



The Royal School

Wolverhampton



**CANDIDATE INFORMATION PACK  
CHIEF FINANCIAL OFFICER  
THE ROYAL SCHOOL WOLVERHAMPTON  
START DATE JANUARY 2025**



# WELCOME MESSAGE FROM OUR PRINCIPAL



Dear Candidate,

Thank you for your interest in the post here at The Royal School, Wolverhampton (RSW). To help you decide on whether this is the school for you it is important to understand where we have come from and where we are going.

The school is built upon a combination of things; it's unique heritage, record of academic excellence, outstanding educational environment, and the full support and endorsement of our Patron, the Earl of Wessex.

From this, the Governors and leadership team are committed to supporting wider access for pupils, of all abilities and backgrounds, to add to The Royal's rich and diverse educational offer.

The Royal School, Wolverhampton offers a unique proposition to families in Wolverhampton and its surrounding area of an 'all-through', 4-19, co-educational, nondenominational day and state boarding school, with the capacity over time to provide for 1500 pupils, through a carefully managed programme of growth.

Whilst remaining fully non-selective and dedicated to supporting pupils in need, this change process has enabled RSW to combine its traditional values and academic offer with a global perspective. All this is to benefit our pupils, and to create a dynamic outward looking, culturally diverse, yet inclusive school community. Within this, pupils acquire the rich subject knowledge, life skills, understanding and aspiration to succeed locally, nationally, and internationally.

We welcome your application to be part of our community and would love you to visit and see the school in action or call us to talk things through.



A handwritten signature in blue ink, appearing to read 'Tom Macdonald'.

Mr Tom Macdonald  
Principal



## Ethos



- Traditional values and behaviour, married with a forward looking, dynamic and global outlook.
- Excellence in the Arts, on the sporting field, in STEM and across academic breadth.
- An outstanding co- curriculum and enrichment programme, provided through our extended day, which nurtures and develops young people across a range of talents, promotes skills for life and underpins academic success.
- An inclusive approach to building pupil motivation, aspiration, and self-esteem, through our “all-age structure”, vertical House families, and outstanding pastoral and wrap around care, which means that pupils entering RSW at whatever age and stage can be well supported in their learning and achieve challenging individual targets.
- The development of self, personal responsibility, and accountability within a vibrant and supportive extended community through our weekly and term time boarding houses, our links with The Royal’s existing alumni and our outstanding programme of engagement with the wider local community.
- Having staff, children, and parents who are committed to learning as the passport to success.
- A unique physical location and setting in which to grow and develop, established within the heart of the city.



## RESPECT

The respect we have for one another can be seen in the diversity of our community and the acceptance of all pupils, staff and families for who they are. Respect is seen in the exemplary behaviour of our pupils and the care given to them by our staff.

## TRUST

All success is founded on taking the first step into the unknown. We support our community to take risks and encourage them to develop the skills they need to be resilient. We aim to nurture their love of risk so they keep that excitement throughout their whole lives.

## COMMUNITY

We truly feel like a 'Royal Family'. We welcome families, pupils and staff into our community and encourage everyone to play an active part in building strong links to our school. We provide opportunities through events such as Founders' Day and Prize Day.

## INITIATIVE

Initiative and independent learning is built into our curriculum and encouraged through our extended day provision. We encourage our pupils to solve problems themselves and work hard to give them the tools to do so.

## RISK

At The Royal School, our pupils take pride in being trustworthy learners. As a school, we trust our teachers to support all pupils in their learning and personal development. This trust is seen in the outstanding curriculum that is delivered every day, and the range of experiences on offer.





We have a range of strategies to help our pupils achieve success at whatever point they join us in their educational journey. They are:

- The strong ethos of the school.
- The opportunities provided through an 'all-through' approach.
- The provision of exceptional age-related pastoral care.
- Our extended day and Enrichment Programme

Such strategies have been evidenced through a range of recent national studies as having maximum impact on the motivation, self-esteem, and attainment of those pupils at greatest disadvantage.

*Excellence for all: inspiring individuals to achieve their personal best and to compete and contribute as local and global citizens.*



We build an aspirational culture through our senior mandatory and balanced co-curricular programme.

Including:

- Combined Cadet Force (CCF) for all.
- Access to Excellence through the Elite Swimming Academy.
- Sports.
- Performing arts.
- Cultural, aesthetic, and intellectual development.

This encourages our pupils to become confident, resilient, caring, and enterprising individuals. Yet at the same time, they are trained to operate as leaders, mentors, and members of a team in the widest sense.



## **Our Boarding dimension helps us to:**

- **Enrich to our school and local community.**
- **Support our fundamental ethos of 'wrap around care' (which includes our 'day boarding', offering additional enrichment, targeted support and intervention, and supervised study sessions).**
- **This has also strengthened our care of children who attract Pupil Premium, Children who are Looked After (CLA) and any child experiencing a temporary difficulty in home circumstances because we have an on-going flexibility in supporting those most disadvantaged to succeed.**



## **This leads to:**

- **Working constructively with the Local Authority in Wolverhampton, and more widely with Sandwell and Dudley in supporting CLA and pupils with a Statement of Need/SEND.**
- **Developing our role in broadening local choice and diversity, and simultaneously raising aspirations and outcomes.**
  - **Being able to address the urgent demand for more local pupil places, at both primary and secondary.**
  - **Being able to provide a supportive community for vulnerable pupils, including, as recently requested, unaccompanied refugee children who would benefit from the boarding environment we offer.**
- **Being able to empower our pupils to grow, successfully challenge stereotypical assumptions and exceed their expectations within a nurturing, inclusive and culturally diverse community.**



## Job Description:



<b>Job Title:</b>	<b>Chief Financial Officer</b>
<b>Accountable to:</b>	<b>Principal and Governors</b>
<b>Terms of employment:</b>	<b>Full time, 52 weeks, holidays out of term time</b>
<b>Start Date:</b>	<b>January 2025</b>
<b>Salary:</b>	<b>Competitive, subject to skills and experience</b>

The Royal School is seeking a highly motivated, experienced and innovative Chief Financial Officer to join this heavily oversubscribed day and boarding free school.

### Overall Purpose of the Role

As a member of the School's Executive Team, the Chief Financial Officer (CFO) will have strategic responsibility for all aspects of The Royal School, Wolverhampton Trust ('the Trust') finance, asset management, risk management and capital planning and procurement.

Delivering operational rigour and strategic direction, the CFO will play an integral role in supporting the development of the Trust and ensure it continues to be financially sustainable.

As a member of the Trust's Leadership Team the CFO will play a key role in shaping the strategy of the Trust and ensuring that strong financial practices and strategy are embedded within all strategic planning. The CFO will lead strategically and operationally to provide excellent financial leadership, guidance and support to the Trust board and school.

The CFO will lead, and line manage the Trust's finance team.



## **Key Responsibilities**

**To provide strategic guidance, leadership and management of all the Trust's finances within the scheme(s) of delegation, advising the Principal/CEO, Trustees and senior staff on all financial matters relating to the Trust.**

**To be responsible and accountable for the delivery of financial support services throughout the Trust, including the management of Trust's accounting system and internal controls and implementation of a new finance system and internal reporting structure.**

**To be the primary point of contact for all aspects of funding and financial/statutory returns. To be responsible for the statutory accounts, financial returns and reports to Trustees, ESFA/DfE and other statutory bodies in accordance with guidance and externally determined deadlines.**

**To lead the promotion and delivery of sound financial management throughout the organisation, in line with the Academy Trust Handbook.**

**The CFO will ensure sound and appropriate financial governance and risk management arrangements are in place, prepare and monitor budgets and ensure the delivery of annual accounts in accordance with the Academy Trust Handbook, ESFA guidelines and all statutory requirements.**



### Finance, Audit & Risk

- To ensure the Trust complies with its obligations in accordance with the funding agreement, the Academy Trust Handbook and the Trust's financial regulations and procedures.
- To advise and support the Principal/CEO in the financial aspects of their responsibilities as Trust Accounting Officer.
- The CFO must ensure that the Trust follows best practice in terms of governance, and ensure the probity, and legislative compliance, of all financial transactions, including the integrity and suitability of all control mechanisms (audit and risk management).
- As financial lead in the strategic planning process, deliver annual and medium-term budget plans, periodic forecasts and funding requirements, working closely with the Principal/CEO and senior staff to ensure consistency with the Trust's strategic and financial objective.
- Contribute fully to all areas of Trust strategy and provide financial analysis and guidance on activities, plans and targets.
- Ensure that infrastructure services are of high quality and well-led, cost effective and efficient, and enable schools to focus on the quality of education.
- To ensure a successful approach to managing the General Annual Grant (GAG) that achieves a strategic, needs-led approach to resourcing, promoting the mission and identity of one trust looking after all young people's interests.
- Continually review and improve the existing financial systems and policies ensuring they are streamlined, efficient, robust, compliant and support current activities and future growth.
- Lead on the Trust's approach to Audit & Risk Management.
- Act as the main point of contact for the Trust's appointed Internal Audit and External Audit consultants, acting as a conduit between Trustees, audit consultant teams and academy/Trust colleagues involved in audit processes and reviews.
- Ensure the Trust's approach to internal and external scrutiny is fit for purpose and in line with statutory guidelines.
- Lead on the management of the Trust's Risk Register and direct colleagues as appropriate to ensure risks are managed effectively and updates are reported to Trustees in line with the reporting calendar.
- Manage the development of financial reporting systems including KPI's.
- Provide financial management reports to the Board of Trustees, Finance, Audit and Risk Committee, Enterprise Committee, other relevant Committees, and DfE/ESFA.
- To be responsible for the preparation of the annual accounts to prescribed standards, taking responsibility for the completion and submission of statutory/regulatory reporting in line with prescribed timelines.
- To manage the income and expenditure budgets across the Trust in line with the scheme of delegation, and to identify any potential financial risk and implement strategies to address issues arising.
- To proactively manage the Trust's relationship with its bankers, to ensure that appropriate and efficient systems are in place for the Trust's accounting procedures.
- To proactively manage the cash position of the Trust and its operating activities, reporting regularly on this aspect of financial management to the Trustees.
- To coordinate tax and treasury management practice and policy, with reference to charitable status, cash management and investments.



- To provide strategic advice to the Principal/CEO, Trustees, senior staff and Committees on financial and operational issues.
- To prepare the Trust's annual financial forecasts, medium and long-term corporate plans and report to the Principal/CEO, Trustees and senior staff.
- Develop and implement strategies for maximising the Trust's current finances.
- Lead the Trust's finance team, including line management and the development and quality assurance and oversight of financial systems and procedures.
- To build close and effective working relationships with key partners and stakeholders.
- To participate in the management of major Trust projects as required by the Principal/CEO.
- To oversee the Trust's long-term plan for capital development and investment, managing all financial aspects of major capital projects.
- To develop, design and implement financial policies and working practice across the Trust to streamline functions and ensure efficiency and value for money.
- Work closely with the Principal/CEO, Central Team & Trust Board in relation to risk mitigation, best value procurement and resource management across the Trust ensuring financial sustainability and appropriate use of funding.

## Payroll & Pensions

- Ensure services for Payroll and Pensions across the Trust are efficient, of best value and ensure compliance with all relevant legislation and up to date legislation.
- Ensure that the reports and returns as requested on payroll payments made including PAYE, expense payments, National Insurance, pensions and any other relevant payments are made.
- Be the key contact for the Trust's pension schemes including the Teachers' Pension Scheme, and Local Government Pension Scheme, ensuring all administrative and support work for the pension schemes is carried out.

## Income Generation

- Identify potential funding opportunities and complete funding bids to external bodies including Government departments, complying with deadlines and ensuring funds received are appropriately spent.
- Provide strategic financial leadership of sales, income generation, sponsorship, lettings and business activities and maximising income generation from the Enterprise swimming and sports centre, EYFS, lettings and new initiatives.
- Provide strategic financial leadership of non-tuition fees charged by the Trust and oversee the preparation of invoices for those fees, including boarding, Enterprises and any other non-tuition fees.

## Procurement & Project Management

- Own the procurement strategy and ensure all policies and procedures for buying and ordering supplies and services are robust, fully compliant and operate highly efficiently, generating economies of scale and value for money.
- Advise the Trust on insurance requirements and make appropriate arrangements for insurance cover as required by the Trust.
- Identify opportunities for innovative approaches to procurement to ensure best value.



- Lead negotiations, with third parties over the maintenance and development of service level agreements and contracts for the delivery of some aspects of advice and support to the organisation and reporting these to the Principal/CEO & board accordingly.
- To oversee the management of contracts and procurement to ensure that the Trust achieves maximum value for money across all its activities and maintain a strategic overview of services as the CAT grows.

### **Capital Planning & Asset Management**

- Identify capital grant opportunities and oversee the preparation for capital grants and bids.
- Contribute to the preparation of a rolling programme of annual capital purchase plans.
- Produce and implement appropriate policies and procedures for the procurement, depreciation and disposal of assets.

### **Organisational Responsibilities**

- To be responsible for the strategic planning, development, design, organisation and monitoring of financial support services and whole Trust systems/procedures/policies.
- Undertake a lead role in supporting the conversion of new schools into the Trust including overseeing due diligence for all financial and infrastructure aspects.
- Audit all financial functions across the Trust and recommend new structures to meet evolving needs.
- To promote financial awareness and training throughout the Trust.
- To interpret matters of policy/procedure/statute and ensure the Trust's compliance and initiate appropriate action arising.

### **Line Management**

- Directly lead and manage finance and associated administrative staff and other appropriate staff as directed by the Principal/CEO
- Motivate staff and facilitate teamwork and good practice, overseeing staff career development including performance management, and reviewing training developments.
- Monitor the effectiveness of the staff in meeting the needs of the Trust.
- Ensure that staff are fully trained and skilled to ensure their efficient and effective performance.

### **General Responsibilities**

- Contribute to and uphold the overall vision, mission and identity of The Royal School and Trust.
- To be an active member of the Trust's Leadership Team and support the development of school strategy and school improvement planning.
- Recognise own strengths and areas of expertise and use these to inspire, advise and support others.
- Promote teamwork, working in partnership to ensure effective working relations.
- Treat all users of the Academies within the Trust with courtesy and consideration.
- Be aware and comply with equal opportunities and all Trust policies at all times.
- To assist with the development of policies and procedures as may be required outside remit of role.



- **To maintain a presence in local and national professional networks and through these, and other means, ensure a continuous overview of appropriate policies and developments to keep abreast of current and best practice.**
- **To produce, and respond to, complex correspondence from stakeholders and external agencies.**
- **To participate in training and other learning activities and performance development as required.**
- **To maintain confidentiality at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.**
- **Other duties commensurate with the senior nature of the post, as directed by the Principal/CEO**

## Person Specification



Attributes	Essential	Desirable
<b>Education, Qualifications &amp; Experience</b>		
Educated to degree level or equivalent	✓	
Professional accountancy qualification e.g. ICAEW, ACCA, CIPFA, CIMA	✓	
Successful experience in senior financial management and strategic leadership either in the public or private sector with accountability for a complex resource base	✓	
A track record of successful financial leadership	✓	
Experience of leading and managing large budgets	✓	
Experience of leading and developing staff and teams and developing strong financial understanding across an organisation	✓	
Experience of building and managing strong relationships with professional and regulatory bodies	✓	
Evidence of entrepreneurial and innovative thinking leading to the development of commercial opportunities to maximise income		✓
Experience of working within an educational setting to include working with Governors, Trustees and/or Board of Directors (or similar)	✓	
Knowledge and experience of managing procurement and contracts	✓	
Successful experience of working with external auditors and agencies	✓	
Experience and knowledge of ESFA funding arrangements and the Academies Financial Handbook	✓	
Experience of risk management strategy and maintenance of a risk register	✓	



Attributes	Essential	Desirable
<b>Knowledge and Skills</b>		
Ability to work strategically and to seek and implement creative solutions	✓	
Ability to interpret complex financial information, advice and statute and use this to devise policy/practice autonomously	✓	
Highly effective administrative and organisational skills	✓	
Excellent leadership skills and the ability to motivate, inspire and challenge	✓	
Excellent communication skills (written, oral and presentational)	✓	
Proficient in the use of MS Office, School Management systems and Financial Management and Information systems	✓	
Effective planning and organisational skills	✓	
Up to date knowledge of accountancy, professional codes of practice.	✓	
Up to date knowledge of Data Protection and Freedom of Information Acts and ability to work with sensitive information maintaining high levels of confidentiality	✓	
Up to date relevant knowledge of Company and Charity law	✓	

**Attributes**

**Essential**

**Desirable**



**Personal Qualities**

**A knowledgeable and broad understanding and interest in education (primary & secondary) with a strong moral purpose**

✓

**A positive, enthusiastic outlook with the energy, drive and determination to succeed**

✓

**Resilience, the ability to work under pressure and to meet deadlines**

✓

**Ability to manage own workload without direction, having the ability to prioritise in order to meet tight deadlines**

✓

**A commitment to safeguarding and promoting the welfare of children and young people  
A commitment to The Royal School's vision and values**

✓

**Commitment to own professional development and willingness to undertake further training**

✓

**A shared belief in and commitment to the Values and Vision of The Royal School**

✓

**An awareness, understanding of and commitment to equal opportunities**

✓

**Ability to be self-aware, reflective and self-critical**

✓

**Flexible, creative and innovative**

✓

**A positive & enthusiastic outlook with the energy, drive and determination to succeed**

✓

# Benefits Of Working At The Royal

The Royal School offers significant benefits for its staff:

- Regular CPD programme and investment in training
- Staff laptop
- Cycle to work scheme
- Opportunities for you and your family to attend boarding activities e.g. parties, Alton Towers, visits to cities and museums
- Two additional weeks holiday compared to many schools (one week prior to Christmas, one week early in the summer)

The school's distinctive ethos and culture where a truly holistic view of the personal development of the child is central to all that we do. The wider 'enrichment' programme at this all-through 4-19 boarding and day school is essential and helps develop confident pupils well equipped for life beyond the school. All staff contribute to this extensive programme with their personal interests and to join in with existing activities.

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# Application process

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Application Deadline	9am Friday 25th October
Principal Meetings	Email PA to the Principal ae@theroyal.school
Interview Date	Interviews will be arranged upon review of individual applications
Enquiries and completed applications to:	Lynne Callaway lcallaway@theroyal.school



## How to find The Royal School

By Car: Postcode WV3 0EG

By Rail: Wolverhampton Train Station is located at WV1 1LE.

## The Local Area

The Royal primarily serves the local Wolverhampton area, as well as Shropshire, Staffordshire, and the greater West Midlands. We also maintain our long-established boarding culture and have 80 boarding places taken up by students from far and wide.

Wolverhampton is a vibrant city in the West Midlands, where you can enjoy a rich cultural and historical heritage.

Ideal for family days out to support learning visits can be made to Wolverhampton Art Gallery, Bantock House Museum Wightwick Manor.

The Halls, The Grand Theatre and Arena Theatre offer shows and entertainment.

Close to Baggeridge Country Park, West Park, The Wrekin, countryside is close to relax and enjoy walks.

Close transport links to Birmingham and Telford for more culture, shopping and a diverse selection of cuisine and entertainment.





**The Royal School Wolverhampton**

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