



# The London Oratory School

1863

## Director of Finance and Premises

Further particulars

Wisdom

*In being wise, we do not  
but refer what we learn  
we know already.*

**Job title:** Director of Finance and Premises

**Salary Scale:** in the region of £64,000-£73,000, or increments thereof, depending on qualifications and experience

**Hours:** Full Time (52 weeks p/a) Core hours to be available in school are for 40 hours a week (excluding lunch breaks). At present, the day commences with a short, 'touch base' Senior Staff meeting daily at 8.10am.

No additional payment will be made for overtime or irregular hours, including attendance at the relevant governor committees.

**Meals:** a school lunch is provided in the Houserooms, Monday-Friday, term time.

**Contract type:** Full Time, Permanent

**Leave:** The annual leave entitlement will be 25 working days, (excluding public holidays) to be taken at times agreed with the Headmaster. Holiday entitlement increases to 27 days after five years' service and 30 days after 10 years' service.

**Probationary Period:** 6 months

**Start Date:** 1 December 2021, or nearest

**Closing date:** Tuesday 26 October @ 4pm

**Interviews:** w/c 1 November 2021

The appointment is conditional on the person appointed satisfying the governors' medical advisor as regards medical fitness. The appointment will be subject to **three months' notice** in writing on either side.

The Local Government Pension Scheme is available to all members of non-teaching staff.

The appointment is subject to *The London Oratory School Handbook for Non-Teaching Staff*, **except where alternative provision is made in this document.**

*The list of duties below is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DFP will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headmaster. Roles are kept under regular annual review in consultation with post-holders, and can be subject to change as the needs of the organisation evolve.*

### **Reporting to:**

- the Headmaster;
- the Director of Finance and Premises post requires daily communication to Senior Staff; it is the most senior non-teaching staff position;
- the post also reports to the Governors' Finance and Resources Committee (held at least half termly, after core hours) and, as a member of this committee, must set and circulate the agenda, maintain the minutes and attend Full Governing Body meetings;

- the post also carries with it trusteeships of the Friends of The London Oratory School and the Foundation, contribution schemes

**Responsible for/Line Managing:** Finance Manager; Finance Assistant; Estates Manager; Cleaning Services (outsourced); Catering Services (outsourced); on-site School Shop; Lettings; oversight of FLOS and the Foundation

**Working with:** H&S Committee; GDPR Committee; Senior HR Executive (especially on Non-Teaching Staff Pay and Conditions, payroll and taxation issues); governance professionals (formerly known as clerks); Chair of Finance and Resources Committee

## Task Structure

### A. Company Secretary

1. As Company Secretary, to keep the statutory books of the Company, lodge the required documents with the Registrar of Companies and with the Charity Commission and ensure all legal compliance
2. To monitor developments in legislation affecting the conduct of charities and private companies and their liability to tax, and draw to the attention of the Governors any that may affect The London Oratory School
3. As a trustee, to have the oversight of the Friends of The London Oratory School parental contribution scheme, ensuring that all financial controls are in place and operable
4. As a trustee, to have the oversight of the Foundation accounts
5. To be the point of co-ordinating with governance professionals (formerly clerks)

### B. Financial Management and Controls

1. To act as the School's chief financial officer, taking overall responsibility for the school's detailed financial procedures. The DFP should thus play both a technical and leadership role.
2. To ensure a system of highly effective, compliant financial management and other controls through the full and thorough implementation of the relevant **Academy Trust Handbook/Academies Financial Handbook**, including: financial oversight; financial planning, budget setting and monitoring and auditing; reporting to the Chair of the F&R committee, and external bodies, such as the ESFA; cash and investment management; directing and delivering internal scrutiny; preparing annual accounts and external auditing arrangements; managing GAG; to ensure tight controls are in place to prevent and/or rapidly detect instances of fraud, theft, other financial irregularities and cybercrime; supporting staff with delegated budgets.

3. To take full responsibility for the successful clearance of the annual audit, maintenance of contracts register and all ESFA, Companies House, HMRC and Charity Commission returns, including land and buildings returns.

#### **C. Risk Management**

1. To have the oversight of the school's risk and make informed recommendations through the design, maintenance and ownership of the School's **Risk Register**.
2. To be the Chair/lead person of the School's Data Protection team, assisting with the co-ordination and/or execution of FOI and Subject Access requests

#### **D. Procurement**

1. To undertake the competitive tendering for the procurement of goods and services, focusing on excellent value for money
2. To co-ordinate and manage the school's major contractors and sub-contractors, including the school's Catering and Cleaning contractors and any such estates contractors as may be necessary

#### **E. Estates Management**

1. To ensure the strategic and operational management of the school estate and ensure that it is maintained in a safe working condition, including fire, water, gas, electricity and all other forms of infrastructure safety.
2. To ensure that the framework for **Good Estate Management** is constructed, maintained and implemented, reporting frequently to the Headmaster on the issues.
3. To ensure that the grounds are maintained in immaculate condition.
4. To identify examples of optimal energy efficiency.
5. To plan, procure, co-ordinate and evaluate all remedial, maintenance and improvement capital and estates works, working with contractors to submit and manage CIF bids, etc.

#### **F. Health and Safety**

1. To lead the strategic health and safety culture of the school, ensuring full legal compliance, information sharing, surfacing, problem solving and reporting. This includes convening and chairing the (minimum half termly) H&S Committee.
2. To lead the health and safety culture of the school, making and leading informed recommendations in relation to COVID adjustments.

#### **G. Data Protection Officer**

1. The DFP is responsible for monitoring compliance with current data protection law, and has the knowledge, support and authority to do so effectively. The post-holder



oversees the School's data protection processes and advises the School on best practice.

Key responsibilities include: convening and chairing the cross-section Data Protection group; advising the School and employees on its obligations under GDPR; ensuring an in-depth understanding of data processing operations, information systems; monitoring compliance with the law; ensuring policies are followed; ensuring data protection training is profiled and scheduled; advice on impact assessments; acting as contact point for ICO; manage FOI and Subject Access requests; manage and monitor GDPR risks and make recommendations to the Head and F&R committee

## H. Lettings

1. To have the strategic oversight of the School's **Lettings Policy** and to make recommendations in relation to it

## Person Specification

Criteria	Qualities
Qualifications and Professional Associations	A degree qualification
	A business or accountancy qualification, such as ICAEW, ACCA, CIMA or CIPFA
	Membership of a relevant professional body, such as ISBL
	A practical understanding of how to demonstrate and develop professionally (up to and including Tier 4) in relation to ISBL's Professional Standards for all relevant dimensions of the role: <a href="https://isbl.org.uk/Standards/index.aspx">https://isbl.org.uk/Standards/index.aspx</a>
Experience	Successful leadership and management experience in a school, or in a relevant field outside of education
	Involvement in school self-evaluation and improvement planning
	Experience of change management
	Leading on own – and team – staff development
	Experience of leading on data protection
	Experience of strong, value for money focused negotiating skills
Knowledge and Skills	FMS SIMS, or any other school based relevant accountancy software, or MIS, especially PS Financials
	Payroll management
	Project management of major capital works and infrastructure projects
	GDPR knowledge and understanding
	Familiarity with Access Budget Software
	Familiarity with Lloyds Commercial Online Banking
	Familiarity with Every software for raising and reporting on maintenance issues
	Advanced Excel skills
	Commitment to the mission and values of the School



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Personal Qualities	Commitment to acting with integrity, honesty, loyalty and fairness, to safeguard the assets, financial probity and reputation of the school
	Ability to work under pressure and to prioritise effectively
	Proactive and communicative, and highly effective in sharing information and co-ordinating with others
	Flexibility
	Practical awareness of how the role can contribute to a strong safeguarding and child protection culture