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**CANDIDATE INFORMATION &**

**APPLICATION PACK**

**Finance Director**





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Dear Applicant,

Thank you for expressing an interest in the post of **Finance Director** at the Academy.

We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.

We are situated in the Woodberry Down area which is on the Hackney/Haringey border. We have excellent transport links; 5 min walk from the bus stop or 7 min walk from Manor House tube station which serves the Piccadilly Line.

The Academy Core values reflect those of London’s Olympic & Paralympic Games:

**Friendship  Respect  Equality  Determination  Inspiration  Courage  Excellence**

The Academy is also founded on four key pillars: a strong and non-negotiable behaviour policy; first class and genuine pastoral care; outstanding teaching and learning, and the development of the whole person.

In September 2015 we were very excited to launch our brand new sixth form which offers a wide range of academic and vocational subjects. This year, following our first set of A Level and Level 3 BTec results, 96% of our sixth formers who applied to university received a place, including at institutions such as Oxford, Exeter, Brunel, Leeds, Southampton and many other leading universities.

We pride ourselves on our culture of high expectation for every student and are committed to cultivating a happy, disciplined, caring and respectful environment. Our motto, composed by a pupil is, “Be the best you can”. We passionately believe that every pupil, regardless of background or ability, can achieve.



Skinners’ Academy is a truly great school offering an outstanding all-round education and is determined to be one of the best schools in London. We believe that all pupils, regardless of background or ability, should be supported to excel in all that they do.

Thank you for your interest in our Academy. I look forward to receiving your application.

**Tim Clark**

**Principal**

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**Job Description**

**Post Title:** Finance Director

**Grade:** Leadership Scale

Expected Point 13–26, £60,374 - £80,252 pa – subject to experience

**Responsible to:** The Principal

**Purpose of post:**

To report to the Principal and through him, to the Governors, for the effective administration of the school. The Finance Director has the direct access to the Chairman of Governors and the Chairman of the Finance & General Purposes Committee regarding financial fiduciary and legal responsibilities.

The Principal is responsible to the Governors for the overall strategy and vision of the Academy and the Finance Director supports the Principal with a broad leadership role to deliver the vision and run the Academy effectively by taking overall responsibility for the Academy’s physical infrastructure and its business health and all non-teaching functions: finance - income generation and payroll and administration *(depending on experience: Human Resources, ICT and health and safety).*

**Summary**:

The Finance Director is a key member of the Senior Leadership Team who contributes to broader debate about the school and plays a key part in the strategic, operational and administrative management of the school. It is vital that the Finance Director has excellent professional relationships at all levels. The teaching staff needs the school infrastructure to be flexible, efficient and supportive, while parents expect efficient and friendly service with good customer focus. On occasion it may be necessary for the Finance Director to be firm but fair in setting out the Academy’s position.

***The Finance Director’s role is to:***

* Provide strategic input to the Governors and the Principal on all matters relating to business and commercial policy;
* ensure all regulatory requirements are complied with in a timely manner;
* manage and develop the Academy’s business interests and finances, including the capital expenditure programme;
* manage all the Academy’s premises, facilities and support services so that they meet the Academy’s needs and operate smoothly, efficiently and legally;
* manage and motivate teams of non-teaching staff who report directly or indirectly to the Finance Director;
* ensure adequate support functions, controls, reporting and day-to-day management are in place and alert the Principal and Governors to issues, recommending solutions as appropriate;
* ensure activities are managed as economically and effectively as possible in accordance with the Academy’s aims and objectives;
* raise revenue by continued growth of the commercial activities of the Academy;
* discharge duties normally carried out in Academy’s by a Finance Director including project management, financial accounting.
* Out of hours working is expected as necessary.

*Additional areas of responsibility may, depending on the successful applicant, include oversight of Human Resources, ICT infrastructure and Health and Safety.*

**Detailed responsibilities Strategic Leadership**

* ***Vision***: fully support the Principal, SLT and governors in upholding Academy vision and values by delivering the Academy Development Plan and be an integral part of any strategic activities.
* ***Financial management***: provide financial costings to support the Academy’s

development programme regarding capital expenditure and provide the Principal, SLT and Governors with data by which to make informed choices.

* ***Planning & decision making***: ensure the Principal, SLT and governors are fully informed on all statutory and administrative opportunities and threats facing the Academy in order that decisions are taken with a full understanding of their financial and operational implications.

**Business Leadership**

* Make recommendations on business and financial strategy and planning, business oversight, management and control; develop, implement and monitor a financial and business strategy for the Academy in line with the Academy Development Plan
* Maintain strong financial controls over all activities of the school to include monthly cash flow, credit control, bad debts, budgeting and three-year Profit & Loss projections
* Offer guidance on commercial implications; undertake financial modelling, sensitivity analysis and bench-marking performance on financial items
* Long term financial planning to include 3–5 year capital expenditure programme

***Commercial management***

* Revenue development -events, lettings, commercial ventures
* Negotiate with external parties (customers or suppliers)
* Oversee and review the Parentpay Contract as necessary including terms and conditions

***Finance***

*Financial reporting and accounting in accordance with Governors’ and regulatory requirements:*

* Plan, implement and monitor the annual budgets, including end-of-year accounts
* Efficient collection of charges and other sources of revenue
* Secure efficiency savings on the budget by seeking to drive down costs whilst maintaining best value
* Oversight of performance of internal budget holders
* Manage the relationship with the Academy’s bank and making sure that any loans, overdrafts and deposits are at the best available rates

Be responsible for all Academy Financial monitoring by:

* Leading on the annual audit with the external auditors
* Producing all aspects of the management and final accounts to trial balance
* Obtaining and implementing professional advice on tax issues including VAT, PAYE and employment
* Completing and submitting reports to Companies House and the Charity Commission
* Controlling the issuance of payment to suppliers, and is responsible for statements of account including reconciliation
* Authorising payroll and overseeing the administration and control of payroll, ensuring payment of salaries including tax, NI and pension deductions
* Producing comprehensive financial information to support tactical and strategic decision making by the SLT and Governors

***Compliance and Risk Management***

* Ensure that the Academy is fully compliant with agreed policies and legal requirements and is following best practice
* Compliance with DfE regulations
* Compliance with Health & Safety regulations, including risk assessments
* Security of monies held within the Academy and elsewhere
* Provide the Academy with adequate insurance cover
* Review the security of the Academy’s buildings, including fire precautions
* Disaster recovery planning
* Support the Designated Lead in Child Protection
* Draft and update Academy policies as allocated by the Principal/Senior Vice Principal for approval by the Governing Body
* Ensure compliance with Construction, Design & Management (CDM) regulations by all contractors
* Liaise with the Academy’s solicitor as directed by the Principal and Chair of Governors in respect of legal matters affecting the Academy

***Premises and Infrastructure: Academy Buildings and Grounds***

* Oversight of the provision of major services and suppliers, including periodic re-tendering and re-appointment
* Ensure efficient operation of the Academy site through effective maintenance and servicing of all school assets including buildings, plant, school vehicles and equipment to include sporting facilities are fit for learning
* Contract specification and letting of contracts for building projects and facilities development
* Project-manage capital works development programme to successful completion that the governors direct, including liaison with architects and other professional advisers and applying for planning permission
* Manage, including tendering and maintenance, all major external contracts
* Keep the buildings and maintenance schedule of costs up to date
* Ensure efficient use of resources including exploiting under used assets to best advantage
* Secure additional income for the Academy by increasing income through creative use of the premises, for example by extending lettings and activities

***Company Secretary/ Governance***

* Act as the point of contact for external bodies (Companies House)
* Oversee Compliance with regard to company legal requirements
* Provide Finance Director’s report at F&GP meeting and full Governors’ meeting
* Provide updates at full Governors’ meeting on Health & Safety and other regulatory matters

***Leadership***

* Enhance customer relationships with the Principal
* Develop and communicate market awareness and marketing strategy, with the Principal
* Maintain regular communications and updates to all teaching and support staff for example financial updates and plans at INSET sessions
* Be a visible presence around the Academy
* Personal attendance at special events and functions as requested by the Principal or Governors including Parents’ Evenings, Annual Prizegiving Ceremony and other events as directed in order to support operational and strategic requirements

***Management of Administration and Support functions***

* Take responsibility for the administrative function of the school, ensuring that all administration-reception, secretarial, general office - is of the highest quality and provides the best possible support to teachers and senior leaders
* Recruit and appoint, direct and motivate, train and enable non-teaching staff so that they can achieve and exceed the Academy’s goals
* Undertake appraisal and performance management of the Administration and Support teams

***Premises Management***

* Providing logistic support to special events and functions
* Overseeing the work of the Premises team
* Manage the school Catering and Cleaning function

***General***

The duties and responsibilities of the post may vary from time to time according to the changing needs of the Academy. The areas of responsibility may be reviewed at the discretion of the Principal in the light of those changing requirements and in consultation with the post holder and governing body.

**Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children; candidates are required to comply with Academy procedures in relation to DBS checks. If candidates are successful in their application prior to taking up post, they will be required to apply for and obtain an enhanced DBS certificate. The Academy will arrange this for you once you are in receipt of a conditional offer of employment.

**Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

Date of issue: ………………………………

Signature of Post holder: ………………………………

Signature of Principal: ……………………

The following aspects of the job description dependent on the skills and experience of the person appointed. It is possible for the successful candidate to be responsible for all, some or none of the following three areas:

1. ***HR***

Obtain professional and legal advice on matters relating to the management and employment of all staff.

* Maintain staff records
* Oversees DBS checks and ensures that the Academy’s Single Central Record continues to demonstrate absolute compliance with statutory requirements
* Advise on employment matters
* Oversees appraisals and other performance review and management systems
* Lead on absence management and capability issues for all staff
* Supports the Principal in working with the unions

1. ***Oversee the work of the Network Manager who:***

* Oversees the operation of the Academy’s IT infrastructure and network, equipment/ hardware, software/systems–strategy, management and development

1. ***Health & Safety***

Take lead responsibility for the Health & Safety of the school and work with the governor responsible for H&S to determine policy and be responsible for the work of the Health & Safety Manager who:

* Oversees the Academy’s Health & Safety policy, ensuring it is fit for purpose and keeping it up to date
* Organises the Academy’s Health & Safety Committee and chairs it
* Complies with fire regulations and manages the Asbestos register
* Oversees risk assessments in accordance with the H & S policy
* Is the Fire Prevention Officer

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**Post: Finance Director**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to Degree level or equivalent |  | ✔ |
| An appropriate financial qualification (ACA/ ACCA/ CIMA) | ✔ |  |
| **Experience** |  |  |
| Significant experience in a relevant senior finance post | ✔ |  |
| Accounting experience at a high level in a school/academy | ✔ |  |
| Experience in operating and monitoring financial systems and procedures. | ✔ |  |
| Able to identify with and actively promote the goals and ethos of the Academy | ✔ |  |
| Strong commercial awareness | ✔ |  |
| Track record in effective budget preparation and controls | ✔ |  |
| Experience in interpreting financial reports and accounting information for management and identifying actions required as a result | ✔ |  |
| Experience of premises management and lettings |  | ✔ |
| Experience of completing bids for extra funding |  | ✔ |
| A rigorous understanding of the OFSTED Framework regarding effective leadership, management and self-evaluation |  | ✔ |
| **Skills** |  |  |
| Must be well presented and organised | ✔ |  |
| Excellent communication skills in writing and orally at all levels | ✔ |  |
| Ability to work under pressure while maintaining a positive, professional attitude | ✔ |  |
| Ability to work as part of a team | ✔ |  |
| Ability to organise and prioritise workload and work on own initiative | ✔ |  |
| Numeracy and the ability to interpret data accurately | ✔ |  |
| Analytical and problem solving skills | ✔ |  |
| An up to date knowledge of the financial procedures for academies. | ✔ |  |
| The ability to set and monitor the Academy budget, as well as to strategically plan for the financial future of the Academy | ✔ |  |
| The ability to make appropriate recommendations to the SLT and governors and to make them aware of changes in legislation and procedures in a timely manner | ✔ |  |
| Ability to communicate effectively with staff, students, parents and agencies/ statutory bodies etc. and maintain good working relationships | ✔ |  |
| Ability to accurately input information on a database | ✔ |  |
| Flexible and willing to contribute to the success of the team | ✔ |  |
| Experience of using, setting up, maintaining and developing financial systems | ✔ |  |
| Problem solving | ✔ |  |
| Attention to detail in communication and planning | ✔ |  |
| To work with external providers and agencies | ✔ |  |
| To investigate, evaluate, arrange and monitor contracts with external agencies and suppliers | ✔ |  |
| Being a first point of contact for financial information | ✔ |  |
| Awareness of property, copyright and general business legislation | ✔ |  |
| Have excellent interpersonal skills and be able to communicate effectively | ✔ |  |
| Ability to develop good relations with staff and pupils and the wider school community | ✔ |  |
| Proven track record in successful team leadership / managing staff | ✔ |  |
| Ability to work some evenings |  | ✔ |
| IT Skills |  |  |
| Good understanding of databases | ✔ |  |
| Dependent on experience |  |  |
| Oversight of Human Resources, Health and Safety and ICT infrastructure |  | ✔ |

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*******Woodberry Grove*

*N4 1SY*

[*www.skinnersacademy.org.uk*](http://www.skinnersacademy.org.uk)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Post Title :** | | | | **Finance Director** | | | | | | |
|  | | | | | | | | | | |
| **Personal Details** | | | | | | | | | | |
| Family or Last Name: | | | | |  | | | | | |
| First Name: | | |  | | | | | | | |
| Address: | |  | | | | | | | | |
|  | | | | | | | | | Postcode: |  |
| Telephone (Home): | | | | | | Telephone (Mobile): | | | | |
| Telephone (Work): | | | | | |  | | | | |
| Can we contact you on your work number?: Yes  No  (Tick as appropriate) | | | | | | | | | | |
| Email address: | | | | | |  | | | | |
| TRN  (Teacher Reference Number) | | | | | | NI Number**:** | | | | |
| **Referees** | | | | | | | | | | |
| One reference **must** be your **present or most recent employer**, the other a previous employer. References will be requested after the short listing process, prior to interview and before an offer of employment has been made in writing. | | | | | | | | | | |
| **1** | Name: | | | | | **2** | Name: | | | |
| Job Title:  Company Name:  Address:  Telephone Number:  Fax Number  Email:  Relationship: | | | | | | Job Title:  Company Name:  Address:  Telephone Number:  Fax Number:  Email:  Relationship: | | | | |
| I hereby authorise you to take up references from my present employer, my previous employer(s) or the people that I have submitted as personal referees, once I have been notified of an invite to interview. In addition, I hereby authorise you to take up other reference checks as you may deem appropriate. | | | | | | | | | | |
| Signed: | | | | | | | | Dated: | | |
|  | | | | | | | | | | |
| Please give any dates on which you will NOT be available for interview: | | | | | | | | | | |

If there are any gaps in your employment or education please explain them here

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| **Education and Qualifications** | | | | | | |
| Please give details of your education and qualification (most recent first) | | | | | | |
| Dates | | School, College, University, etc | Subject(s) Studied | | | Qualifications/ Certificate/ Grades |
| From | To |
|  |  |  |  | | |  |
| **Work related or professional qualifications / membership & NVQ’s etc** | | | | | | |
| Dates | | Details : Name of Association / Institute/Qualifications | | | Level/or grade of membership | |
| From | To |
|  |  |  | | |  | |
| **Relevant Training** | | | | | | |
| Dates | | Title of Course | | | Details | |
| From | To |
|  |  |  | | |  | |
| I hereby authorise you to carry out checks on all and any of my qualifications from any establishment or employer. | | | | | | |
| Signed: | | | | Dated: | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Present or last employment** | | | | | | | | | |
| Post: |  | | | | | | | | |
| Name and Address of Employer: | | | |  | | | | | |
|  | | | | | | | | | |
| Date Commenced: | | |  | | | | Grade / Salary: |  | |
| Is your present post your sole regular employment? Yes  No  (Tick as appropriate)  If No to the above please name your other employer(s): | | | | | | | | | |
| Reason for leaving / wishing to leave: | | | | |  | | | | |
| Notice required/Date left (if applicable): | | | | |  | | | | |
| Outline of main duties: | | | |  | | | | | |
|  | | | | | | | | | |
| **Previous employment** | | | | | | | | | |
| Starting with your most recent job, please give a summary of all employment, including any relevant unpaid work. Please explain any breaks in employment dates. | | | | | | | | | |
| Dates | | | Employer | | | Post Title / main duties | | | Reason for leaving |
| From | | To |
|  | |  |  | | |  | | |  |

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| --- | --- |
| **Where did you see this post advertised? *If seen on the internet, please specify website*:** |  |
|  | |
| Are you related to, or the partner of, any member or employee of the Academy? If so, please give details (failure to disclose such information shall disqualify the candidate concerned): | |
|  | |
| Please use this section to support the information that you have already provided regarding your suitability for this post and how you meet the requirements of the post. Include everything that is relevant (such as training and experience gained through out-of-work activities) as concisely as possible. Continue on a separate sheet(s) if necessary. | |

Please tick boxes as appropriate in the following sections:

|  |  |  |
| --- | --- | --- |
| **Other details:** | | |
| Do you have the legal right to live and work in the UK? | | Yes  No |
| Is this subject to having a work permit? | | Yes  No |
| You will need to produce photographic identification and proof of the above if you are called to interview. | | |
|  | | |
| **Disabilities** | | |
| Do you have a disability as defined by the Disability Discrimination Act 1995? | | Yes  No |
| **If 'yes'** please give brief details to tell us if there is support which we can provide at interview or in employment if you are offered the job. | | |
|  | | |
| **Personal declarations**  The position you are applying for involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England & Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions, including any that would otherwise be considered ‘spent’ under the act. | | |
| **Convictions** | | |
| Have you ever been convicted of any offence or bound-over or given a caution | | Yes  No |
| **If ‘Yes’** please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘Confidential Disclosure’  NB: If you are provisionally offered this post, you will be required to undergo a (DBS) Disclosure & Barring check. Please refer to the DBS Code of Practice for further information. Having a criminal record will not necessarily be a bar to obtaining a position at the Academy. | | |
| *It will be a condition of your employment that you inform the Academy if you are convicted of any criminal offence (including driving offences). Failure to do so may result in disciplinary action being taken including the termination of your employment.* | | |
|  | | |
| **Data Protection Act** | | |
| Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request and on payment of a fee of £10 the right of access to personal data held about them.  I hereby give my consent to the Academy processing and retaining the data supplied in this application form for an appropriate period of time for the purpose of recruitment, selection and employment. | | |
| Signed: | Dated: | |
|  | | |
| **Declaration**  I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution. | | |
| Signed: | Dated: | |
| *All candidates applying for employment via email will be require to sign and date this form if invited to attend an interview* | | |

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|  | |
| Equal Opportunities Recruitment Monitoring Form | |
|  |  |

Please complete this monitoring form and return with your application form. Below we explain why the details that you provide are important both for you as an applicant and for us as an organisation committed to equal opportunities. An applicant with a disability who meets the essential criteria for the job (with a reasonable adjustment where appropriate) will be invited to interview.

The Academy is working towards equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us to achieve this aim we ask you to complete this monitoring form. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and for no other reason.

We understand that some applicants will be hesitant to provide the personal details requested, but please be assured that this information is confidential and will only ever be processed or analysed on a completely anonymous basis. By completing the information you will be helping us to ensure that you and others receive fair treatment when applying for jobs with us.

The request for this information and the uses to which it will be put are within the scope of the Data Protection Act 1998 which allows for the collation and reporting of sensitive data for monitoring purposes.

**Please complete this form, which will be detached from your application form before your application is progressed to the short listing stage of the recruitment process.**

|  |
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| Equal Opportunities Recruitment Monitoring Form |

The monitoring form will be kept separate from the job application form, to ensure that none of the information you have provided is used in the selection decision. The information that you provided will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.

If you have any queries or concerns about any part of this monitoring form, please write to the Principal and we will look into the points that you raise.

Thank you for completing this form. We wish you success with your application.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | | **I consider my gender to be:** | | | | | | | | | | | | | | | | | Male | | | | |  | | | | | Female | | | | |  | |
|  | |  | | | | | | | | | | | | | | | | |  | | | | |  | | | | |  | | | | |  | |
| **2.** | | **I consider myself to have a disability:** | | | | | | | | | | | | | | | | | Yes | | | | |  | | | | | No | | | | |  | |
|  | |  | | | | | | | | | | | | | | | | |  | | | | |  | | | | |  | | | | |  | |
| **3.** | | **I would describe my racial or cultural origin as:-** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  | | | | | | |  |  |  | |  | | | | | | | | | |  | |  | |  | | |  | | | | |  |
|  | **a** | **Asian** | | | | | | |  |  | **b** | | **Black** | | | | | | | | | |  | |  | | **c** | | | **Chinese** | | | | |  |
|  |  | Asian – Bangladeshi | | | | | | |  |  |  | | Black – African | | | | | | | | | |  | |  | |  | | | Chinese | | | | |  |
|  |  | Asian – British | | | | | | |  |  |  | | Black – British | | | | | | | | | |  | |  | |  | | |  | | | | |  |
|  |  | Asian – Indian | | | | | | |  |  |  | | Black – Caribbean | | | | | | | | | |  | |  | | **d** | | | **Irish** | | | | |  |
|  |  | Asian – Pakistani | | | | | | |  |  |  | | Any other Black background  please specify | | | | | | | | | |  | |  | |  | | | Irish | | | | |  |
|  |  | Any other Asian background  please specify: | | | | | | |  |  |  | |  | |  | |  | | |  | | | | |  |
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|  | **e** | **Mixed** | | | | | | |  |  | **f** | | **White** | | | | | | | | | |  | |  | | **g** | | | **Other Ethnic Group** | | | | | |
|  |  | Asian & White | | | | | | |  |  |  | | White British | | | | | | | | | |  | |  | |  | | | *please specify:* | | | | |  |
|  |  | Black & White | | | | | | |  |  |  | | White European Union | | | | | | | | | |  | |  | |  | | |  | | | | |  |
|  |  | Any other mixed background | | | | | | |  |  |  | | Any other White background | | | | | | | | | |  | |  | |  | | | …………………………… | | | | | |
| please specify: | | | | | | | please specify: | | | | | | | | | |
|  |  |  | | | | | | |  |  |  | |  | | | | | | | | | |  | |  | |  | | |  | | | | |  |
| **4.** | | **I am aged:** |  | | **Years** | | | | |  | | | **Months** | | | |  | **Date of Birth (DD/MM/YY):** | | | | | | | | | | | | | | |  | | |
|  | |  |  | |  | | | | |  | | |  | | | |  |  | | | | | | | | | | | | | | |  | | |
| **5.** | | **How did you hear about the vacancy for which you have applied?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | |  | | | | | | |  | | | | | | | | |  | | | | | |  | | | | | | |  | |
|  | | Intranet (Skinners’ employees only) | | | |  | | | | | | | Job Centre Plus | | | | | | | | |  | | | | | | Professional Journal \* | | | | | | |  | |
|  | | Internet\* | | | |  | | | | | | | Friend or relative | | | | | | | | |  | | | | | | Other \* | | | | | | |  | |
|  | | Evening Standard | | | |  | | | | | | | National Press \* | | | | | | | | |  | | | | | | \*jobs.tes.co.uk | | | | | | |  | |
|  | |  | |  | | |  | | | | |  | | |  | | | | |  | | | | | | | | ………………………………… | | | | | | | |
| **6.** | | **I am a member or follower of the following religious group:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  | | | | | |  | |  | | | |  | |  | | | | |  | | | | |  | | | | |  |  | | |  |
|  | **a** | **None / No religion** | | | | | |  | |  | | | | **d** | | **Hindu** | | | | |  | | | | |  | | | | | **g** | **Sikh** | | |  |
|  |  |  | | | | | |  | |  | | | |  | |  | | | | |  | | | | |  | | | | |  |  | | |  |
|  | **b** | **Buddhist** | | | | | |  | |  | | | | **e** | | **Jewish** | | | | |  | | | | |  | | | | | **h** | **Other** | | |  |
|  |  |  | | | | | |  | |  | | | |  | |  | | | | |  | | | | |  | | | | |  | *please specify:* | | |  |
|  | **c** | **Christian** | | | | | |  | |  | | | | **f** | | **Muslim** | | | | |  | | | | |  | | | | |  |  |
|  |  |  | | | | | |  | |  | | | |  | |  | | | | |  | | | | |  | | | | |  | ………………………… | | | |

***HOW TO COMPLETE THIS FORM****: Mark your responses by putting an 'X' in the box or by clicking on the appropriate box*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| **TO BE COMPLETED BY APPOINTING OFFICER ONLY** | | | | | |
| **Short Listed** |  | **Interviewed** |  | **Appointed** |  |

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**FINANCE DIRECTOR**

**Leadership Scale: Expected pay range, Point 13–26, £60,374 - £80,252 pa**

**subject to experience**

Required, as soon as possible, a committed and experienced Finance Director for this dynamic, popular and high achieving academy in Hackney, London.

The postholder is responsible for the management and strategic planning of a £10 million budget. The Academy also possesses an endowment to support our vibrant and varied extra-curricular offer.

As a key member of the SLT you will work closely with the Principal, Governors and other senior leaders and play a key role in the strategic, operational and administrative management of the Academy. The Finance team is small but has significant experience of the School’s systems.

The role is primarily financial, but the ability to take responsibility for Health and safety, and/or HR would be an added advantage.

For a full job pack please go to: [www.skinnersacademy.org.uk](http://www.skinnersacademy.org.uk)

Please note this post allows substantial access to children. Therefore in accordance with our Safer Recruitment Policy the successful candidate will be required to apply for, and hold, an enhanced DBS (Disclosure & Barring Services) certificate. The Academy will arrange this for you prior to you taking up your post.

**Closing date for applications is Friday 08 December at 12 noon**

**Interviews to be held on Friday 15 December 2017**

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