



Chief Operating Officer

Candidate Information

Letter of Introduction



Our mission is to prepare young people for careers in the arts. We believe in creativity and that young people of all backgrounds should be able to develop their creative talent and craft and make a powerful contribution to society.

Creativity is crucial to the future of our economy and society.

For nearly thirty years, The BRIT School has successfully nurtured creative skills in students from every type of background alongside a robust and full academic curriculum. And it does so for free.

The BRIT School revolutionises the lives of its students; just under 100% of all students who have graduated find work in a huge range of creative industries, or enrol for higher education. We are proud to be a Croydon school and equally proud to have national and international friends who support the school with professional and unique opportunities.

The financial challenges on schools are greater than ever. In response to this we need a financially astute Chief Operating Officer with a strategic mind, and a can-do attitude as we consider new opportunities and options for development.

As the Good School Guide states:

“You’ll find BRIT graduates’ words, music, performance, directorial and backstage talents just about everywhere you look, from fashion shows to musicals, national theatre to community arts, in the UK and internationally.”

This is a hardworking, fun, passionate school packed with dedicated individuals who love the creative and performing arts and recognise the importance of a thorough and robust education in all subjects. We believe in developing well rounded, articulate, kind and dynamic young people.



Stuart Worden,
Principal

About Us



The BRIT School is a unique institution offering specialist education in the arts and related technologies, alongside the full range of academic subjects. It is sponsored by the British Record Industry and has a unique relationship with the performing arts industries.

The BRIT School is the leading Performing and Creative Arts school in the UK and completely FREE to attend. It provides a unique education for over 1,400 pupils aged between 14 and 19 in the fields of music, film, digital design, community arts, visual arts and design, production and performing arts as well as a full academic programme of GCSEs and A Levels.

The BRIT School has produced many successful singers, musicians, dancers, technicians, film-makers, performers, designers, games-makers, set-makers, community arts practitioners, DJs, actors, stuntmen, producers, authors and a whole cast more.

Former Students have so far won 22 BRIT Awards, 19 Grammys, 2 BAFTAs and 2 Oscars, a Laurence Olivier Award, a UK Theatre Award, and 2 London Evening Standard Awards.

The BRIT Family



The BRIT School for Performing & Creative Arts, Croydon



Creative weekend centres working in partnership with schools



World-class artists and professionals bringing a unique approach to training & business coaching

Our Values



Our Mission

To train and educate young people for future careers in Performance and Creative Arts and related industries.

To provide a comprehensive and exceptional KS4, Post 16 general and vocational education that prepares students for a life in the arts.

To provide a unique educational approach that has creative teaching and learning in its bloodstream and has a pastoral approach that focuses on the individual reaching their full potential.

To celebrate the diversity of the educational needs, background, race, religion and sexuality of all within its community.

To be a role model for other schools and organisations in its community work.

To develop an active and highly effective alumni and maintain relationships with students beyond their years of attendance.

To be a great employer and provide a dynamic culture of support for all staff focused on empowerment, skills development, and career progression.

Governance and Management

Chair of Trustees

Josh Berger CBE

Trustees

Kathryn Ambrosi

Paul Burger

Magdalin Clancy

Maggie Crowe OBE

Becky Allen

Angela Ferreira

Cush Jumbo

Martin Locket

Dej Mahoney

Tanya Rose Simpson

Al Webber

Jasmine Wilson

Parent Governor (co-opted)

James Hillier

Staff Governor (co-opted)

Lakshmy Rajah

Financial Information

The School's income for the year to 31 August 2023, was £13.8 million (2022: £11.7 million) of which £9,657,00 was recurrent grant from the Education and Skills Funding Agency (ESFA). Staff costs totalled £10,589,000. The School's and an unrestricted reserves at that date were of £1.2m (2022: £0.9 million).

Sources of Income and Sponsors

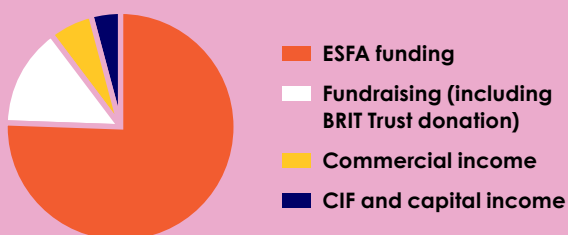
The School receives income from a range of different sources.

The majority of income comes from central government via the Education and Skills Funding Agency (ESFA) who provide the School's General Annual Grant (GAG), based largely on student numbers, to cover staff and other general running costs. The ESFA may provide the School with additional grants which are earmarked for specific purposes (such as Pupil Premium which must be used to raise attainment for disadvantaged pupils).

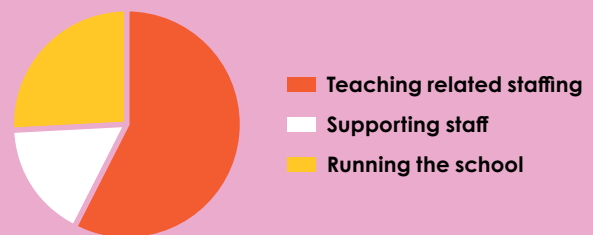
Grants or other funding are received from the Local Authority for example where the School undertakes responsibilities on its behalf in respect of the students and is collectively referred to as restricted funds.

Other income is received from the School's sponsor, The BRIT Trust, its fundraising activities, BRIT Kids subscriptions, parents (for example as contributions to trips and other costs) and from third parties.

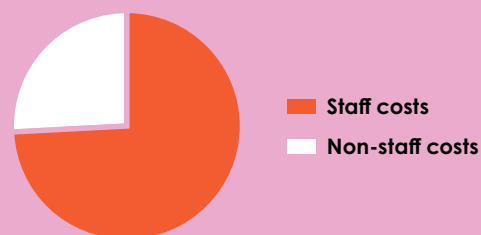
Where the School's money comes from



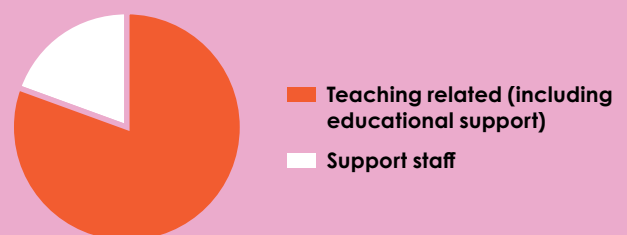
Where the money goes



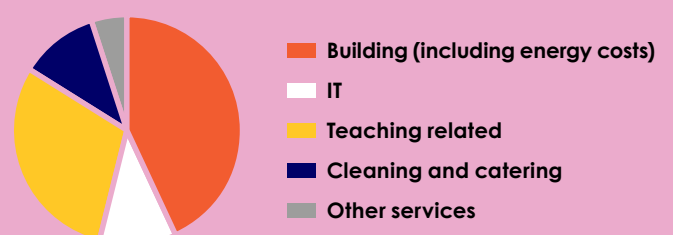
How costs split between staff and other costs



Staff costs by areas



Non-staff costs by areas





Job Description

The COO is the most senior finance and operations professional within the organisation. You will report to the Principal and operate at the most senior strategic level within the organisation.

Purpose of Role

To be a full and active member of the School's leadership team and to contribute to the culture and development of the young people attending the School.

To strategically support the educational aims of the School through the effective leadership and management of the School's resources.

To be responsible for the financial stewardship of the organisation.

To maximise the generation of income through a range of commercial activities including BRIT for Business and BRIT kids and continually identify and explore viable new opportunities.

To effectively line manage a number of operational functions to ensure they provide effective support which enables the School to deliver its aims and objectives.

To act as Company Secretary and ensure the Board fulfils its statutory returns obligations to the ESFA and other bodies, such as Companies House and the Charity Commission.

Main Responsibilities

Strategic Leadership

Enable Trustees and SLT to use resources efficiently, to maximise outcomes for students by identifying how BRIT finances can be used to achieve strategic objectives linked to raising standards.

Support the Trustees, Principal, and SLT, by contributing to the BRIT's overall strategic plan – in terms of formulating objectives, delivering goals and monitoring performance, financial controls and management.

Prepare spending plans and budgets, to assure the Board of the BRIT's long-term viability.

Ensure Trustees and SLT are able to fulfil their responsibility to maintain a robust oversight of the BRIT's finances, by providing reports, identifying key performance indicators and explaining findings.

Ensure the BRIT's Scheme of Delegation and Terms of Reference are fit for purpose, to maintain tight spending controls.

Ensure the Board is aware of any potential conflicts of interest, such as Trustee's commercial interests and takes appropriate action to ensure it complies with guidance and legislation.

Act as the main point of contact for the ESFA and other official funding agencies.

Operational Leadership

To lead a number of operational functions within the BRIT, offering support and advice to Heads of these departments through mentoring, coaching, professional/performance development.

Oversee tight, well-managed control systems for procurement.

Provide appropriate support to the heads of the various operational departments and ensure value for money.

Communicate the strategy and relevant policies for the use of technology across the school and ensure contingency plans are in place.

Financial Leadership and Control

Ensure that regularity, propriety and value for money are maintained in all the organisation's financial activities.

Adopt Curriculum Led financial planning so that school leaders can plan the best curriculum for their students and deliver the BRIT's educational priorities with the funding they have available.

Ensure the BRIT achieves value for money in accordance with its Funding Agreement, Education and Skills Funding Agency guidelines and the principles of spending public money wisely.

Prepare accounts, supporting external auditors to ensure internal audit processes are robust and apply discipline in financial management, including managing debtors, creditors, cash flow and monthly bank reconciliations.

Budget Monitoring

Ensure management take appropriate action to enable ongoing viability; raising concerns to the Principal, SLT, or Board if required.

Raise any concerns about overall financial performance to the Board to allow for swift action if required.

Prepare management accounts every month for SLT and Trustees, setting out the financial performance and position.

Ensure the BRIT manages its cash position robustly and avoids becoming overdrawn on any of its bank accounts so that it does not breach restrictions on borrowing.

Investments and Income Generation

Advise the Board about its investment options within the BRIT's charitable aims.

Prepare an investment policy for Board approval to enable Trustees to manage and track the

BRIT's financial exposure and ensure value for money.

Work closely with the Board to ensure it exercises care and skill when making investment decisions, including taking advice as appropriate from a professional adviser.

Ensure investment risk is properly managed and the Board acts within its powers to invest as described in its articles.

Risk Management and Internal Scrutiny

Lead all work regarding the corporate risk register and oversee the flow of risk management throughout the BRIT, including leading any remedial action required to address risks.

Ensure there are adequate contingency and business continuity plans in place for the BRIT's financial/operational systems.

Ensure the BRIT has adequate protection against risk, including insurance (RPA) and safeguards against fraud.

Support members of the Finance Committee by commissioning appropriately qualified external experts to scrutinise the BRIT's use of resources and the quality of its management systems.

Preparation and Audit of Accounts

Ensure the BRIT maintains adequate accounting records and prepares an annual report and accounts, in line with the Charity Commission's Statement of Recommended Practice (SORP) and ESFA's Accounts Direction.

Provide accurate information required by the ESFA, the Department for Education, the Charities Commission, and any other official body in a timely and professional manner.

Ensure Trustees comply with ESFA regulations for appointing and removing external auditors.

Provide external auditors with all the information they need to prepare the annual accounts.

Continuous Improvement

Identify and analyse complex or persistent problems and barriers which limit the BRIT's effectiveness and identify priority areas for improvement.

Develop appropriate strategies for improvement as part of well-targeted plans which are realistic, timely and suited to the BRIT's unique context.

Ensure careful and effective implementation of improvement strategies, which lead to sustained improvement over a period over time.



Person Specification

Training and Qualifications

Educated to degree level or equivalent work-based experience.

Full Accounting Qualification (ICAEW, ACA, ACCA, CIMA or CIPFA or equivalent).

Evidence of continuing professional development relevant to a strategic leadership post.

Experience

Experience of providing the vision, strategic direction and leadership in the planning, development and delivery of effective resources across a comparable organisation.

A track record of providing strategic leadership across the complete range of financial areas in a comparable environment; financial planning, treasury management, investment control and budget management.

Experience of establishing and maintaining effective systems and processes to support and empower leaders to have a clear focus on resource management.

Experience of maximising external income sources to support the effective running of the School.

Experience of effectively leading finance and one or more operational areas (e.g. IT, Estates, Procurement etc.) and/or trading companies, either in house and or through external contracts.

Experience of providing effective financial oversight of capital projects.

Experience of leading change and utilising IT/ digital solutions to enable effective decision making, improve processes and to ensure VFM.

Proven experience of effective line management, and of supporting and challenging individuals and teams, working across a multi-skilled environment.

Experience of good governance and accountability.

A successful track record of creating and maintaining strong partnerships and relationships with a range of stakeholders such as the ESFA, DfE, Charities Commission and commercial organisations.

“It truly is a wonderful place which not only provides you with world class performing and creative arts education but instilled values in me that are essential to succeed in any and all industries.”



Knowledge and Understanding

Knowledge and understanding of the requirements for the financial stewardship of public money.

Knowledge and understanding of current trends in the delivery of effective and efficient resources.

Knowledge and understanding of new system implementation and the necessary building blocks to mitigate risk, ensuring continuation of service delivery during periods of change.

A wide knowledge of resources and a willingness to accept new and/or innovative ideas to promote outstanding resource management across the BRIT.

Conversant with all statutory and regulatory requirements across relevant areas.

A good understanding of the accountability measures and processes for schools in England.

A good understanding of the accountabilities and responsibilities of a COO to the Finance Committee, Governance Committee and Board of Trustees, in the context of school.

Personal Qualities

- A commitment to the School's mission, ethos and equal opportunities policy, together with high standards of education, care and behaviour.
- Passion for the Arts and young people.
- A solutions focussed outlook.
- Ability to use own initiative and work alone or in a team as necessary.
- Well-developed interpersonal skills with the ability to influence at a strategic and operational level.
- Strong organisational and time-management skills and the ability to delegate appropriately.
- Ability to negotiate effectively – politically astute and sensitive.
- High level of integrity, sound judgement, especially relating to confidentiality and discretion.
- Compassionate and optimistic.
- Personal resilience and an ability to cope with ambiguity, uncertainty, pressure and scrutiny from others.

“My children have blossomed at The BRIT School. It has been truly wonderful watching them excel in their chosen courses of Dance and Visual Arts and Design. The thing that has impressed me the most, however, and that you don't know about when you read the prospectus, is the amazing pastoral care and support the students receive. I honestly consider BRIT as our extended family!”

Parent



How to apply

Closing date for application:

Monday 8 April

Preliminary interviews with Pentir:

Monday 15 & Tuesday 16 April

Final interviews:

Thursday 25 April

To apply, please either submit a CV or complete the application form, together with the equality and diversity form.

In addition, you should include a supporting statement outlining your motivation for applying, and how you satisfy the training and qualifications and experience elements of the Person Specification.

As guidance, your personal statement is expected to be 2-3 pages of A4.

All applications will be acknowledged.

Please send your completed application by email to:

apply@pentir.com

Queries and Further Information

Arrangements for **school visits** will be made by Pentir. If you would like to arrange a visit, please contact Sara Buthlay at:

sara.buthlay@pentir.com

Should you have any **queries** or you would like a **confidential conversation** about the role, please contact our advisors Pentir at:

Mike Phillips

07830 313 915

mike.phillips@pentir.com

Maureen Nicholas

07540 222 519

maureen.nicholas@pentir.com

All appointments are subject to satisfactory DBS, references, and eligibility to work in the UK.