



Exmouth
Community
College
Academy Trust

Recruitment Information & Job Pack

FINANCE DIRECTOR

Permanent

Leadership Scale L14 - L18

Closing Date: Friday 21 February 2020 at 10.00am

Interview Date: Monday 2 & Tuesday 3 March 2020

Letter from the Principal



Dear Applicant

Thank you for your interest in Exmouth Community College. We have an exciting opportunity for you to join our College and work with highly motivated staff, enthusiastic students, supportive parents and knowledgeable Governing Board. We are a hardworking, dedicated and supportive learning community.

The College is committed to recruiting the very best staff for our young people and as a result I have the pleasure of working alongside a fantastic team of both teachers and support staff. Staff at the College work hard and set high standards for our students and ourselves. Consequently, the College is a stimulating place to work and the professionalism of staff here ensures that the College is constantly moving forward.

In terms of student outcomes at both GCSE and Post 16, we were delighted with many aspects of our results in 2019. We have implemented a range of changes to further improve outcomes such as redeveloping our curriculum offer and introducing accelerated reading at the start of many lessons. We are sure that with our excellent staff, both teaching and non-teaching, we will continue to achieve great results for our students.

If you are looking for a College which is completely focussed on ensuring consistently great teaching and learning, investing in your professional development, and where your passion and ideas will be welcomed enthusiastically, we would love to hear from you.

I hope that you find the information in this pack to be both interesting and informative. I would also urge you to explore our website to get a deeper understanding of why we are so proud of this dynamic College: www.exmouthcollege.devon.sch.uk

Having myself only joined Exmouth Community College in September 2017, I recognise that much time and thought goes into preparing an application which I thank you for in advance and we, in turn, will give your application serious consideration.

If you require any further information regarding the post or the application process, please do not hesitate to contact us.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Andrew Davis'.

Andrew Davis
Principal

The School

Behaviour in lessons is generally good. Pupils told inspectors that there is little disruption in lessons and this was confirmed by the observations that inspectors made.

(Ofsted 2017)

Exmouth Community College is one of the largest secondary schools in the country with over 2,300 students currently enrolled (almost 400 of these in Post 16). The College, which converted to Academy status in April 2011, is set in a leafy split-site location.

Our catchment area extends northwards towards Exeter city boundary and eastwards to include Budleigh Salterton and many attractive rural villages. The College embraces working as part of the community and has strong local partnerships.

The College's mission is to provide a positive, enjoyable and structured approach to learning, where success is rewarded and students' individual aptitudes are given the chance to develop. We are an inclusive school and we pride ourselves on catering for all abilities. We offer a safe, secure, non-threatening environment in which students develop consideration for others, self-discipline and positive relationships. We aim to provide a thorough education which prepares students for their future.



Teachers have positive relationships with their classes and have high expectations of behaviour.

Most pupils respect their teachers, and so interruptions to learning are rare.

(Ofsted 2017)

As an academy, we have more flexibility in the way we manage the College. The Exmouth Community College Trust is overseen by the Governing Board who are committed to delivering the best comprehensive education for the young people of Exmouth and the surrounding villages.

We believe that young people should be given the opportunity to develop the qualities we expect of good citizens. Our curriculum is broad and challenging; designed to stretch students of all abilities and to provide the widest range of opportunities. The curriculum includes, over and above the normal provision,

enrichment, work based learning, Lead Learner and supportive elements; all of which combine to ensure that all students have an opportunity to develop their intellectual and practical skills.



Sixth-form students make strong progress on their courses because they are motivated to succeed and are well taught.

(Ofsted 2017)

In addition the College provides opportunities beyond the classroom in: sport, the arts, adventure, travel and more, everything from Rocket Clubs to the Ten Tors challenge and from Public Speaking to a range of visiting authors and speakers.

The school has a strong pastoral system organised on a Key Stage basis and excellent contacts with partner primary schools.

The leaders of the sixth form demonstrate a genuine passion for the success of all students, no matter what their starting points.

(Ofsted 2017)



Our Vision

Our vision is to create a College for the whole of our community that emphasises the importance of progress and innovation alongside more traditional values such as integrity, honesty and respect. For everyone we will provide the skills, knowledge and awareness to enable all to play an active and positive role in their families, workplace and global community. We will do this through world-class teaching delivered by reflective and skilled practitioners, a broad and differentiated curriculum model and opportunities beyond the classroom.

Teachers are well motivated. They have welcomed the new Principal's recent initiatives to improve the quality of teaching. They are keen to share ideas and consider how they can accelerate pupils' progress.
(Ofsted 2017)

Characteristics of our students

Our focus groups identified eight key characteristic traits that any students from Exmouth Community College should be able to demonstrate and have been given opportunities to learn and develop during their time at the College:



1. Know how to be healthy and stay safe.
2. Always endeavour to show resilience to be the best they can be.
3. Be aspirational and understand their career options.
4. Know how to behave well and respect other members of our community.
5. Have confidence and communicate effectively.
6. Be mutually tolerant and empathetic individuals.
7. Be knowledgeable and able to deeply understand and recall information easily.
8. Be skilled in applying this knowledge in a range of circumstances.

The Area

Exmouth is a town of 40,000+ inhabitants situated at the mouth of the River Exe. As with so much of the South West, employment in Exmouth is largely in the service sector and the College is by far the largest employer in the town. Employers also include primary schools, Exmouth Hospital and a thriving retail and tourist trade.



Exmouth is a very pleasant place to live. It is situated at the start of the Jurassic Coastline which has been officially ranked alongside the Great Barrier Reef and the Grand Canyon as one of the natural wonders of the world. East Devon is an area of outstanding natural beauty.

The town has a marina and the two mile beach front offers a variety of water sports. An indoor tennis centre is attached to the College campus and is used on a daily basis by both the College and the public. Exmouth also has other excellent sporting facilities including a large Sports Centre with two

heated pools, fitness suites, squash and badminton courts. The town has a wide range of hotels and restaurants, a number of pubs and night clubs as well as shopping facilities.

On the outskirts of Exmouth is Woodbury Common. It is a huge and beautiful moorland, ideal for walking, riding, mountain biking and picnics. The common is also the home of Woodbury Golf and Country Club offering two golf courses, one to championship standard. Exeter, the capital city of Devon, is just 10 miles from Exmouth and offers a wealth of shopping, sporting, cultural and historic attractions.

(Post 16) Teachers have good subject knowledge and well-developed strategies for helping students to make progress. As a result, students are challenged to think deeply about their learning in many subjects.
(Ofsted 2017)

Job Description

Title:	Finance Director
Contract Type:	Permanent
Start Date:	ASAP
Salary:	Leadership Scale L14 – L18 (£56,579 – £62,426) Salary on commencement is £56,579 (L14). Annual progression to L18.
Reporting to:	Principal
Responsibility for:	Line management of a number of non-teaching staff within the College. Areas of responsibility will include Finance, Premises and Catering Departments.

This is a full time post, working Monday to Friday for 52 weeks per year. Flexibility will be required to cover meetings outside of normal hours, including Governor and SLT meetings.

Introduction to the Post

Exmouth Community College is seeking an outstanding, inspirational and dynamic leader to take on the role of Finance Director. This offers a unique opportunity for an ambitious, creative and enthusiastic individual to lead a dedicated team of staff committed to get the very best education for our students within the context of the whole College vision.

The College is at a very exciting time in its development and you will be joining a growing Senior Leadership Team who are exceptionally ambitious for both the students within Exmouth and the College as a whole.

As a member of the Senior Leadership Team, the post holder will contribute to the overall development of the College's strategic direction and lead on the provision of a wide range of support activities. The role offers the opportunity to work across a range of areas and alongside other key staff within the College.

As one of the largest schools in the South West, this role presents an excellent opportunity to have a large impact on the development of both students and the College as a whole. The College will also shortly begin work on a £13 million new build on the Key Stage 3 campus which includes 13 classrooms, two ICT rooms, a theatre to seat 450, three Drama studios, library resource centre, activity studio, six design technology rooms and five science laboratories. This work will start in the Summer with a completion date of Easter 2022. In addition, we are expecting further growth and work will shortly start on phase 2 of a new £3 million Mathematics block. Finally, after several years of financial containment the College had a small surplus last year and we are now entering a period where finances will allow for some additional investment to assist our students.

Purpose of the Post

- Contribute to the strategic leadership of the College and support its vision and values.
- Take a lead role in maintaining the strong financial position of the College, in conjunction with the Principal and Governing Board.
- Lead and coordinate the preparation and submission of bids to external agencies for facilities, resources and funding.
- Provide strategic advice to the Principal, Trustees, and senior management on all issues relating to financial matters.
- Uphold good governance and ethical behaviour including exemplary accounting practices, reporting and internal controls.
- Support the Principal in the smooth running of the College.

Key Responsibilities

Finance

- Lead the College's finance function, ensuring its efficient and effective operation in accordance with financial procedures in order to ensure compliance with all relevant legislation, internal and external governance arrangements (DfE, ESFA), statutory requirements and the Academies Financial Handbook.
- Prepare an annual budget for approval by the Trust and provide regular monitoring reports and financial accounts, in line with the trusts reporting schedule, in order to provide confidence to the Governing Board and external agencies on the optimal use of resources, statutory compliance and financial probity.
- Maintain the College's accounts in line with the funding agreement and Academies Financial handbook issued by the funding body and in accordance with the financial regulations and procedures of the College.
- Ensure rigorous, accurate and timely monitoring of the budget and associated reporting to enable effective budgetary control, decision making and sound strategic planning.
- Develop and implement a series of financial and performance management benchmarking tools to provide robust forecasting, modelling and assurance.
- Develop and maintain robust programmes and systems for asset management, fraud prevention and financial audit and control in order to provide high levels of confidence and assurance to the Governing Board and external agencies.
- Ensure the provision of management of statistical returns to external agencies by the required deadlines.
- Prepare the annual accounts to prescribed standards and take responsibility for the completion and submission of regularity reporting.
- Proactively manage the cash position of the College maximising income where possible in line with treasury management practice and policy.
- Manage the Trusts procurement process.
- Help to ensure the College achieves value for money across all its activities, including delivery of services.
- Liaise on behalf of the Principal with the funding body on financial matters.
- Ensure effective financial structures and controls are in place to support robust financial management.

Premises

- Develop a strategic overview for the optimum utilisation of the campus including alignment of funding streams to improvement works.
- Oversee the preparation and execution of planned maintenance schedules and the operation of cleaning, grounds maintenance services and lettings arrangements.
- Develop, implement and monitor robust arrangements for health and safety, risk management, accident reporting and fires/safety evacuation and ensure that these considerations inform the College's strategy, planning and decision making.
- Negotiate and monitor contracts and tenders for the provision of services to the school that will ensure best value for money.

- Work with internal and external parties on large revenue and capital budgets as required.
- Lead on the delivery of all capital projects.
- Prepare the ten year campus development plan for the College in line with the Premises Management and Planning Policy.
- Ensure the highest level of record management in respect of all legally required compliance checks around the campus.
- Ensure quality assurance procedures are in place in respect of all works on site.
- Maximise revenue generation through the commercial letting of the academy premises.
- Apply attention to detail to ensure the internal and external look of the College is of the highest standard to all students, staff and visitors.
- Manage the Premises Manager to ensure delivery of annual maintenance and building projects line with set the objectives.

Catering

- Oversee catering operations at the College in order to maximise the quality and efficiency of the service.
- Ensure that the College's cashless catering system is run efficiently including support for parents and cost control.
- Manage the catering Manager to ensure a commercially based catering operation that delivers high quality within the healthy eating agenda and therefore generates income for the College.

Staff

- Maintain regular contact with other Support Staff team leaders to ensure continuity and efficiency of service provision. Monitor systems to ensure implementation and sharing of good practice across support staff teams.
- Be the Senior Leadership Member on site during school holidays to ensure the efficient delivery of services.
- Provide CPD opportunities where appropriate, for staff through departmental meeting and INSET days.
- Exercise professional skills and judgements in order to support and develop staff and to lead and enhance the professional development of others.
- Assist with the recruitment, induction and management of staff as required.
- Undertake the Performance Management process for staff who fall within your area of line management including appraisals alongside identification of training needs.

Whole College

- Act as project lead on all future Academy conversions/expansion, to include compilation of the business case, due diligence checks and project management of the process.
- Oversee some of the College's Awards events e.g. Premier Awards.
- Oversee and thoroughly evaluate the budget allocations for areas of responsibility, to ensure spending is in line with learning priorities and best value principles.
- Involvement in decision making and policy development across the College, including line management of other work streams across the College dependent upon interest, skills and experience by negotiation.
- Promote equal opportunities so that all learners achieve their potential.
- Act as a positive role model, in terms of leadership, so that staff have a clear understanding of good professional conduct.
- Contribute at staff briefings, Senior Leadership meetings, Governors meetings and any other meetings as requested and prepare necessary documentation for such meetings.
- Contribute to the on-going processes of Self Evaluation and Whole College Planning.
- Ensure that resources are used effectively.
- Take an active part in the wider life of the College.
- Ensure high standards of Health and Safety within the College.
- Ensure compliance to data protection legislation.
- Any other duties commensurate to the post at the discretion of the Principal.

Working Conditions

- Normal office environment.

Physical Demands

- Sedentary – Involves sitting for most of the time but may involve walking, standing and exerting minimal force/lifting light weights occasionally for brief periods of time.

Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications			
Educated to degree level or equivalent	✓		Application, Certificates.
Qualified Accountant registered with a relevant professional body (ACA, CIMA, CIPFA, ACCA or equivalent)	✓		
Prince 2 project management		✓	
Evidence of continuing professional development	✓		
Experience			
Significant knowledge of, and leading, financial management processes and systems in a complex people-orientated organisation	✓		Application, Interview, Assessment/ Observation, Reference.
Experience of managing large budgets	✓		
Experience of negotiating contractual agreements	✓		
Experience of working with others to lead on projects to develop the campus, such as, CIF bids and large building projects	✓		
Experience of a Senior Leadership role	✓		
In-depth knowledge and application of financial and non-financial modelling	✓		
Experience of strategic business planning	✓		
Experience of developing business opportunities to maximise income and student opportunities	✓		
Experience in change management	✓		
Experience of financial, budgetary and risk management	✓		
Experience of leading whole school events		✓	
Skills and Knowledge			
Ability to demonstrate a business focus and commercially minded approach to managing a public finance function	✓		Application, Interview, Assessment/ Observation, Reference.
Excellent communication skills for a wide range of audiences	✓		
Evidence of implementing and developing a range of financial functions	✓		
Evidence of working within the education sector		✓	
Experience of using specific financial software e.g. PSF and Access		✓	
Confident user of ICT, including MS Office packages	✓		
Experience of using project management software e.g. Visio or MS Project		✓	
Personal Qualities			
Ability to establish positive and effective working relationships at all levels within and beyond the College	✓		Application, Interview, Assessment/ Observation, Reference.
A balanced approach to the assessment and management of risk	✓		
A passion for excellence and innovation in pursuit of success	✓		
Commercially astute, articulate, technically strong, insightful with the ability to operate at both strategic and operational levels	✓		
Ability to relate well to children and adults with an understanding and commitment to safeguarding children and young people	✓		

Ability to work well as part of a team and communicate ideas effectively	✓		
High integrity and openness combined with commitment to good governance	✓		
Show high levels of resilience and the ability to manage high levels of responsibility and deadlines both in terms of budgeting and building projects	✓		
Ability to make and justify difficult decisions	✓		
Energetic, highly motivated and an enquiring mind with a passion for excellence in terms of using resources effectively for staff and students	✓		
Willingness to contribute to the senior team and governing body	✓		

Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

Important Information

Please read the *Application and Recruitment Guidance Notes* available from the College website before completing your application.

We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.

To Apply

Please complete the Non-Teaching application form available from the College website. Your completed application form should be submitted before 10am on the closing date.

Email to: recruitment@exmouthcollege.devon.sch.uk

Or post to: Human Resources
Exmouth Community College
Gipsy Lane
Exmouth
Devon
EX8 3AF

Questions?

For further information about this post please contact Amanda Day:

Email: amanda.day@exmouthcollege.devon.sch.uk

Phone: 01395 255687

Our six core values



We will always show **INTEGRITY** and operate in the best interests of the College. Our decisions are based on evidence, honesty and courage.



We recognise that achieving our best is difficult and requires hard work, determination and commitment. We value and aspire to be **RESILIENT INDIVIDUALS** who identify solutions and opportunities, seeing problems as challenges to resolve.



CREATIVITY and innovation are the hallmarks of active participants and good learners and are the key skills required for any successful organisation. We consistently look forward and find opportunities for ourselves and students to explore.



We all strive continuously to use our imagination and be curious about the world around us. We celebrate diversity and the **POWER OF EDUCATION** and learning.



We look beyond current expectations and are open to new ideas, feedback and best practice. We are outward facing, open and optimistic, **EMBRACE CHALLENGE**, persist in the face of setbacks and see effort as the path to mastery.



We are proud of our College. We do many things exceptionally well. As **REFLECTIVE LEARNERS** we find opportunities for feedback, listen to it and act where necessary to improve our performance. Fearless and dedicated we never give in or give up and, where we see others struggle, we reach out and give them support, strength and encouragement to be the best they can be.