities.
	Willingness to participate in, and show a commitment to, own professional development.
	Commitment to the development of the personal well-being of all staff.

DESIRABLE CRITERIA

1.	Degree or specific School Business or Financial Management qualification eg Certificate/Diploma in School Business Management; qualified Chartered or Certified Accountant.
2.	Previous experience as a School Business Manager or Bursar.



INFORMATION FOR APPLICANTS

Glenthorne High School is a successful, over-subscribed, mixed comprehensive school for pupils between the ages of 11 and 19 situated in the London Borough of Sutton and judged outstanding by Ofsted. We believe in Achievement for All. We have a reputation for excellence and are well known for high standards of achievement and behaviour. The school became an Academy in July 2011. Significant investment in facilities over the last few years has seen the building of the Jubilee Wing incorporating specialist classrooms, a Sixth Form Centre and an ASD Base for pupils with mild ASD, as well as a new Performing Arts Centre and the Willow Canteen. A new building project, the Hub, was completed in May 2016. This has provided a new Reception area and Library as well as additional classroom space. We will be starting our next building project in October 2016 – a extension to the Willow Canteen.

We were inspected by OFSTED in May 2012 and were judged outstanding in all five categories. Inspectors recognised and celebrated the school's achievements, praising the school's "relentless drive for realising the highest academic standards for each student" and teachers' high expectations. Achievement was judged to be outstanding with "students making exceptionally rapid and sustained progress". Teaching was judged to be outstanding and inspectors highlighted the "wonderful opportunities" offered by the school both in and out of the classroom. Behaviour was judged to be outstanding and the report identified pupils' exceptional courtesy and respect. Leadership was also judged to be outstanding and inspectors praised the school's "very inclusive environment, where success is conspicuous and valued by students, parents, carers and staff alike".

The school was designated as a Training School in September 2004 in recognition of our expertise in supporting and training staff throughout their careers. We are now accredited as a SCITT and train School Direct candidates through our Teaching School Alliance. The SCITT comprises 15 high-performing local, yet diverse, high schools, all of which have made rapid progress over recent years, have high expectations of students and view training and development of staff as the key to future success.

We have been a Specialist Arts College since September 2002. We are a centre of excellence in the Performing Arts and hold the Artsmark Gold Award. We have also been recognised as an Investor in People since 2005 and currently hold Investors in People Gold status. Professional Development is encouraged at all levels of the school and is supported by Performance Management. We value professional development and there are opportunities to develop subject, pastoral and management skills. We have a strong focus on CPD and run a comprehensive CPD programme for all staff at the school.

Our priorities are to continue to improve teaching and learning and raise standards of attainment. Standards achieved by our pupils in public examinations are high; GCSE results (2016) stand at 81% 5 A*-C grades (74% including English and Maths) and A Level results (2016) at 99% with 84% A*-C grades.

The curriculum at Glenthorne is organised in Subject Areas, each with its own Subject Leader. In Year 7 pupils are set in core subjects and languages with mixed-ability groups for other

subjects. A wide range of GCSE and A Level courses are taught together with BTEC and other vocational courses, some of which are delivered in conjunction with local partnership schools and FE colleges. Pupils in Year 11 also go on one week's work experience. In the Sixth Form we offer academies in Football, Drama, Dance and Music. Most subjects are taught in their own suites of well-equipped classrooms. Extra-curricular activities are a further strength of the school. Subject Areas encourage a wide range of extra-curricular activities - visits to galleries and theatres, clubs in Science and Technology, field trips, museum visits and so on. Recent school productions have included "Les Miserables", "Starlight Express" and most recently "Annie". All involved over 100 pupils and proved to be huge successes.

Sport is a key area of achievement and the school runs a Football Academy for Sixth Form students. Students receive three hours training from professional coaches a week and play matches on Wednesdays. The remaining time is taken up with studying a range of A level and Level 3 BTEC courses. We hold the Sportsmark Award and run many teams and clubs in a variety of different sports. There is also an excellent Challenge Week for all KS3 students in July each year.

Pupils at the school are organised in mixed-ability tutor groups with nine in each year group. Most form tutors and Heads of Year move up the school with the year group. Together they play an important role in the monitoring of pupil progress as well as in supporting individual pupils. We introduced a House System in September 2015 with all pupils (and staff!) being allocated to one of four Houses: Rollason, Rutherford, Turing and Morris. This has provided opportunities for pupils in all year groups to work together in friendly competition.

The SEN Department at the school is fully committed to supporting the needs of pupils who experience learning, behavioural or emotional difficulties. We offer a wide provision of intervention and support encompassing literacy, numeracy, speech and language, social skills, anger management and individual mentoring.

All staff are required to conform to the school's No Smoking policy. Employees are not permitted to smoke on the school premises.

There is a staff dress code. Staff are expected to dress in such a way as to project a professional image to pupils, parents and visitors to the school: suit, smart jacket, tailored trousers or skirt, smart dress and jacket, shirt or top which covers the shoulders and midriff, tie (male staff). Denim clothes, leggings and cropped trousers are not acceptable. Jewellery should be sensible and appropriate for working in a school, taking into account a professional image and health & safety issues. Tattoos and piercings (apart from those for one earring in each ear) should not be visible. It is recognised that some staff may wish to wear clothes or insignia appropriate to their own cultural, ethnic or religious background. It is important that this is shared with the Headteacher before you commence your employment.

For those members of staff who use childcare facilities, we operate a Childcare Voucher scheme which assists employees meet the costs of their childcare.

Applicants should be aware that Glenthorne High School is committed to promoting and safeguarding the welfare of children. As such, all posts are subject to an enhanced DBS disclosure.

For further information about the school, please visit our website at www.glenthorne.sutton.sch.uk

GLENTHORNE HIGH SCHOOL GUIDANCE TO APPLICANTS

Please read these carefully before making your application.



The Application Form

Please complete in **black** pen or type. Additional sheets may be used.

The application form will play a key part in whether you are called for an interview, so it is important that you take your time and complete it as fully and accurately as possible.

When selecting candidates for interview we have to base our decisions on the information you give us. The Person Specification is enclosed with this application form. This is a list of the skills, knowledge, qualifications, experience, aptitudes and abilities that are required to perform the job. When we read your application form we will be looking for evidence of examples which demonstrate how you meet the criteria in the person specification. You must include sufficient evidence and examples to show that you meet the requirements.

Personal Details

For monitoring purposes we would ask that you provide the information requested on the Equal Opportunities Monitoring Form at the back of the application form. This form is removed before shortlisting and will be destroyed after monitoring.

Career History

This is the record of your work history. It may include periods of unpaid or voluntary work as well as paid employment eg you may include time spent as a carer for one of your family or a voluntary helper in a school.

If the title of the position does not make it clear what work you did eg twilight crew, canvasser, please briefly describe the main duties.

You may continue on another sheet if you need extra space.

Education, Qualifications, Training

The Person Specification may ask for specific qualifications or training. You should list the relevant qualifications or courses undertaken. Where you have additional qualifications or training, mention these if they relate to your knowledge or skills. Proof of qualifications will be required at interview.

Statement of Suitability

This section is your opportunity to show us that you meet the Person Specification. Take each criterion of the Person Specification and tell us the details of your knowledge and experiences. Give specific examples of things you have done which demonstrate your ability. For example, if the Person Specification says *"Able to organise self and others to complete projects within deadlines"*, you must do more than say *"I am a very organised person and can work to deadlines"*. You should give an example by describing something that you have done which proves that you can do that eg *"I organised a fundraising event for the local playgroup within six months and with a group of five helpers"*.

When reading your application we cannot assume that because you have experience you also have the ability to carry out a task and vice versa. You may have experience of managing staff, but we need to know how you motivated your staff. We don't expect you to have formal experience, but if you can show that you have the ability to do the component tasks, that will be equally

acceptable eg to organise a meeting you need to be able to: liaise with others, book accommodation, organise refreshments, and compile agendas.

You will not be judged on your writing ability or your handwriting. You will probably want to write more than the space allows so continue on another sheet. However, we do expect all candidates to have a good standard of literacy.

You may already have prepared a CV and want to send that instead of answering the Statement of Suitability. You may send it, but you must also complete the Statement of Suitability. CVs often list the jobs you have had and their responsibilities, but they often do not properly describe your skills and abilities. It is unlikely that we will be able to find enough evidence in a CV alone.

You may use examples and evidence from outside paid employment. You may use examples from voluntary work or your hobbies or interests.

Referees

If you are offered the job, the offer will be made subject to receipt of satisfactory references, pre-employment medical clearance, an enhanced DBS disclosure and, for teaching staff, a check on your teaching qualification status. If your referees do not confirm what you have told us we may want to discuss this with you. We will ask you to complete an online Medical Questionnaire which will be sent to our Occupational Health Department. It is their job to make sure that you are fit to do the job we have offered you. In some instances, you may be asked to go for a medical examination. You will also be asked to supply evidence of any qualifications that are required. All employees are required to have DBS clearance. Unless you have a clearance issued within three months of being appointed, and have had no break in employment, we will require a new check to be carried out.

Relationships

We do not have a policy of excluding people who are related to school staff or Governors, but if you are related to someone we will make sure that they are not involved in the selection process for this post. If we find out after you have been appointed that you are related to someone who interviewed you, we may dismiss you. 'Related' includes co-habiting with someone.

Interviews

Glenthorne has a policy of using a wide range of selection methods to assess whether people meet the criteria. All teaching staff will be asked to take a lesson but you may also be asked to take an ability test, do a presentation or other work related exercise. You will be advised of any method being used for the post when called for interview. At the interview, you will be asked questions related to your Personal Statement as well as issues relating to safeguarding and promoting the welfare of children. Any issues of concern arising from a reference will also be explored during the interview process.

Complaints

The school is keen to ensure equality of opportunity in its recruitment and selection process. If you think that you have been discriminated against during the selection process on the grounds of your race, age, gender, marital status, caring responsibilities, gender re-assignment, sexual orientation, social class, religion, belief or disability you may make a complaint and we will investigate. If you feel you have been unfairly treated you must contact the Headteacher, in writing, within 3 working days of being rejected after an interview. You should explain the reason for your complaint to the Headteacher, or his/her representative. The Headteacher, or his/her representative, may want to talk to you before confirming the outcome of the investigation.