Director of Finance and Operations
Required for September (or sooner if possible)

Grade: Salary Scale PO8 with additional benefits
Working Hours: Full time 52 weeks per year
Contract: Permanent

Highgate Wood School is looking to recruit a Director of Finance and Operations. The successful candidate will play a leading role in the running of a happy and successful school and will take line-management responsibilities for our Data Manager, Network Manager, Office Manager, Facilities Manager, Finance Manager & Communication and Marketing Manager

The successful candidate will:

- 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 can offer:

- A friendly work environment and a supportive leadership team
- Pension, Cycle scheme, Season ticket loan, Tech scheme, EAP
- Continuous CPD
- Happy and confident children who enjoy being at school
- A committed Governing Body and an inspirational Headteacher

Candidates are encouraged to visit the school by prior arrangement. Please contact the Headteacher's PA, Emma Olakisan eol@hws.haringey.sch.uk k for further information or a visit.

Closing date for applications: 9am on 22nd May 2023
Interview date: Wednesday 24th May 2023

How to apply:

- To apply for this post, please visit our website for an application pack and form, https://hws.haringey.sch.uk/about-us/join-us/vacancies/
- Please note that CVs are not accepted in line with Safer Recruitment practices.

Highgate Wood School is committed to Safeguarding and promoting the welfare of children and young people and expects staff to share this commitment. This post is subject to an enhanced DBS check. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence

Please note the advertised actual salary is a range based on continuous service, with the maximum range indicating up to 4 continuous years with local government/schools. The starting salary will be calculated based on the individual circumstances of the successful candidate.