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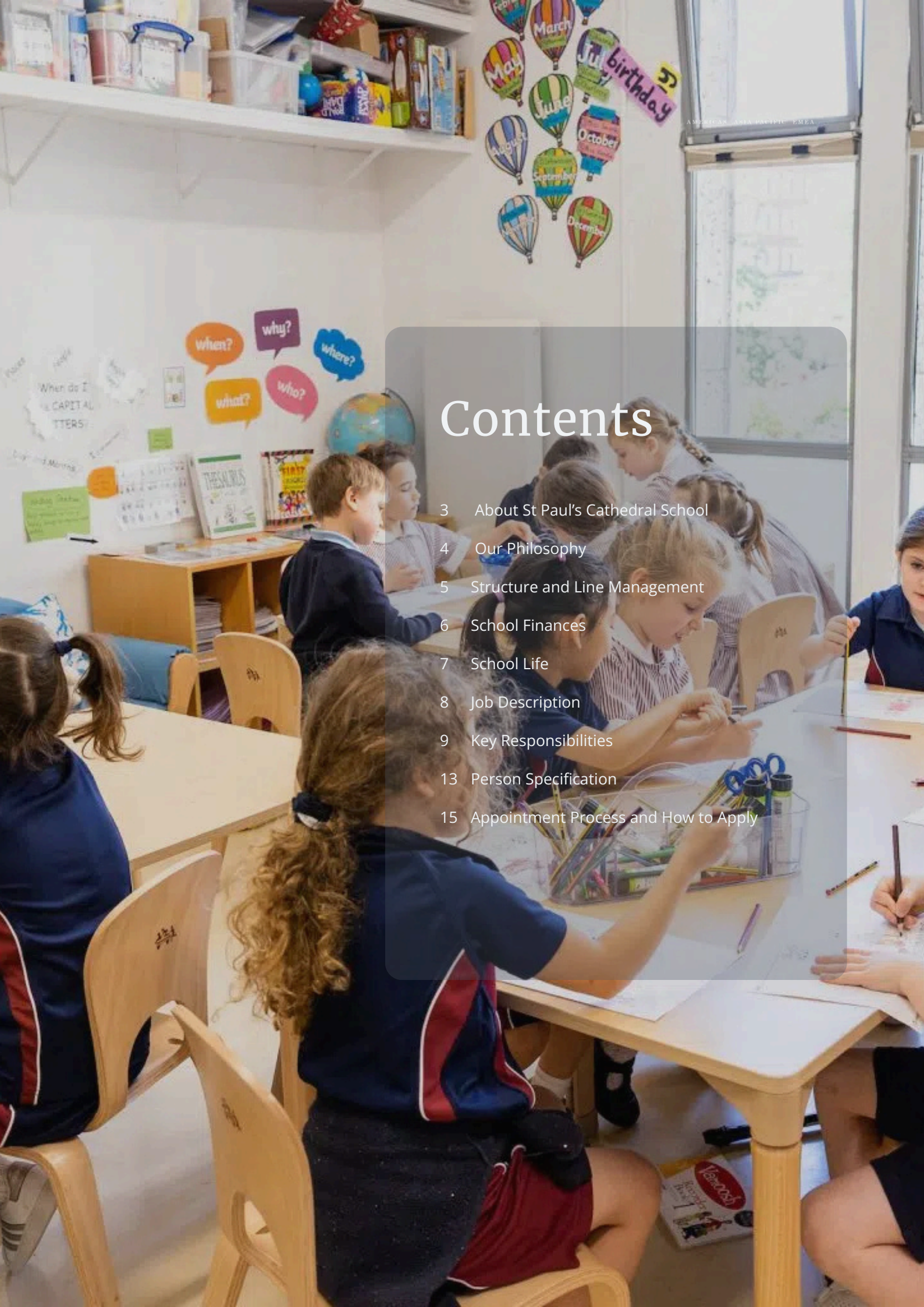
Appointment of

# Director of Finance and Operations

June 2025

ST PAUL'S  
CATHEDRAL  
SCHOOL





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# About St Paul's Cathedral School

St Paul's Cathedral School is a co-educational independent preparatory school (Reception to Y8). The majority of our (up to) 285 pupils are day pupils. We also educate the Choristers of St Paul's Cathedral who are boarders at the School, accommodated in a purpose-designed boarding house. Music permeates the whole life of the School and is central to our ethos, in the context of a holistic education.

The School is flourishing, with a full pupil roll and waiting lists at all entry points. We are in a phase of planned growth of the Cathedral Choir: the Chorister roll is doubling in size to 60 across the next few years, with the development of the girls' choir. From September 2025, the girl Choristers (currently day pupils) will join the boy Choristers in a newly opened second boarding house, which is undergoing a major refurbishment.

Our pupils and staff are of all faiths and none. Pupils learn about major world religions; all worship is Christian, in the Anglican tradition.

Our links with St Paul's Cathedral are very important to us. This summer, the Canon Chancellor, Paula Gooder, succeeds Robert Temmink KC as Chair of Governors, the Dean, Andrew Tremlett, is Vice-Chair and members of the Chapter (the governing body of the Cathedral) are our Trustees. The School's Board of Governors operates under an Instrument of Delegation from the Chapter. This outlines the powers and obligations that the Chapter has delegated to the Board of Governors so they can manage and develop the School as an integral part of the Cathedral. Following changes to the Cathedral's governance, the School's Instrument of Delegation and the accompanying Financial Memorandum are currently being reviewed and updated.

The School has a close relationship with the Cathedral Music Department, which is responsible for Choristers' music education; the leadership team has access to support from relevant Cathedral Departments, including HR, Finance and Property.





## Our Philosophy

SPCS is dedicated to providing holistic education for our pupils based on our understanding that all achievement must be firmly rooted in wellbeing. We are proud to have been described as 'pastorally superb' by the Good Schools Guide, who noted that 'there's a joy to learning' at SPCS and commended our work in preparing pupils for successful senior school entry.

We are ambitious for our pupils in every area of their development, prioritising a 'personal best' approach. We are committed to developing resilience, a growth mindset and a heart of service in our pupils. Kindness is our cornerstone. We focus on the small changes that can make a big difference and seek to develop character and skills for life and learning in a rapidly changing world.

This is a community where everybody belongs. Kindness is our cornerstone. We value and encourage ambition, enthusiasm, compassion, resilience and active participation. SPCS pupils know how to step forward, take a risk, try hard, roll up their sleeves and get the job done.





# Structure and Line Management

The support functions of the Bursary are being split into Finance and Operations, and People and Compliance.

The Director of Finance and Operations will report to the Head, working closely in parallel with the Director of People and Compliance. Both of these will be key roles on our Senior Leadership Team and will also work closely with the Deputies, Head of Boarding and the Head of Pre-prep.

The DFO will be supported with dedicated full-time administrative support from a Finance Officer.

The DFO will line manage operational staff (including the cleaning team, site manager, the medical team, finance administrator).

The DFO liaises closely with the Chair of the governors' Finance and Resources Committee.



# School Finances

The School's finances will be overseen by the DFO, who will have finance-specific administrative support in the form of a 0.6 Finance Administrator who will assist with invoices, purchase ledger, expenses etc.

The DFO has delegated responsibility for day to day School finance, including preparing management accounts, liaising with staff and the Cathedral on payroll, administering fee billing, bursaries and VAT. The DFO is also responsible for providing management information to the Finance and Resources Committee, a committee of the Governing Body.

Being a subsidiary of the Cathedral requires the School to align financial management and reporting with the Cathedral's consolidated financial reporting. The Cathedral's Chief Financial Officer and Head of Finance Department provide dedicated support to the DFO to facilitate this alignment of financial matters.



# School Life

Our children are at the heart of every decision, and our positive and vibrant learning environment is designed to encourage every child to maximise their potential. We aim to provide a broad, all-round education, of which pastoral care, excellent teaching and a strong emphasis on core values are essential components.

## Choristers and Ensembles

Choristers (boys and girls) are admitted as Probationers to the Cathedral Choir from the age of seven. They may have attended the Pre-Prep department of St Paul's Cathedral School or come from another school.

As well as the Cathedral Choir, there are six School choirs, an orchestra and eleven chamber groups, meaning almost all pupils are in a choir or instrument ensemble. More than 80% of our pupils learn at least one instrument.

The Chamber Choir sings alongside the Cathedral Choristers at least twice a year, at Cathedral services and the Lord Mayor's Show. They are also invited to sing at livery companies, including Goldsmiths' Hall and the British Australian Society Carol Concert.

The School's second choir is the Bread Street Choir, which also performs at many events throughout the year: the choral festival, at the Ash Wednesday service in the Cathedral and various carol services for Livery companies in the City of London. Our third Choir, Wrens, introduces juniors to singing harmony. They perform at the School Carol Service in the cathedral, the choral festival and usually at one external event each year.







# Job Description

## Job Purpose

To ensure the best possible management, use and stewardship of the School's finances and resources. To report on financial matters to the Head and Governors. To oversee, manage and develop School support operations. In conjunction with the Director of People and Compliance, to support the Head in the safe, efficient and harmonious daily running of the School, leading on Health and Safety and emergency planning. To make a significant contribution to the next phase of School development planning.

Our Director of Finance and Operations (DFO) will have delegated responsibility for School's finances and a broad range of the School's operations and will support the Head and Governors in:

- Ensuring the safe, efficient and harmonious daily running of the School.
- Ensuring that all financial information is available to the Head and Governors, with any necessary commentary and advice.
- Achieving and maintaining compliance with all statutory requirements.
- Making a significant contribution to the next phase of strategic development planning.

## Key Responsibilities

The DFO's main areas of responsibility encompass the following areas:

- Financial management and oversight
- Health and safety (including H&S compliance).
- Monitoring and implementation of effective administrative systems and processes.
- Strategic Planning.
- Catering.
- IT: network, monitoring and filtering and service provision.
- Premises management and development.
- Data Protection (serving as Data Protection Lead).
- Risk assessment and management.
- Contract management and legal matters.
- Liaising with trusts and associated organisations (including the Chorister Trust and the Guild).







# Key Responsibilities

## Finance – supported by the Finance Administrator

- Ensure that School's financial systems, policies and processes are optimal and effective, developing and innovating as required.
- Prepare and present the Annual Budget (P&L, cash flow, balance sheet) with assumptions and narrative explanations for approval by the Finance & Resources Sub-Committee, and the Board of Governors.
- Work closely with the Director of People and Compliance, who is responsible for staffing and the staffing budget, on setting pay scales and reviewing pay annually.
- Review and present detailed management accounts (P&L, cash flow, balance sheet) for approval by the Finance & Resources Sub-Committee and the Board of Governors.
- Prepare and present Capital Expenditure Projects for approval by the Finance & Resources Sub-Committee and Board of Governors and organise funding for significant capital projects.
- Advise on investments in consultation with the Cathedral's investment managers.
- Advise on the financial implications of the charitable status of the School.
- Prepare financial modelling and long-term assessments of future financial performance of the School, including cash flow projections.
- Ensure the effective management of all outgoing payments, including suppliers, and – in liaison with the Cathedral Finance Department - all salaries and wages, including PAYE, Pensions and National Insurance contributions and compliance with regulations for benefits in kind in line with the School's Finance Policy.
- Advise on and manage any tax compliance issues, deal with the School's income tax and rating assessments, as well as VAT compliance.





# Key Responsibilities

## Finance – supported by the Finance Administrator

- Ensure Finance Policy documents and Risk Registers are up to date.
- Compile the Annual Financial Statements, in accordance with the Statements of Recommended Practice (SORP) and manage the independent annual audit for approval by the Finance & Resources Sub-Committee and the Board of Governors.
- Advise on general financial policy within the School.
- Actively manage debtors and creditors, with particular focus on ensuring that all fees and extras are collected.
- Advise the Head on fee matters, conducting reviews as required.
- Advise on public benefit matters, including bursary funds and undertake assessments of parents' income and assets before making bursary awards.
- Manage the bursary application process (for the School and in support of the Chorister Trust).
- Keep analyses of costs and other statistical records, including asset registers.
- Liaise with the local authority on voucher systems or Education Health Care Plan payments.

## Strategic Leadership

- Work in partnership with the Head, DPC and Governors to shape and implement the School's five-year strategic development plan.
- Provide relevant information, trends and analyses for development and planning purposes.
- Review, lead and continuously improve the School's operational, risk management and contingency strategies.
- Lead the prioritisation, planning and delivery of capital projects in line with the School development planning.
- Proactively and promptly inform and advise the Head, the Finance & Resources Committee and the Governors on regulatory and political changes potentially affecting the School.
- Assess and report on the potential for non-fee income generation.
- In conjunction with the IT Manager, develop a strategy for the provision of an effective IT infrastructure which meets the evolving needs of the School.
- Promote and develop a culture of active and positive health and safety in the School.
- Oversee School risk assessments, working with the Educational Visits Coordinator.
- Provide advice and support on strategic and operational risk management where appropriate, including, but not limited to, critical incident and business continuity planning and Data Protection.





# Key Responsibilities

## General Management and Administration

- Lead on emergency planning.
- Provide support and advice to the Head and Governors in the management of planned and unplanned events and incidents and the handling of emergencies.
- Oversee decision-making on the purchasing of all goods and services for the School.
- Monitor and review existing contracts and services (e.g. iSAMS) to ensure optimal benefit for the School.
- Oversee contracts entered by the School, in conjunction with relevant Governors.
- Hold delegated responsibility for Health and Safety, including the operation of First Aid and the Medical Room.
- Manage the School's meetings with Chorister Trust (providing means-tested support to Choristers), major donors and livery companies (in conjunction with Cathedral Development Department).
- Lead on response to relevant planning permission applications (in conjunction with Cathedral Head of Property).
- Advise on and take appropriate physical security measures within the School for the protection of both staff and pupils.
- Oversee the compliance and performance of major contracts (e.g. Catering and IT).
- Ensure effective management of School transport, including any outsourced transport services.
- Maintain inspection readiness in areas of delegated authority, including contributing to pre-inspection audit and relevant inspection documentation.
- Serve as Data Protection Officer, overseeing data protection training, subject access requests, breaches and policies.
- Support the DPC and Head with investigations, parent complaints and employment processes as required.
- Contribute to the organisation and smooth running of major School events.

## Buildings and Premises – supported by the Site Manager

- Ensure adequate maintenance of School buildings, including the preparation of maintenance schedules and keeping of records.
- Ensure that the installation and maintenance of equipment for the detection, warning, protection, and escape from fire are regularly checked and that the necessary fire risk assessments are carried out with recommendations implemented.
- Bring significant Health and Safety concerns to the attention of the Head and H&S Lead Governor promptly.
- Ensure adequate maintenance and efficiency of installations and plant for electric and gas supply, heating, domestic hot water, water softening etc. Vet energy supply contracts at competitive rates (in conjunction with Cathedral CFO) and promote energy conservation.
- Ensure adequate management of lighting and ventilation in all buildings.
- Line manage Site Manager.
- Ensure the School premises are safe, clean and tidy.
- Lead the School's programme of measures towards Net Zero, in consultation with the Cathedral's Director of Property.



# Key Responsibilities

## Professional Responsibilities

- Remain abreast of relevant developments affecting the independent sector, including changes in legislation, statutory requirements and best practice.
- Maintain relationships with key stakeholders and the wider community, as an ambassador for St Paul's Cathedral School.
- Model the values, aims and expectations of the School in personal practice.
- Participate in the appraisal process.
- Undertake appropriate Continuing Professional Development.
- Act as line manager for direct reports, including all aspects of performance management.
- Co-ordinate, monitor and record Health and Safety training.
- Participate in St Paul's Cathedral Heads of Department meetings (on rotation with DPC).
- Contribute to holiday cover rota, deputising for the Head and DPC as required.

While the DFO has oversight of the majority of School operations, one key area is separately managed: the refurbishment project, a major refurbishment managed by the Girls' Voices Project Board, the Client for the refurbishment project. Project management for the second boarding house is being led by the Cathedral Property Department, supported on the ground at the School by the Site Manager.

The DFO will maintain daily awareness of the project in its snagging and early stages of use of the building. The post holder will support in decision-making and liaise as necessary between the client and the contractor (e.g. convening any necessary site meetings, leading on school-contractor interface, reporting on the project for donors and governors), but overall responsibility for the project remains with the client (the Cathedral).

## Safeguarding

Safeguarding is the responsibility of all staff at St Paul's Cathedral School and all staff are expected to share our commitment to safeguarding and promoting the welfare of the children in our care. Staff must be aware of the procedures within the School which support safeguarding and must act in accordance with the School's Safeguarding Policy and Staff Code of Conduct.

*All job descriptions may be adapted to reflect the skillset and experience of the post holder; job descriptions are kept under regular review. Job descriptions are not comprehensive; the post-holder may at times be expected to carry out other tasks and undertake training in line with business needs, when reasonably requested by the Head.*





# Person Specification

*Please note that suitability for the post will be assessed through the production of the applicant's qualifications, the interview and application letter. In line with Keeping Children Safe in Education, online checks are conducted as part of our application process for all new employees and all appointments are made subject to pre-employment checks, including an enhanced Disclosure and Barring Service certificate.*

The Governors and Head recognise that the role of Director of Finance and Operations requires a broad skill set, reflecting the wide range of responsibilities of leadership in our small but complex and busy prep school. Excellent interpersonal and communication skills are essential, as is the capacity to build highly effective, collaborative working relationships with all members of the community. The capacity to support the Head and Governors in the ongoing development and implementation of the School's strategy is also essential.

The post-holder will need to understand the School's complexity, unique ethos and culture, relationship with the Cathedral and the needs of the high-performance choral programme. The role will suit a practitioner who enjoys both strategic and operational work, is ready to lead by example, be visible, set and meet high standards, anticipate challenges and plan solutions, and handle detail while maintaining awareness of the bigger picture.

## Qualifications, Experience and Knowledge

### Essential

- Educated to degree level or equivalent.
- Understanding of and commitment to safeguarding for children and young people in education.
- Substantial business management experience.
- A proven track record of senior leadership and extensive experience in effective strategic leadership and financial management.
- Financial literacy and the ability to present financial information clearly and concisely.
- Proven ability to prioritise and manage multiple projects and tasks simultaneously whilst working to tight deadlines.
- Understanding of legislation relevant to staff and pupil management and school operations, including Equality Act 2010, routine HR law and Health and Safety Executive requirements.
- Experience in change management.
- Experience of stewarding resources and prioritising spend for maximum impact.
- Experience in leading successful projects and teams.
- Significant budget management experience.
- IT literacy, including confident use of MS Word, Excel and PowerPoint skills; familiarity with commonly used accounting systems.
- Experience of working effectively and remaining calm under pressure.
- Experience of delivering measurable improvement in a context of high professional standards.



# Person Specification

## Qualifications, Experience and Knowledge

### Desirable

- Evidence of CPD relevant to role.
- Level 3 safeguarding training.
- Substantial business management experience in a school context.
- A track record of senior/strategic leadership and financial management in a school context.
- Accountancy qualifications.
- Working knowledge of sector-specific requirements (e.g. NMS for boarding, EYFS – early years framework, ISI Framework 23).
- Knowledge and experience of MIS (school uses iSAMS).
- Experience of using AI to streamline administrative tasks (school uses Microsoft CoPilot).

## Personal competencies and qualities

### Essential

- Alignment with the Aims and Principles of the School.
- Integrity.
- Collegiate and collaborative approach.
- Excellent interpersonal skills – a good listener and able to convey verbal and written information, clearly, confidently and concisely.
- Empathetic, positive and optimistic.
- Flexible and adaptable.
- Detail-focused and accurate.
- Proactive with a problem-solving approach.
- Able to prioritise own workload, to work independently and as part of a team.
- Reflective practitioner, with the ability to acknowledge and learn from error.
- Commercially aware, with a value-for-money approach.
- Reliable, organised and punctual.





# Appointment Process and How to Apply

The salary and benefits package offered will be attractive and competitive.

St Paul's Cathedral School has retained the services of Perrett Laver to help identify the widest possible field of suitable candidates and assist in the assessment of candidates against the requirements for the role.

An executive search exercise is being undertaken alongside the public advertisement of the post.

Applications should consist of an application form, full CV and covering letter addressing the criteria set out in the role description and person specification.

To apply, please visit  
<https://plusportal.perrettlaver.com/> quoting reference '7961'.

Candidates are encouraged to apply immediately as interviews will take place on a rolling basis.

*St Paul's Cathedral School encourages diversity and is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service (UK) and/or the International Child Protection Certificate (and country equivalents). Any gaps in employment should be fully explained.*

*Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.*

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