



Prior Park Schools

Appointment of Director of Operations & Finance 2019



Prior Park
Schools

AN INTRODUCTION

Prior Park Schools (PPS) is a charitable trust comprising 3 independent but interdependent day and boarding schools set in the beautiful South West of England and Gibraltar. Prior Park College (PPC), the senior school and The Paragon School, the junior school, both in Bath and a senior school in Gibraltar. Each school provides high achieving, Catholic/Christian co-education. The heart of Prior Park Schools is the encouraging Christian ethos which nurtures over 1,000 pupils aged between 3 and 18 years to become confident, capable, compassionate and independently minded young people.

Each School has a Head Teacher and a Leadership Team who lead the day to day educational business of their respective schools. The Governing Body provides governance and support for the Head Teachers and their schools via a number of Advisory Committees which include Local Governance Committees for each of the schools and a Finance, Audit & Risk Committee (FAR).

The Executive management of the schools is devolved to a Board called the Prior Executive Board (PEB) which comprises the Head Teachers of each constituent school, The Director of Operations & Finance as well as the Director of Marketing and Director of Development. This Executive Board drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education. The PEB is chaired by the Head of PPC with the agenda and papers provided by the Director of Operations & Finance.



OUR SCHOOLS

With over 600 pupils, Prior Park College, in a most beautiful setting on the southern slopes of Bath, is one of the largest independent, co-education, Catholic, Christian boarding and day schools in the UK. Whilst retaining full-time boarding at its heart, Prior Park caters for day and weekly boarding students offering stimulating opportunities for students to contribute to a vibrant and creative community. The College aims to inspire and challenge every one of its students to prepare them for the next stage of their lives.

The Paragon is a co-educational Christian day school based in a beautiful Georgian house a mile from the centre of Bath. The school enjoys 7.5 acres of gardens and woodland and shares in the superb science, sport, drama, dance and other facilities of Prior Park College half a mile away. With a full range of indoor and outdoor teaching facilities The Paragon cultivates a love of learning and encourages independent and creative thinking. Catering for some 275 children from 3-11, the school offers a broad curriculum taught in small classes by teachers with a real passion for their subject with the majority of pupils progressing to the College.

Prior Park School, Gibraltar is a recent introduction to our family of schools, having opened in 2016 as Gibraltar's first co-educational senior school, following the same Catholic/Christian ethos as Prior Park College. Currently the school has 200 pupils with students in all year groups and an ultimate capacity of 240.



THE ROLE

The role reports to the Chair of the Governing Body. The PEB and Governing Body share a Vision for PPS for 2025 and beyond. They now wish to appoint a talented, skilled and empathetic The Director of Operations & Finance to work as part of a team to help deliver that Vision and thereby become the modern Christian Catholic Schools of choice in the communities that we serve.

The Director of Operations & Finance has overall responsibility for the management and leadership of all support (non-teaching) elements of the Schools and is both the Director of Operations & Finance and the Clerk to the Governors.

The key elements of the role are to:

- Manage and coordinate in partnership with the PEB the delivery of the “business of education”
- Manage, integrate and develop the business, operational and financial functions of the schools
- Ensure the delivery of timely and efficient support services to each school
- Assist in the generation of additional financial and other resources for the schools through the successful delivery of new and innovative as well as existing commercial activities and offering appropriate guidance to the Development function
- Guide and help develop the governance and oversight of a growing and ambitious group of schools

He or she will be responsible to the Chair of Governors for the business, operational, material and financial functions of the schools and the governance of PPS as a whole.



JOB SPECIFICATION

Key responsibilities and accountabilities include:

- Member of the PEB
- Provision of business advice and support to the PEB and the Governing Board
- Compliance with a demanding regulatory framework
- Financial management and administrative support
- Human resources and its link with safeguarding
- Estates management including oversight of all major capital projects
- Operational functions including:
 - IT
 - Transport and security
 - Catering
 - Housekeeping arrangements
 - Wellness Centre
- Maximising non-academic revenue within the limitations of school life
- The group Marketing function
- The Development function

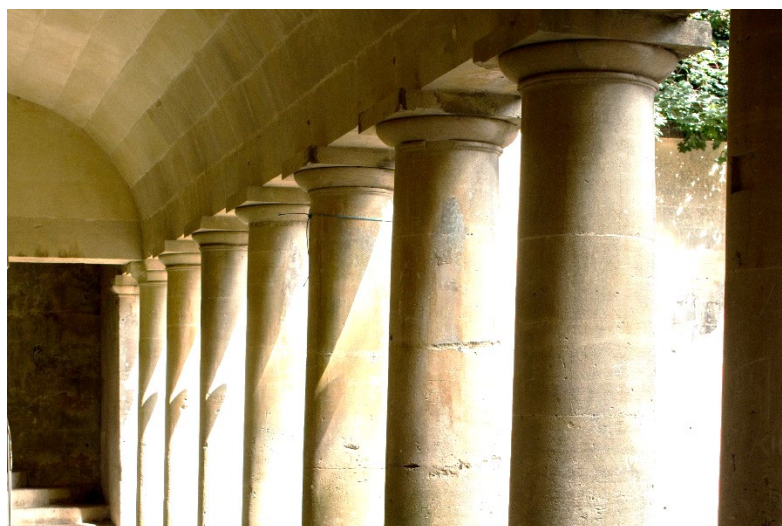
Financial management and administrative support

- Financial planning, management and control: maintaining strong financial control over all PPS activities. This includes maintaining and implementing financial policies and standing financial instructions
- Responsibility for the production of monthly and termly accrual-based management accounts
- Preparing annual phased budgets and rolling financial forecasts
- Advising on and implementing annual school fee increases
- Financial modelling, sensitivity analysis and benchmarking performance. Long-term financial planning
- Financial reporting and accounting in accordance with Governors' and regulatory requirements
- Payment of salaries and wages, including tax and National Insurance
- Oversight of all pension arrangements
- Liaising with professional advisers including Auditors, Bankers and Insurance Brokers etc.
- Revenue raising; ensuring that all appropriate sources of revenue are identified and exploited. This includes providing line management and support to the Development Office and Events Management function including the letting of property to third parties and outside organisations
- Efficient collection of fees and other sources of revenue including the sensitive management of parent debtors

- Efficient use of all resources including identifying and exploiting under-used assets to best advantage
- Oversight of the provision of the major services and suppliers including periodic re-tendering and re-appointment
- Improve the efficiency of cost management
- Analysing costs and keeping statistical records as required, including those relating to bursary and scholarship schemes
- Implementing the award of bursaries at all PPS schools
- Ensuring the maintenance of Asset Registers and supervising the supply, upkeep, security and control of the fixed assets

Management

- Provide an overall assessment to both PEB and the Board of Governors on matters that need to be considered and addressed to ensure that we deliver on the “business of education”
- As a senior member of the PEB to provide support for the Head Teachers and to the Board of Governors in the development and implementation of the PPS strategy and vision
- Planning and decision making: ensuring that the Governors and the Head Teachers are speedily and fully informed on all financial, statutory and administrative opportunities and threats facing the School and that, at all levels, decisions are taken with a full understanding of their financial implications
- Line management of the Development function and support to the Head Teachers in development fundraising including major campaigns
- Line management of the Director of Marketing
- Preparing KPIs for review by the Board of Governors and its Advisory Committees/LGCs
- Assisting the Head Teachers and their deputies in the development, review and implementation of all school policies



Estates, Grounds and Maintenance

- Overall responsibility for delivering improvements to and refurbishment/maintenance of buildings, grounds and facilities
- The preparation of maintenance schedules and the keeping of statutory records
- Developing and implementing rolling maintenance plans for each school
- Capital development: oversight of a capital development programme including the delivery of major capital projects
- Maintenance and costings of the schools' capital and aspirational plans and providing Head Teachers, Governors and the SMT with the data on which to make decisions
- Procurement and maintenance of cost effective and sustainable utilities
- Overseeing site security including fire protection
- Managing the letting of school premises, consistent with the needs of each school
- Proper maintenance and efficiency of installations and plant for electric and gas supplies, heating, lighting, ventilation, domestic hot water, cooking, water softening, swimming pool and laundry plant operations and the supervision of clinical safety (i.e. measures to prevent legionellosis etc)
- Drawing up outline specifications for new buildings, liaison with architects and consultants, obtaining tenders, planning permission etc., placing contracts, supervising performance of contracts and ensuring best value
- On-going development strategy and plans for each site (Space Audits)

Catering and Operations

- Oversight and management of the catering provision through the contract with Thomas Franks at PPC
- Oversight at TPS of the supervision of the in-house catering provision ensuring high quality varied meals, within budget and in accordance with hygiene and safety standards
- Oversight and management of domestic services/logistics, including cleaning and housekeeping, laundry/sewing services
- Ensuring there are efficient arrangements for management of school vehicles and pupil transport



Legal and Human Resources

- Providing or procuring legal advice for the PLT and Governors on employment matters, copyright law, company law, contract law, property law, charity law and the constitution of Prior Park Schools, and ensuring the Schools' compliance in all matters
- Managing the PPS Risk Register
- Take responsibility for GDPR with the support of a Compliance Lead
- Acting as coordinator for Access for the Disabled
- Advising on the legal and financial implications of Charitable Status
- Developing and implementing effective HR policies and processes, including advising on contracts, recruitment, disciplinary proceedings and grievances
- Maintaining the Single Central Register
- Support the Deputy Head (Pastoral) on staff welfare
- Recruitment, management and development of all support staff
- Ensuring that members of the support staff are appropriately trained to carry out their duties and encouraging professional development where it is appropriate.

Health & Safety

- Responsible for all matters to Health & Safety, compliance, fire safety, accident reporting and risk assessment
- Advising the Head Teachers and Governors on School Policy

Information Systems

- Managing the development and implementation of the IS operational plan
- Oversight of all information resources and systems
- Ensuring effective systems for risk mitigation and disaster recovery



Clerk to the Governors

- The Clerk to the Governors is the principal conduit for the submission of advice from the PEB to the Governors and is responsible for the following:
 - The coordination and production of business plans and strategic plans
 - Overseeing the development of the PPS strategic plan
 - Supporting coordinated strategic development through the work of the PEB
 - Assisting Head Teachers in their maintenance of strategic plans
 - Liaising with the Head Teachers to ensure that the strategic plans of PPS and of each school are all compatible with each other
 - The development of strategic financial plans
 - In conjunction with nominated Governor(s), maintaining a table of strategic risk, and coordinating steps to mitigate such risks.
- Convening meetings of the Governing Body, FAR and its sub-committees and maintaining a meetings calendar
- Consulting with the Chairs of committees over the agenda and circulating the supporting papers
- Attending meetings to give advice as required
- Arranging for minutes of all meetings to be kept and issued in a timely manner
- Establishing and servicing Governors' panels for hearings associated with staff disciplinary matters, the exclusion of pupils or the complaints procedure
- Supervising changes in membership of the Governing Body and its sub-committees in accordance with appropriate Terms of Reference
- Providing induction material for new Governors, including a copy of the governing documents and AGBIS' Guidelines for Governors, and finding suitable training for them
- Advising Governors on legislation and guidance affecting their responsibilities and liabilities, securing appropriate insurance for the Governors, and taking professional advice on Governors' behalf
- Ensuring that appropriate policies and procedures are in place
- Undertaking any other tasks to ensure the smooth running of the Governing Body

PERSON SPECIFICATION

Professional Specification and Personal Attributes

The ideal candidate will demonstrate the following qualities and skills:

- Ability to maintain and develop productive and long-term working relationships with the Chair, Heads and Board members as well as good relations with members of the teaching staff.
- Proven track record of successful management of people, finance and other resources; and of the delivery of organisational change
- Strategic thinker, with the capacity to provide high level input into key areas
- Excellent communication , influencing and negotiating skills
- Enabling style of people management and a proven ability to motivate, enthuse and drive forward individuals and teams to achieve high performance
- Be an expert team leader, decision maker and multi-tasker. Able to work loyally in a team and to challenge, debate and engage
- Qualification to degree level with extensive expertise in a relevant business environment; a specific business management degree or post-graduate qualification is desirable
- Drive, tenacity, energy and an appetite for hard work
- IT literate to a high level of use, aware of and using social media professionally and effectively
- Significant understanding of charity, employment and planning legislation
- Entrepreneurial and creative in finding solutions
- Personal ethos of excellence and aspiration
- Experience of, or familiarity with, the role of Clerk to the Trustees or a Governing Body including an understanding of charity law and the requirements of the Charity Commission in relation to independent schools
- Have an empathy with the Catholic Christian ethos of Prior Park Schools.
- Understand the challenging educational marketplace today, in order to have creative business ideas and be conversant with the workings of a school

TERMS OF APPOINTMENT

Conditions

A competitive salary package will be offered.

Apart from normal school hours, the post holder will work such hours as shall be necessary properly to discharge their duties and meet the needs of the organisation.

In addition to normal Public and Bank Holidays, there are 30 working days holiday. Annual leave is to be taken with due regard to the needs of the Schools.

The post holder will be entitled to join the support staff pension scheme to which PPS contributes 5.1% of salary. There are associated death-in-service and permanent ill health insurance benefits as part of this scheme, and there is also a separate Stakeholder Pension Scheme.

Other benefits include free car parking, free lunch during term-time, the use of school facilities e.g. fitness centre, swimming pool etc.

The appointment of the successful candidate will be subject to a satisfactory medical examination paid for by the Trust, standard pre-employment safer recruitment checks and clearance from the Disclosure and Barring service under the enhanced procedure.

Child Protection and Data Protection

Prior Park Schools is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

In the course of employment at PPS staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way in which they use such information. Staff should not act in any way which might be prejudicial to the Schools' interests. Information which may be included in the category covers both the general business of each school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.



APPLICATION PROCESS AND INTERVIEW TIMELINE

Application Process

Applications should be emailed to the HR Department : recruitment@priorparkschools.com
Please include the following with your application:

- A completed application form including the name of three referees
- A full CV
- A covering letter of not more than two pages summarising your proven ability related to the job and person specifications

The closing date for applications is 6.00pm on 16th October 2019

Timeline for Interview Process

Closing date for applications is 6.00pm on 16th October 2019

Candidates will be contacted by 25th October 2019

References will be taken up and candidates will be asked to undergo psychometric testing prior to interview.

Long list interviews will be held at Prior Park College on 8th November 2019

There will be a chance for long-listed candidates to have a tour of Prior Park College and to meet with some members of the senior staff

Short listed candidates will be notified by 12th November and will be asked to undertake a competency test prior to the final stage of interview.

Short list interviews will be held at Prior Park College on 19th November 2019

There will be an opportunity for candidates to visit The Paragon School as part of this process and to skype the Headmaster of Prior Park Schools, Gibraltar.

