



NORTHWOOD  
COLLEGE  
FOR GIRLS  
—  
GDST

# CANDIDATE INFORMATION PACK

## Director of Finance and Operations





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Dear Candidate,

I am delighted that you are considering applying for a position at Northwood College for Girls GDST.

We are a dynamic and purposeful community of teachers and professional staff who are absolutely committed to ensuring that every single student here is able to unfurl her wings and soar. There are no limits placed on our students' achievements, no individual is permitted to fly under the radar and all are known; their strengths, talents, dreams and areas for development understood by their teachers. They go on to success in all fields, taking on university degrees and degree apprenticeships in areas as varied as Art History and Economics, Marine Biology and Architecture, Medicine and Music.



We recognise that at Northwood, we are empowering and enabling young people to go out and change the world. Academic success and opportunities for leadership therefore sit alongside a deep commitment to social justice, global citizenship, technological and digital expertise and sustainability awareness. Our students are encouraged to be unashamedly ambitious and to shine their light brightly, but never to overshadow; always mindful of our sense of collective endeavour and the fact that we rise by lifting others.

We believe and invest in staff development and seek to support all staff members in developing their pedagogy and professional practice, providing in-school and external training to support all colleagues to fulfil their potential and enjoy their roles. We know that for our school to thrive, we depend on having diverse talent, with a range of backgrounds, skills and capabilities. Inclusion and being your authentic self is at the heart of so much of what we do at Northwood and we value each unique contribution to our community. This was reflected in our 2021 Excellent ISI report, which stated that 'Pupils understand the impact an individual can have on a community as well as the strength that can be derived from unity.' It is also wonderful to be part of the pioneering vision of The Girls' Day School Trust, the family of 25 girls' schools to which we belong. The GDST is at the forefront of educational research and training and is a real voice in national education debates.

If you are excited by our vision and eager to shape the future of girls' education, I would love to hear from you. We welcome pre-application contact and endeavour to make the recruitment process as positive and collaborative as we can.

In anticipation,

Rebecca Brown  
Head



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## **ABOUT NORTHWOOD COLLEGE FOR GIRLS**

Northwood College for Girls is an independent, academically selective day school for approximately 880 girls aged 3-18. The original School was founded in 1878 in central London and subsequently moved to its present site in a residential part of Northwood in 1893. We are proud to be a school with a rich and deep heritage but also a vibrant and dynamic approach to education.

At NWC, we value character and academic rigour equally. Our curriculum ignites intellectual curiosity and fosters emotional intelligence, building resilience through challenge. An NWC education enables every girl to lead a purposeful life and feel successful in their learning.

Both pupils and staff are encouraged to find and develop their passions and talents, through clubs, societies and an extensive programme of CPD. All members of the NWC community are expected to act with compassion and integrity, with respect for others and the environment and an awareness of global responsibility.

Everyone is equally valued in our NWC family and our dynamic young women are proud of their school. Looking after one another and rejoicing in one another's successes comes second nature to a NWC girl as does her 'can-do' attitude and drive.

NWC is at an exhilarating moment in its evolution, with a dynamic and ambitious Senior Leadership Team and a range of new developments (including a Sixth Form Centre and the Alvarium science building). The successful candidate will be similarly ambitious for the school and ready to make an impact in our vibrant learning community.





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[To read our latest ISI report, click here](#)

Northwood College for Girls has been part of the GDST family of 24 independent schools and two academies across the UK since 2013. Membership of the GDST affords students and staff opportunities for collaboration and training and also a seat at the table in national discussions about the future of education and female empowerment.

The GDST is committed to Diversity, Inclusion and Real Change. [Click here to read the GDST Charter for Action.](#)

## **THE GDST NETWORK**

GDST schools and academies share an ethos and a proud heritage of girls-only education and are members of a unique network. Membership of the GDST adds value to every one of its schools, to the benefit of staff and pupils. Girls have the chance to compete and collaborate with their peers in other schools, taking part in GDST-wide events, rallies, performances and activities. These range from art, sport, music and creative writing through to foreign languages and digital technology.

Every GDST girl automatically becomes a member of the 70,000-strong Alumnae Network from across all generations, and all schools, which provides a range of resources and social and professional contacts to help them as they make their way into the world.

The GDST network is also very powerful in enabling staff to collaborate and share best practice and innovation with sister schools. Staff have a broad range of opportunities to participate in the wide range of training offered by the GDST. Central training and staff development courses include e-safety, science in the creative curriculum, girl-friendly learning, the emotional aspects of teaching & learning, and many more.

The GDST supplies a range of services to their schools to enhance efficiency, share expertise and reduce costs. These include expertise in educational policy and legal issues, HR, ICT, finance, estates, fundraising and communications support. Further information on The GDST can be found at [www.gdst.net](http://www.gdst.net)

## **THE ROLE**

We are seeking applications from accomplished and strategic leaders to join Northwood College for Girls as Director of Finance and Operations. This is an exciting opportunity to play a pivotal role in shaping the long-term development of a well-established school in the GDST network, and to contribute at the heart of a purposeful and high-performing senior leadership team.

This is a key senior leadership post, reporting directly to the Head and forming part of the School's Senior Leadership Team. The DFO is responsible for the strategic leadership and day-to-day management of all non-teaching operations, including finance and accounting, estates and facilities, IT, HR, administration, health and safety, catering, cleaning, and school transport.



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The successful candidate will act as a trusted strategic partner to the Head, with a key role in driving operational excellence, inspection readiness, and long-term planning. With oversight of finance, compliance, infrastructure and services, the DFO will ensure that the school's resources and support functions are aligned with its strategic objectives and educational vision.

Key responsibilities include:

- Leading all aspects of school finance, including budget preparation, management accounts, payroll, and financial planning in collaboration with the GDST Finance team
- Managing the estates and facilities function, including site operations, capital projects, compliance, and sustainability initiatives
- Line managing the IT team and overseeing the delivery of robust, secure and future-facing digital infrastructure in partnership with the Trust's central IT function
- Leading on inspection readiness, health and safety, compliance and business continuity planning
- Overseeing administration, HR, catering, cleaning, and school transport operations
- Supporting the Head in the development of business cases and income generation opportunities
- Building strong relationships with staff, pupils, parents and the wider community, and contributing to major events and school life

We are looking for someone who:

- Has proven leadership experience in financial and/or operational leadership, preferably with strong working knowledge of school policies, compliance frameworks, and school operations
- Brings sound financial and commercial judgement, with the ability to lead business planning and deliver services effectively in a complex educational setting
- Can confidently lead and develop high-performing teams across multiple operational functions
- Is solutions-focused and collaborative, with the ability to work closely with the Head to deliver the school's strategic priorities
- Has an understanding of how operational functions underpin outstanding teaching, learning and pupil experience
- Is eager to make an impact in education and willing to contribute to the wider life of our dynamic school

This is an excellent opportunity for a current finance and operations professional seeking a new challenge - whether to broaden your professional remit, lead in a new school context, or take on more strategic responsibility within a highly collegiate leadership team.



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## KEY ACCOUNTABILITIES

### Financial Management

- Responsibility, in collaboration with the Head and GDST, for all of the school's finances;
- Preparation of annual budgets, periodic forecasts and business plans;
- Monthly management accounts and school payroll.
- Work closely with the GDST Fees Department on fee and income related matters;
- Regular review and renegotiation of tenders and contracts;
- Ensuring the Head, and the Local Governing Board, are fully informed of the school's finances on a regular basis;
- Line management of the Finance Manager and ensure that the financial side of the school runs efficiently and effectively.

### Business Development

- Sustaining and increasing non-fee income including grants and lettings in line with overarching strategic plan;
- Support the Head in the preparation and presentation of Business Cases for major projects;
- Assisting in the marketing and development of the school in consultation with the Head through business plans and strategic assessment;
- Lettings procurement;
- Development of established and new lettings opportunities;
- Line Management of Estates team in relation to lettings;
- Financial management of lettings.



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## Human Resources

- Management of finance, administration, HR, estates, premises and caretaking staff, to include the procedure for recruitment, oversight of induction, development and performance management in line with school and GDST policies;
- Ensuring compliance with all GDST and Independent Schools Inspectorate policies and regulations;
- Ensuring the school maintains and operates appropriate disciplinary and grievance procedures for all support staff and in consultation with the Head implementing these as necessary.

## Estates Management

- Oversight of building management, maintenance and day to day upkeep of all buildings, as well as grounds maintenance and building security;
- Project management of new build projects and other projects as required;
- Line management of the Estates Manager and oversight of the estates function, to ensure the efficient running of the school site and facilities.

## Health and Safety Management

- Co-ordination and development of policies to comply with the relevant requirements of the Independent Schools Inspectorate and Health and Safety legislation in conjunction with the GDST Health and Safety advisors;
- To act as the school's Health and Safety Coordinator, with responsibility delegated by the Head.

## Catering and Housekeeping

- Ensuring excellent standards of catering and cleanliness are provided to students and staff and that kitchens and equipment are well maintained and comply with Health and Safety and Hygiene regulations;
- Monitoring catering and cleaning service standards and levels, to ensure the efficient and effective of the catering and housekeeping services in the school;
- Management and regular review of catering and cleaning performance against contract, as well as financial performance against agreed budgets.

## Administration

- Line Manage Office Manager to ensure that the support function is effectively administered across the school.



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## Security

- Working together with the Estates team, and other members of the school community to ensure that security concerns are raised and investigated effectively;
- Regular review site-safety and security to ensure preventative measures are taken wherever possible and to ensure as safe a site as possible;
- Act as the school's Data Protection Officer and advise the school as necessary on policy and legislation in this area.

## ICT

- Line management responsibility and oversight of the ICT team, as led by the IT Operations Manager;
- Digital strategy development, working alongside the Deputy Head Academic and Assistant Head Innovation and Learning;
- Procurement and roll-out of hardware and software across the school.

## Key Relationships

- Head;
- School SLT;
- All other school teaching and support staff;
- GDST CFO and Trust Office Finance team;
- Trust Office Directors and their teams;
- Directors of Finance and Operations in other schools.





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Studies have shown that women and people from under-represented ethnicities are less likely to apply for jobs unless they meet every single aspect of a job description and person specification. At NWC we are committed to building a diverse and inclusive workplace, so we encourage you to apply even if your past experience does not align perfectly with every qualification or experience in the information provided.

**Applications must be received by 4pm on Monday 29 September 2025.**

**First stage interviews will take place the following week.**

*The GDST is committed to diversity, inclusion and real change: a family where every individual is valued, respected and included.*

*We are dedicated to safeguarding and promoting the welfare of children. As part of our commitment to ensuring a safe environment for children, all applicants must be willing to undergo child protection screening appropriate to the post. This process includes checks with past employers and the Disclosure and Barring Service (DBS).*

*We are an equal opportunity employer and welcome applications from all qualified individuals. To be eligible for employment, candidates must provide proof of their right to work in the UK.*





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