HIGHGATE WOOD SCHOOL

Application Information

Director of Finance & Operations

September 2023
(or sooner if possible)

HIGHGATE WOOD SCHOOL

Headteacher: Patrick Cozier BSc (Hons), MA, NPQH

Montenotte Road
Hornsey
London N8 8RN
t: 020 8342 7970
f: 020 8342 7978
e: admin@hws.haringey.sch.uk
t: twitter.com/highgatewood

"The school has a strong sense of community among pupils and staff. Pupils enjoy school and behave well in lessons. Pupils work hard in lessons. They are committed learners who want to achieve. Leaders are passionate about building a school with a culture of inclusion at its heart."

Ofsted – November 2021

Dear Applicant,

I am delighted that you have shown an interest in applying for the Director of Finance and Operations role at Highgate Wood School for September 2023. On behalf of the Governing Body, I look forward to receiving your application should you choose to join us and be part of our mission of 'To inspire our students to be confident and open-minded through exceptional teaching in a caring school community'.

As Director of Finance and Operations, you will play a key role in shaping the development and the strategic direction of some of the school's critical operations through your oversight of Finance, HR, Premises, IT, Health and Safety, Administration and community relations. Ideally, you will already hold a similar role at a senior leadership level and be looking to progress your career. Our fantastic students, dynamic friendly and committed staff and a highly ambitious and talented leadership team work very successfully to ensure we continue to go from strength to strength and remain a truly great school. We expect the successful candidate for this post to fit in with and contribute positively to this ethos.

In particular, candidates should:

- Have two or more years' experience of working in a lead finance role in a maintained school or significant finance and operations experience outside of education
- Demonstrate a track record of stakeholder management; development of colleagues and being an approachable and collegiate leader
- Have knowledge of Human Resources, Health and Safety, IT and School's Funding requirements.
- Have sound technical understanding of school leadership issues
- Can work hard in a fast moving and demanding school environment
- Be computer literate with working knowledge of SIMs and school finance packages.
- Possess a proven ability to lead complex initiatives
- Demonstrate success in improving operational effectiveness of an organisation
- Can set, manage and update budgets
- Can make accurate judgments about strategic operational decisions and interventions
- Have demonstrable experience of leading operational budgets for developing innovative approaches to resource management
- Open to further professional development
- Have a good sense of humour and be a team player

We offer you exceptional professional development and career progression with positive working relationships at all levels and an ambitious, dynamic and supportive Leadership Team. Additional benefits include Cycle Scheme, Tech Scheme, Get Active London as well as access to School Advisory Services for wellbeing, welfare and Counselling & support services

At Highgate Wood School we are proud of the way our exam results continue to improve year on year at both key stages 4 and 5. This reflects the skill and dedication of our existing staff and the hard work of our fantastic students. I am sure you will get a sense of enthusiasm within the school for what we are accomplishing and hope you can see yourself as someone who could share in this progress and make your own significant contribution in our collective journey to improve our students' experiences and outcomes even further.

Traditional values of **courtesy**, **consideration**, **contribution** and **cooperation** (the 4Cs) underpin the school's ethos and are at the core of our expectations of what we have come to call the "Highgate Wood Way". Our motto is **Everyone Matters, Everyone Achieves,** and this is demonstrated in the way we value every student as an individual, and by the numerous opportunities through which their potential is identified and nurtured.

We firmly believe that the biggest influence on someone's success is how hard they work, how focused they are and how well they respond to feedback. So, we recognise the huge importance of perseverance, resilience, focused practice and hard work in enabling people to grow, develop and achieve. We ask all members of the school community – students, staff, parents and governors – to adopt this "can do" approach in dealing with all the challenges that face us.

We encourage our staff to be positive with our students and to develop warm and friendly relationships with them based on mutual respect. If you are someone who is prepared to always put students first, work hard, have the highest expectations of yourself and our students and you are a great team player, then you may well be the person that we are looking for.

We have the good fortune to be located in a very attractive area of North London, surrounded by woods and sports grounds. The school boasts excellent facilities, both within the classroom and beyond it. A significant part of the school was rebuilt or refurbished under the BSF programme so we have extensive IT facilities, our own all-weather sports pitch and tennis courts as well as enviably equipped music, art and drama classrooms and facilities. We also offer on-site car parking for staff. Highgate tube station is 10 minutes' walk from the school and the school is very close to bus routes W5, 41 and W3. The W7 bus offers a swift link to Finsbury Park tube and Hornsey over ground station in Crouch End is also close by.

Induction for new staff is well structured and effective and our exciting CPD provision offers a range of opportunities for all staff to build on their existing skills and develop new ones. We participate in the Employee Assistance Programme, which aims to provide further support for all staff. Staff well-being is a key concern, and we offer a range of support including a yoga session each week. Highgate Wood School is happy to support successful candidates in finding accommodation with the possibility of the school paying your deposit and claiming it back in monthly instalments through your salary.

Highgate Wood School is committed to safeguarding and promoting the welfare of children and young people and the post is subject to satisfactory references and an enhanced DBS check.

The closing date for applications for this role is **09:00am on Monday 22nd May 2023**

You can apply via the link on the TES website or by sending your completed application form directly to the HR Manager, Michelle Spencer at hr@hws.haringey.sch.uk. CVs alone will not be accepted.

Interviews will be held within week on W**ednesday 24th May 202**3

I hope you find our application pack helpful. I shall be pleased to answer any further questions you may have.

Yours sincerely

Patrick Cozier
Headteacher

Job Description - Director of Finance and Operations

Reporting to: Headteacher

Salary: Salary Scale PO8 (£55,980 - £59,262)

Relationships: The post holder will be responsible for the line management of: Data Manager, Network Manager, Office Manager, Facilities Manager, Finance Manager & Communication and Marketing Manager

Job Purpose:

- To ensure the successful and strategic financial management of the school and its day-to-day efficiency in all aspects of Finance.
- To play a central role within the School Leadership Team (SLT) and make a significant contribution to whole school policies and ethos.
- To provide support and guidance to the SLT on all finance and operational matters.
- To lead on the promotion and marketing of the school and local community relations.
- To provide strategic leadership and development of the resource and business functions of the school.
- To provide strategic financial information for the Headteacher and the Governing Board and to be responsible for the financial affairs of the school.
- To provide and oversee operational management for all aspects of business services including finance, HR, facilities, school administration, catering, IT and health and safety.
- To maintain the systems and processes in place and identify new ones to support the school

Key Responsibilities:

Strategic Leadership and Management

- Attend Senior Leadership Team (SLT) meetings and appropriate governor meetings.
- Influence strategic decision making within SLT
- Plan and manage change in accordance with the strategic plan
- Provide strategic and operational leadership in all areas of responsibility
- Performance management of support staff with respect to all areas of responsibility, through regular meetings, setting appropriate targets for performance, providing support and challenge and undertaking regular reviews.
- Maintain an up-to-date understanding of relevant educational issues, policies and legislation and incorporate the implications within the operation of your role

Finance

Working with the Headteacher the post holder will prepare an annual budget for the school to be submitted to the Governing Body and will provide specific expertise in long-term financial management.

The post holder will be responsible specifically for:

- Ensuring the school has appropriate financial systems and managing these in accordance with the agreed policies and timetable, ensuring accurate financial records are maintained and reported to the Headteacher, Governors and the DfE.
- Line management of the Finance Manager.
- To cooperate, initiate and manage audit procedures as necessary.
- To produce the statutory accounts for the school and to ensure all the required EFSA reporting requirements are met.
- To monitor payroll information, checking for accuracy and ensuring compliance with pay policy with the HR Manager.
- To ensure the school complies with PAYE, NI, VAT and other legislation
- To ensure regular banking/accounting of all monies
- To ensure ordering of goods and supplies and approval of invoices for payment within agreed regulations and to monitor the quality of purchases.
- Supporting staff responsible for delegating budgets with procedures which enable them to monitor these budgets.
- Submitting capital bids to the DfE/EFSA/Local Authority, monitoring and control of capital expenditure on buildings, grounds, placing of contracts, appointment and monitoring of contractors
- Manage the tendering for all service contracts; monitoring all insurance policies, with a view to cost effectiveness
- Ensure timely and effective support for the Governors, attending meetings and providing general support to ensure the effective conduct of their business in accordance with the articles of governance and financial regulations policy
- Assist the Chair of the Finance and Premises Committee.
- To manage special projects as required, particularly those concerned with sponsorship and income generation and to write bids for funding as required
- Promoting the school's activities and premises with the objective of maximising letting income, within agreed policies
- Provide strategic advice to the Headteacher and Governing Board on the long term and short-term budgets for the school
- Be responsible for monitoring the actual spend against forecasted spend and offering immediate advice to the Headteacher on areas of concern
- Have responsibility for ensuring that all staff follow the school's financial procedures and appropriate clear policy guidelines are in place and acted upon
- Ensure that all financial activities comply with statutoryl regulations
- Ensure that *"Best Value"* principles are applied to all appropriate purchasing decisions
- Oversee the ordering, receipt of goods and authorisation of payments through the school's financial system
- Lead and manage operation of the school bank accounts, including monthly reconciliation of bank statements
- Liaise with and provide information to the school's auditors and ensure that recommendations are implemented.

Human Resources
The post holder will share oversight with the Headteacher of the recruitment, interviewing and appointment of staff with a view to making the best use of physical, financial and human resources.
The post holder will work closely with the Headteacher and the HR Manager and be responsible specifically for:

- Ensuring consistency in the induction process, performance management policy and training strategy for all new appointments to the associate staff team
- Ensuring Safer Recruitment protocol in line with DfE KCSIE policy across the school in liaison with the HR Manager; all legal checks are carried out, recorded and training is in place
- Maintenance and accuracy of the Single Central Register
- Monitoring the effectiveness of staff in order to best meet the needs of the school
- Oversee an efficient payroll service for all staff in conjunction with the HR Manager and external pay roll provider
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff

Facilities
The post holder will be responsible for the overall management and maintenance of the buildings, grounds, fabric and furnishings of the school with the Headteacher.
Specific responsibilities include:

- To monitor and oversee the quality of work by contractors, site staff and cleaning staff, reporting to Governors as appropriate
- To ensure that the best use is made of premises personnel and to be responsible for their allocation of hours and pay
- To monitor the work of on-site contractors and arrange for estimates for work
- Ensure the supervision of relevant planning and construction processes is undertaken in line with the contractual obligations.
- Ensure the safe maintenance and security operation of the school premises.
- Manage the maintenance of the school site, including the purchase and repair of all furniture and fittings.
- Ensure the continued availability of utilities, site services and equipment.
- Monitor, assess and review contractual obligations for outsourced School services.
- Ensure a systematic procedure for asset management, which ensures an accurate and current asset register
- Ensure a safe environment for the stakeholders of the school to provide a secure environment consistent with the ethos of the school and its safeguarding commitments.
- Ensure ancillary service e.g., catering, cleaning and IT are monitored and managed effectively and that supplies deliver in accordance with contracts.
- Manage any lettings of the school premises to external organisations, for the development of the extended services and local community requirements.

Information Technology (IT)
The post holder will be responsible for the overall management and maintenance of IT services:

- Through regular contact with the Network Manager, ensure that the IT services are fit for purpose and meet the needs of both staff and students.
- Line management of the Network Manager
- Ensure that IT strategy takes advantage of future technological advances whilst remaining affordable and sustainable
- Establish systems to monitor and report on the performance of technology within the school, liaising with external providers and experts as needed
- Manage existing, and the introduction of new technology within the school - delivering outstanding value for money

- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT, including teaching, learning and assessment systems.
- Develop and manage contingency plans in the case of technology failure.
- Provide leadership of ICT systems in the school to ensure their effective and efficient use across the school.

Health and Safety

The post holder will have line management responsibility for the school's Health and Safety Manager and will be required:

- To maintain an oversight of all Health and Safety matters
- To report to the Governors on Health and Safety

School Administration

The post holder will be responsible for those aspects of administration within the school, which do not relate to teaching, supervision and pastoral care of students.

Specific responsibilities include:

- Lead and develop the whole school administrative function.
- To ensure the efficient running of the school's Administration Office and Reception.
- To line manage the Office Manager.
- To line manage the Data Manager and have oversight of all statutory returns, including the School Census.
- To ensure inventories of equipment and stock are maintained and all statutory and statistical returns are completed as appropriate.
- To maintain an overview of GDPR and data protection an assume the role of Data Protection Officer
- Manage systems and link processes across the school to form complete systems

Fundraising & Lettings

The post holder will be responsible for the overall management of fundraising, including the generation of income, primarily from lettings.

Specific responsibilities include:

- Ensure that the premises are used to maximise potential income from letting
- Ensure that the school receives all the government funding it is entitled to
- Work with the others to ensure applications to funding bodies such as charitable trusts and potential corporate donors are made

Community Relations

As part of the SLT, the post holder will be responsible for community relations.

Specific responsibilities include:

- Promoting and establishing arrangements for use of the school site for community and other non-school activities.
- Developing mutually beneficial links between the school and the wider community.
- Maintaining and developing good relations with local residents and the local community

Communication and Marketing

Specific responsibilities include:

- Line Management of the Communication and Marketing Manager
- Oversight of communications strategy
- Oversight of the school calendars
- Oversight of the school's online presence, including the school's website, social media accounts, remote learning and remote conferencing applications
- Oversight of the school calendar and the scheduling of school events through EVOLVE

Person Specification - Director of Finance and Operations

	Essential	Desirable
Qualifications	• Degree qualification or equivalent • Professional qualification in Business Management or Accountancy	• Member of the Institute of School Business Leaders or other professional body
Experience	• At least 2 years' experience in financial, HR, business and/or premises management • Experience of developing effective administrative systems and procedures • Experience of project management • A sound knowledge of the financial workings, budget management and • Accounting techniques of a School (ideal) or other school	• Leadership within the public/ private sector. • Experience of driving through organisational change • Experience of producing a wide variety of reports including detailed management accounts
Knowledge and understanding	• Good knowledge of financial principles and standards • Good knowledge of effective IT administration systems • Clear understanding of HR processes and systems needed to ensure a high-quality professional learning environment • Sound knowledge of policy and practice regarding premises management, health and safety and human resources • Ability to communicate with a range of audiences including colleagues, governors and suppliers • Ability to analyse and interpret complex information and make recommendations	• Knowledge and up to date understanding of child protection, safeguarding issues and procedures and the ability to keep children and young people safe • Knowledge and up to date understanding of GDPR, Data Privacy and Protection and copyright
Skills and ability	• Ability to communicate with a range of audiences including colleagues, governors and suppliers • Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	

	• Ability to show sensitivity and objectivity in dealing with confidential issues • Ability to negotiate *"best value"* with suppliers • Ability to line manage a team effectively • Ability to problem solve • Ability to analyse and interpret complex information and make recommendations • Ability to develop and maintain efficient record keeping systems	
Personal attributes	• A successful enhanced DBS check • Highest levels of integrity, probity and reliability. • Ability to work under pressure • Adaptability to change • Ability to learn new skills and acquire knowledge • Good personal organisation • Attention to detail • A great sense of humour • An interest in wider school issues • A commitment to the ethos of the school • A willingness to participate in any aspect of School life Willingness to participate in further training and developmental opportunities offered by the school, to further knowledge • Excellent interpersonal skills • Able to work as part of a team	

Equal Opportunities and Safer Recruitment

Highgate Wood School is an inclusive employer. We welcome applications from suitable candidates no matter their gender, race, religion, sexual orientation, or disability. Please note that Highgate Wood School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy successful references, an enhanced police / Security Disclosure and Barring Service (DBS) check and right to work in the UK prior to starting employment with the school.