



# Alfriston School Sports College

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April 2021

Dear Applicant

## ALFRISTON SCHOOL

**Role:** Academy Business Director

**Salary:** Bucks Pay Range 9 - 10 Point 46-55 (£44,612 - £57,325) depending on qualifications and experience

**Contract Type:** Full Time, Permanent

**Hours:** 37 Hours Per Week Monday to Friday

**Required to Start:** Summer Term 2021

Alfriston School and Sports College is an outstanding school which provides an exemplary education to girls with moderate learning difficulties. The school converted to academy status from 1st March 2012.

We wish to recruit a dynamic and forward-thinking finance professional who would like to take this fantastic opportunity to play a leading role in setting up our academy organisation and to help shape the future direction and success of the school. The post holder will play a full part in the strategic leadership of the school, as a key member of the Senior Leadership Team and will be responsible for the effective deployment of the school's resources (annual budget approx. £3m). This includes managing the trading subsidiary company in the form of pool lettings.

Previous experience in managing budgets and people is essential – as are strong organisation skills, and excellent analytical, inter-personal and communication skills.

Visits to the school are available on request, please contact Mrs Ellie Davison on 01494 673740 or email [recruit@alfristonschool.com](mailto:recruit@alfristonschool.com).

**To Apply:** Please complete the application form on our website [www.alfristonschool.com](http://www.alfristonschool.com) and write a letter of application addressing each of the bullet points in the person specification. Please email your application form to [recruit@alfristonschool.com](mailto:recruit@alfristonschool.com) for the attention of Mrs Ellie Davison.

**Closing Date:** The Closing Date for applications is Monday 17<sup>th</sup> May 2021 at Noon

**Interview Date:** Wednesday 19<sup>th</sup> May 2021

Yours sincerely

*Jinna Male*

**Jinna Male**  
**Headteacher**



## **ABOUT THE SCHOOL AND STAFF**

Alfriston is an outstanding Special School with Sports College status for girls aged 11-19 with moderate learning difficulties and speech and language and communication difficulties. We currently have 150 girls on roll. We became an Academy on 1st March 2012. The school has been delivering high quality education since 1950. All the pupils have a statement of special educational need and are taught in small groups and with additional support. Our staff are specialist subject teachers and are experienced in working with a range of special needs and abilities.

Pupils attend Alfriston from all over Buckinghamshire and some neighbouring counties. We also have weekly boarding provision for 20 pupils.

We consider the staff team as our most valuable resource. Training and development is a high priority in the school. There is also personal support given to staff to manage the diverse and challenging work needed to support pupils with significant special needs.

At present there are 60 staff employed at the school working in the teaching, support, residential and administrative teams. We are proud of the excellent standard of education provided at Alfriston.

Our website is [www.alfristonschool.com](http://www.alfristonschool.com)

This school is committed to safeguarding and promoting the welfare of children which will be reflected throughout recruitment. The selected candidate will be required to provide suitable references and undergo an enhanced Disclosure and Barring Service (DBS) check before taking up the post.

## **ACADEMY BUSINESS DIRECTOR**

### **JOB PURPOSE**

To act as the leading finance and resources professional, ensuring that the academy meets its goals through continuous improvement in its use of resources and new ways of working.

### **OBJECTIVES**

To provide highest quality advice and support to the Headteacher and Governors in managing the academy's resources. To promote the highest standards of business ethos and ensure the most effective use of resources, including taking lead responsibility for finance, and having oversight of administration, property and provision of other non-educational services.

### **AREAS OF RESPONSIBILITY**

#### **Leadership and Strategy**

- To contribute to the strategic and operational leadership of the academy through membership of the Senior Management Team.
- To ensure that staff are included in the formulation and implementation of academy policies.
- To act as line manager for the Facilities Manager and Finance team.
- To act as a director of the trading subsidiary.
- To undertake annual appraisals for nominated staff members.
- To ensure that proper provision is made for succession planning and cover through training and work shadowing.
- Attend full governing body and governors' committees as required.
- Plan and manage change in accordance with the academy's development/strategic plan.
- Keep up to date with the relevant statutory frameworks and guidance and to advise the Headteacher and Governing Body accordingly.
- Develop a disaster recovery strategy, emergency plan and risk register.

#### **Finance and Compliance**

- To lead the efficient operation of the academy's and trading subsidiary's finances on a day to day basis in compliance with statutory and DfE/funding agency requirements.
- To advise the Headteacher and Governing Body on all aspects of financial policy and practice.
- To produce a draft budget for consideration by the Headteacher and Governors' Finance Committee.
- To submit the annual financial plan to the DfE/funding agency and ensure that Budget Holders are advised of their allocations.
- To monitor the financial position of the academy on a monthly basis.
- To keep the financial plan under review and recommend revisions as necessary during the year.
- To ensure that an equitable balance of accounting takes place within the academy budget.
- To liaise with the DfE/funding agency on all financial and budgetary matters and implement end of year procedures in line with requirements.
- To ensure that the academy complies with all regulations regarding academy finances and most recent audit recommendations.

- To review the draft agenda for the Governors' Finance and Resources Committee, ensuring that all relevant matters of compliance are included.
- To produce and present reports for the governors' Finance Committee showing totals of actual income and expenditure, committed expenditure, an explanation of variances and variances, information on major projects, and predicted outturn.
- To negotiate contracts, tenders and agreements for the provision of support services (including lettings) and to ensure that the performance of contracts is properly monitored.
- To ensure that energy use is effectively controlled.
- To advise the Governing Body on appropriate insurances for the academy.
- To recommend annual updates of the Finance Manual to the Governors' Finance Committee and ensure that all staff are conversant with financial procedures relevant to their roles.
- To produce an annual 3-year budget projection.
- To ensure that the academy complies with relevant statutory requirements including Data Protection and Freedom of Information.
- To manage the finances of collaboration and partnership arrangements with other organisations.

### **Property and Health & Safety Management**

- To have overall responsibility for Property, Services and Health & Safety Issues
- Ensure the Health & Safety Policy is implemented at all times, put into practice and is subject to review, assessment and reporting at regular intervals or as the situation or legislation changes
- Ensure ancillary services e.g. catering, cleaning, grounds maintenance are monitored and managed effectively
- To lead the planning and oversight of property improvement projects.

To undertake any other reasonable tasks required by the Headteacher.

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## PERSON SPECIFICATION

Criteria	Desirable	Essential
<b>Experience</b>		
Preparing and managing strategic financial plans		Y
Managing significant budgets, financial reporting, procurement and fixed assets		Y
Managing change projects		Y
Managing teams		Y
Managing Health and Safety	Y	
Managing within an educational environment	Y	
Managing procurement and contracts		Y
<b>Qualifications and Training</b>		
Recognised appropriate professional qualification (e.g CCAB accounting qualification or NASBM qualification).	Y	
Evidence of Continuing Professional Development	Y	
<b>Knowledge and Skills</b>		
Able to deliver services and systems applicable for effective school management		Y
Knowledge of PS Financials system	Y	
Able to identify and deliver value for money initiatives	Y	
Able to lead teams and individuals		Y
Able to use a range of ICT packages		Y
Understanding of promoting positive relationships within the wider school community		Y
Experience of working in a school setting	Y	
Understanding equality and diversity issues and implications for policy and practice		Y
<b>Personal Qualities</b>		
Highly developed interpersonal skills including influencing skills		Y
Ability to work under pressure and meet deadlines, accepting the flexibility to attend twilight and evening meetings as required		Y
Ability to successfully work with school governors		Y
Ability to work collaboratively with external organisations to maintain a wider support structure for the Academy		Y
Preparation of high quality reports		Y
Willingness to constructively challenge the work of self and others to continually improve own and team performance		Y
To show loyalty and commitment to the school		Y