

Director of Finance and Resources

More House School, Knightsbridge



Closing date for applications: 1st March 2021, 8am

Salary: Competitive, commensurate with experience

Hours of work: Full-time

Start date: 6th April 2021 (ideally)

The Governors of More House School, Knightsbridge are seeking a motivated and commercially-minded **Director of Finance and Resources** to join the School's Senior Leadership Team.

A key strategic appointment, the Director of Finance and Resources will play a crucial role in supporting the School's future growth.

The successful candidate is expected to contribute positively to life at More House School, supporting the School's Catholic ethos and its focus on providing girls with a first-class education in a nurturing environment.

The Director of Finance and Resources runs the School's business operations and development.

The candidate will be appointed by the Governors and report to the School's Headship and Governing Body.



About the School

More House is an independent Roman Catholic day school for girls aged 11 to 18, founded in 1953 by the Canonesses of St Augustine. In 1971, the School moved to its present home in Knightsbridge, where it is now managed by a lay charitable trust.

Proud of its Catholic foundations and ethos, the School welcomes girls of all faiths, to whom it provides a first-class education in a nurturing environment that is high in challenge but low in stress. Class sizes are small: around 16 girls.

Personal and social development, intellectual curiosity and creativity are enriched through a wide-ranging co-curricular programme that takes full advantage of the school's central London location.

Values and vision

More House aims to achieve the highest academic performance whilst nurturing the personal development of each pupil.

With an inclusive ethos and family atmosphere, the School is committed to delivering the best possible learning environment for all pupils through a culture of excellence that permeates every classroom and department.

The focus for each pupil is not simply on achieving the best grade, but on delivering the best possible educational experience and creating a lifelong passion for learning.

Relationships between pupils and staff are strong.



Duties and responsibilities

The Director of Finance and Resources role is extensive and varied, and covers a wide range of responsibilities.

Core areas are outlined below, though the successful candidate may be required to fulfil other duties appropriate to the role when required.

Leadership and management of the School's finances

- Support the strategic leadership of the School and advise on general financial policy
- Play a central role in developing the School's Development Plan
- Prepare accounts, financial and management reports required by the Governing Body and Headship
- Prepare budgets, financial forecasts and cash flow projections
- Monitor and report on income and expenditure, and prepare annual statutory accounts
- Prepare fee notes, manage credit control and administer the Gift Aid Scheme
- Maintain all subsidiary ledgers including the fixed asset register
- Advise the Bursary Group on applications for financial assistance
- Liaise with banks, auditors and insurance brokers and ensure that the School has adequate insurance cover
- Ensure that the School is obtaining value for money in terms of procurement, including energy and other utilities

- Monitor compliance with financial controls to safeguard the School's funds and other assets

HR, IT and facilities management

- Ensure compliance with all relevant aspects of employment law in consultation with the School's advisors, maintaining appropriate and necessary procedures including contractual documentation and full compliance with the School's Safer Recruitment Policy
- In conjunction with outsourced payroll service provider, pay staff salaries, ensuring the accuracy, filing and safekeeping of all payroll-related records
- Administer pension schemes for teaching and non-teaching staff, keeping accurate records of holiday entitlement and sickness
- Negotiate outsourced contracts (caretaker, maintenance teams, IT, cleaning and catering)
- Oversee and manage outsourced contractors, monitoring performance against SLAs and managing other outsourced activities such as school lettings
- Act as clerk of works for contracts undertaken in the School and liaise with the Estates Governor on matters relating to School buildings

Compliance

- Assist the Headship and Governing Body in formulating the School's Health and Safety Policy, ensuring it remains compliant
- Sit on the Health and Safety Committee; implement, ensure and document compliance with the School's Health & Safety Policy and Procedures, providing periodic reports to the Governing Body
- As Fire Safety Manager, manage the installation and maintenance of necessary equipment, organise fire drills and ensure ongoing compliance
- Keep abreast of regulations to ensure that the School remains GDPR compliant
- Ensure and evidence that catering areas meet requirements for hygiene and food safety
- Ensure that the Risk Register is reviewed within the School and approved annually by the Governing Body

Safeguarding

- Ensure that the Single Central Record is maintained and that all checks have been completed before staff begin to undertake regulated activities

Support to the School

- Alongside the Clerk to the Governors, prepare papers for and attend meetings of the Governing Body
- Support the Headship in creating a culture for learning and high standards of achievement
- Carry out duties and responsibilities in accordance with the School's Mission Statement, policies, current practice and with a duty of care for students' well-being and safety
- Ensure that duties are undertaken with due regard to the School's Health and Safety Policy, the Health & Safety at Work Act 1974 and all other relevant legislation
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality
- Attend and participate in relevant meetings, training, performance development and other activities as required

Salary and hours of work

A competitive salary will be awarded commensurate with experience.

This is a full-time role, with a generous annual leave allowance of 38 days, inclusive of public holidays.

The school will automatically enrol you in a pension scheme, as required by law.

All new appointments are subject to a probationary period.

How to apply

Applications must be made **via the TES application form** before 1st March 2021 at 8.00am. CVs alone will not be accepted.

Applicants should be able to provide evidence that they have the necessary qualities and attributes outlined in the Person Specification.

Early application is recommended. Suitable candidates may be interviewed before the closing date, and the School reserves the right to withdraw the position if an appointment is made early.



Notes

More House School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with the Disclosure and Barring Service.

Offers of appointment are subject to two satisfactory written references and DBS clearance. Any gaps in employment will be investigated. It is also necessary to notify the Headship of any historic convictions or other factors which may be relevant to employment in a school environment.

More House School aims to be a fair employer and is committed to equal opportunities. The School does not discriminate against employees on the basis of gender, ethnic origin, disability or age.

The School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants.

This job description should not be viewed as comprehensive description of the post. Employees will be expected to comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.

February 2021