



**RAINHILL
HIGH SCHOOL**



RainhillSixth

CANDIDATE

RECRUITMENT PACK

CHIEF FINANCE AND OPERATIONS OFFICER



LEARN THINK CONTRIBUTE CARE



LFC ACADEMY
EDUCATION
CENTRE
LFC WOMEN



Centre of
Excellence



Artsmark
Platinum Award
Awarded by Arts
Council England



St Helens
Chamber



STEPHENSON



Good
Provider

WELCOME FROM THE PRINCIPAL



Thank you for your interest in Rainhill High School. I hope you find this information pack helpful. If you would like to know more about us before you apply please see our website rainhillhighschool.org.uk or alternatively contact jobs@rainhillhigh.org.uk

Our school has a long and strong record of academic success, the highest of which was in 2022. The destinations that our students move onto are strong. Our continued focus is on raising the aspirations, achievements and confidence of all our students to ensure they have the best life chances; that all of our students leave us ready to take on the world with conviction and self-assurance. We make no apologies for having the highest expectations of all our students.

Our curriculum is ambitious. Students are expected to work hard, and this is complemented by our excellent pastoral care, support and guidance. You will find the staff here are determined to support academic achievement but also provide a wide range of enrichment and extra-curricular activities both within and beyond the classroom, ranging from trips to New York to football teams in school; all of which are important in building the confidence, resilience and experiences of every child.

Our school's mission is 'In Pursuit of Excellence' in everything that we do and our core values; Learn, Think, Contribute, Care, embody our determination to ensure that all our students receive a first-class education that enables them to take their place in society with confidence. We are a popular and high achieving school on the edge of Merseyside with a very strong reputation locally and significantly oversubscribed.

I am very proud of the continued success of Rainhill High School.

Mrs J Thorogood
Principal

CHIEF FINANCE AND OPERATIONS OFFICER

Role Overview

DIRECTLY RESPONSIBLE TO:
Principal

This is an exciting opportunity for an experienced and inspirational education business professional to act as our Chief Finance and Operations Officer, with responsibility for the non-teaching business and financial operations of the Trust and for ensuring compliance with all relevant regulations and statutory requirements.

COMMENCING:
As soon as possible

We are looking to build on existing financial systems, driving best practice through a range of areas including strategic financial management, procurement, contract negotiations, and tendering. Taking overall responsibility for the financial leadership and management of the Trust to ensure financial sustainability as we endeavour to grow the Trust.

CLOSING DATE:
9am
Friday 26th April 2024

An experienced finance or accounting professional with outstanding leadership skills and a track record of success at senior level, you should bring an enterprising approach to business development, strategy and partnerships to help us achieve our strategic objectives, effectively leading the Trust's finances and contribute to the strategic direction and future of our Trust. The CFOO will have a key role to play in the Leadership Team, contributing to Trust-level decision making and strategies for future growth and development.

INTERVIEW DATE:
Week commencing 29th April 2024

Prospective candidates can visit the school and tour the site on **Tuesday 23rd April 2024 at 4.30pm** by prior appointment by calling **01744 677205**

The successful candidate will be able to demonstrate that they have:

- Financial expertise to help us navigate the current challenges being faced by the education sector.
- A passion for working in the education sector and commitment to our mission and vision.
- The ability to think strategically as well as have a good understanding of the wider context beyond education.
- The ability to inspire confidence and think creatively.
- A commitment to lead through others and empower teams.
- The ability to problem-solve with good organisation and prioritisation skills.
- A commitment to always place our children at the centre of decision making.

If you would like an informal chat about the role before applying, please email jobs@rainhillhigh.org.uk

We believe in investing and supporting our staff to be the best that they can be, as well as giving people ownership of their responsibilities and the autonomy to be proactive. This is a role in which you will get the opportunity to thrive.

Please return application forms to jobs@rainhillhigh.org.uk

We welcome applications from people within and beyond the education sector. If you would like to find out more About Stephenson Multi Academy Trust and the role, please contact Loraine Potter arrange a visit. If you feel this is the role for you, please see the full job description and employee specification in the Applicant Information pack and by visiting our [website](http://rainhillhighschool.org.uk)



“Staff felt that leaders are supportive of their well-being and cognisant of their workload”
OFSTED

***“When I started I thought the school was massive and that I would get lost every day
but you soon find your way, I really enjoy it here”***

Year 7 student

***“I go to Zoology club to learn about animals and how to look after them.
The school has loads of opportunities for you to get involved in”***

Year 8 student

***“My teachers are all really helpful,
if you get stuck they help you to understand”***

Year 9 student

“Leaders follow up on any concerns quickly and effectively”
OFSTED



JOB DESCRIPTION



Post:	Chief Finance and Operations Officer
Grade:	Support Staff Leadership 12-18 – £61,882 - £71,729 pa (dependent on skills and experience)
Contract:	Full Year 37 hrs per week Permanent
Responsible to:	Principal
Responsible for:	Senior Support Management Team, Finance Team, Financial function of school

PURPOSE

The Chief Finance and Operations Officer is responsible for the non-teaching business and financial operations of the Trust and for ensuring compliance with all relevant regulations and statutory requirements.

They will lead and manage the Trust's business functions including Finance, Admin, HR, IT, and Estates & Compliance, and by supporting commercial decision-making, will enable the Trust to work effectively towards the delivery of its vision, aims and agreed strategic direction.

FINANCE, AUDIT AND RISK

The Chief Finance and Operations Officer (CFOO) as part of the Executive Leadership Team, will be accountable for maintaining robust financial management of the Trust. The Chief Finance and Operations Officer will:

- Act as CFOO and ensure the Trust complies with its obligations in accordance with its funding agreements, the Academy Trust Handbook, EFSA guidance and its own scheme of financial delegation.
- Advise and support the Principal in the financial aspects of their responsibilities as Trust Accounting Officer.
- Through the Finance Team, ensure that the Trust follows best practice in terms of financial governance, ensuring the probity and legislative compliance, of all financial transactions, including the integrity and suitability of all control mechanisms (audit and risk management).
- Supported by the Finance Team, ensure preparation, completion and submission of financial returns and reports as required by Trustees, the Department for Education, the Education and Skills Funding Agency, the Charities Commission and Companies House.
- Working with the Principal, annually review the Integrated Curriculum and Financial Planning (ICFP) and prepare an analysis report of View my Financial Insights.
- Manage and develop the Trust's financial systems, including managing users to the PSF system, providing training, considering future system developments, and generating reports.
- Ensure the Trust's approach to internal and external scrutiny is fit for purpose and in line with statutory guidelines, acting as the main contact for internal and external audit and monitoring implementation of audit points.
- Oversee the preparation of the Annual Report and Financial Statements, taking responsibility for the completion and submission of returns in line with prescribed standards, timelines and the Academies Accounts Direction.
- Proactively manage the Trust's relationship with its bankers, to ensure that appropriate and efficient systems are in place for the Trust's accounting procedures.
- Proactively manage the cash position of the Trust and its operating activities, reporting regularly on this aspect of financial management to the Trustees.
- Produce and implement appropriate policies and procedures for the procurement, depreciation, and disposal of all assets for the Trust.
- Keep abreast of funding conditions and distil information to ensure maximum impact is derived.
- Oversee the Finance Team, acting as main point of contact for the two pension schemes for teachers and support staff, dealing with pension queries as appropriate, prepare and sign off the Teachers' Pensions End of Year Certificate and completing all pension forms as employer representative.
- Prepare a high-quality, concise risk register, with any subsidiary reports for Trustees of the Audit and Risk sub-committee. Attend the sub-committee.
- Prepare high-quality reports for and attend the meeting of sub-committee and full Trustees as appropriate/required.

PEOPLE AND INFRASTRUCTURE

The Chief Finance and Operations Officer will be accountable for the efficient and effective business functions of the Trust.

The Chief Finance and Operations Officer will:

- Lead, develop and implement the Academy Estates Strategy, through the Operations Manager, including the oversight of prioritisation, funding and delivery of capital schemes, reducing the carbon footprint of the Trust, and tactical delivery of the Estates Plan.
- Manage the Academy ICT Services contract and Manager, providing the commercial and financial steering on current and future ICT projects.
- Lead the development of a People Strategy in conjunction with the Principal including the evaluation of the Trust's HR provider, policies, wellbeing strategies and resources.

- Manage the catering contract.
- Lead the Academy's Health & Safety approach, through the Operations Manager, including audit, training, strategic partnerships and statutory compliance.
- Oversee the Trust's approach, partnerships, policies and procedures in relation to GDPR.
- Manage Trust contracts including insurance, IT, utilities, catering and payroll & cleaning
- Line manage the Operations Manager, HR Manager, Admin Manager & Compliance Officer as part of SSMT and the Finance Team.
- Manage the appraisal process for all support staff and model the Trust's values in their management of staff in all matters.
- Annually update the Pay Policy and make recommendations to the Trustees Staffing & Pay Committee with regards to pay scales and rates.
- Act as the point of contact for recognised Union officials for HR and business policy matters. The CFOO will think strategically and will provide motivational leadership at all levels of the Trust's organisation.

The CFOO will:

- Provide strategic guidance and leadership of all the Trust's business functions within the Scheme of Delegation, advising the Principal on all matters within this area.
- Contribute fully to wider strategic planning by providing analysis of complex information and forming solutions and guidance.
- Contribute fully to the Senior Leadership Team and attend relevant SLT meetings.
- Continually review and improve the existing systems, processes and policies ensuring they are streamlined, efficient robust, compliant.
- Lead on the management of the Trust's business risks and their effective mitigation ensuring appropriate action is taken to address inherent risks, problems, and irregularities.
- Act as a representative for the Trust in external networks and forums, raising the profile of the Trust, engaging with the wider sector, and ensuring that the Trust is horizon scanning and alert to information, changes and opportunities that could affect its work.
- Prepare high-quality reports for and attend the meeting of the Board of Trustees as required.

Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the school
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Deploy support staff effectively
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues communicate effectively with parents with regard to pupils' achievements and well-being.

PERSONAL AND PROFESSIONAL CONDUCT

All staff is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout the member of staff's career.

- Staff uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a member of staff's professional position having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Staff must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.
- Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

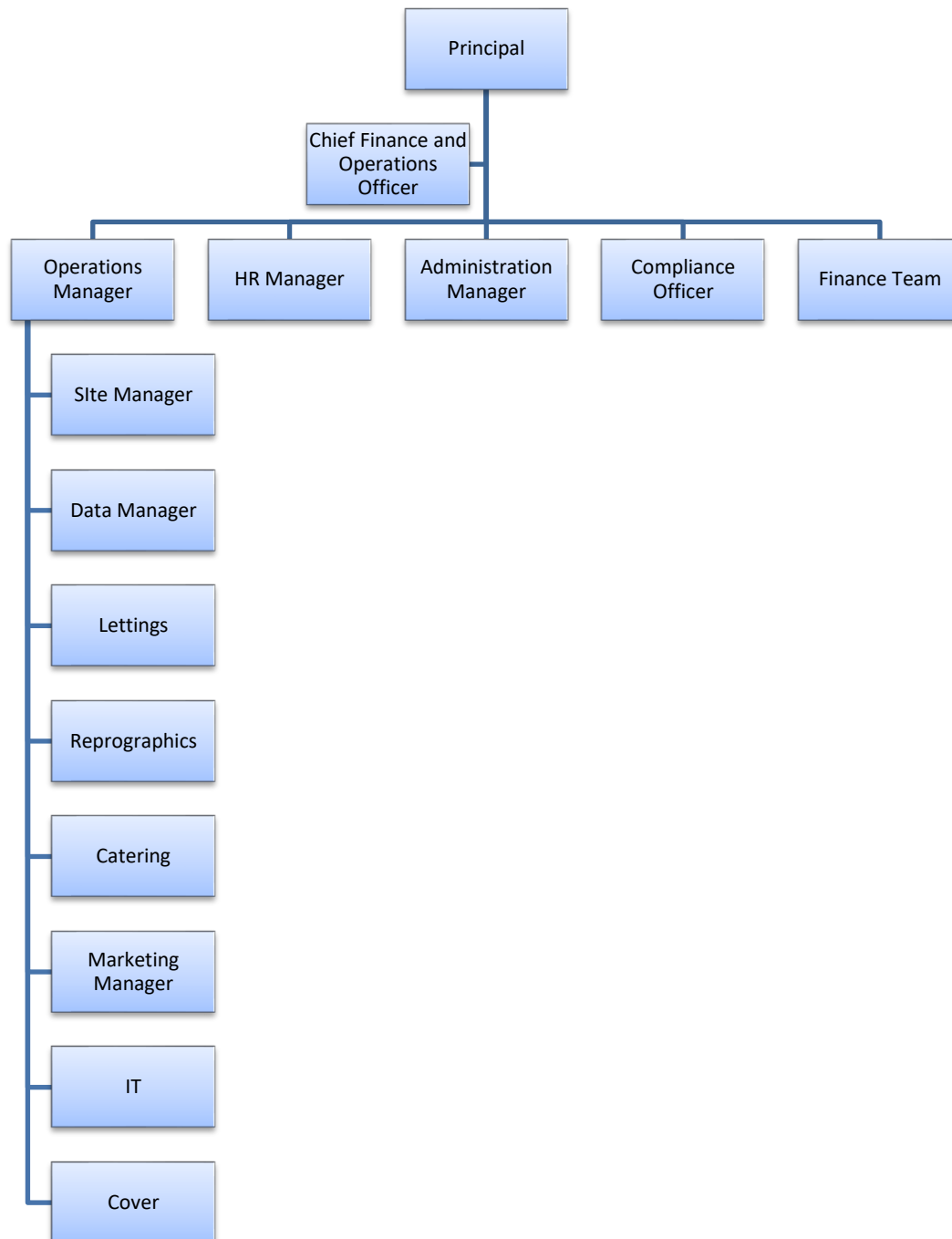
REWARDS AND BENEFITS

- Salary £61,882 - £71,729 pa (Support staff Leadership 12 -18)
- Local Government Pension Scheme
- Annual leave entitlement 28 days rising to 31 days after 5 years service plus all bank holidays
- Cycle to Work scheme, Childcare Vouchers
- On site parking
- Excellent opportunities for continuous professional development and support to develop your career

SAFEGUARDING

Stephenson MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

LINE MANAGEMENT RESPONSIBILITIES



PERSON SPECIFICATION

Criteria	E/D	A/I
QUALIFICATIONS		
Degree in a finance or business-related discipline	E	A
Professional Accountancy qualification, e.g., ICAEW, CIMA, ACCA or CIPFA	D	A
Level 6 Diploma in School Business Management	D	A
Level 7 in Academy Financial & Operational Leadership, or Certificate in the Financial Reporting of Academies (CertFRA)	D	A
EXPERIENCE		
Significant resource management and strategic leadership experience	E	A
Proven track record of successful leadership and building effective teams	E	A/I
Significant experience of leading and managing budgets	E	A/I
Evidence of entrepreneurialism and innovation, with an ability to identify commercial opportunities to maximise income	E	A/I
Experience of working within an educational setting	E	A/I
Experience leading one or more business service discipline such as IT, Finance, HR, Estates and Administration	E	A/I
Successful experience of managing teams of staff	E	A/I
Experience of developing and managing external relationships with professional and regulatory bodies	D	A/I
Experience of working with Governors, Trustees, or similar	D	A/I
Experience in obtaining additional funding and bids	D	A/I
Detailed and up-to-date knowledge of accountancy and professional codes of practice	D	A/I
KNOWLEDGE		
Advanced knowledge of statutory requirements and funding strategies	E	A
Substantial knowledge and experience of managing pro-procurement and contracts	E	A/I
Proven awareness and respect for the highly sensitive status of information and its confidentiality	E	A/I
Knowledge of HR policy, practice and legislation	E	A/I
Demonstrable commercial acumen	E	A
An understanding/experience of working with external auditors and agencies	E	A/I
Understanding of employer pension responsibilities	D	A/I
Up-to-date knowledge of Data Protection and Freedom of Information Acts	D	A/I
Awareness of school support staff NJC contractual terms and conditions of employment	E	A/I/T
Knowledge of the unique characteristics of Schools and Academies	D	A/I
SKILLS & ABILITIES		
Proficient in the use of MS Office applications and Financial Information Systems	E	A/I/T
Excellent analytical skills and sound judgement	E	A/I/T
Ability to direct a multi-disciplinary team effectively and demonstrate excellent leadership skills	E	A/I
Ability to interpret complex financial information, advice, and statutes and to devise policy/practice autonomously considering these	E	A/I/T

Ability to manage own workload without direction, having the ability to prioritise to meet tight deadlines	E	A/I/T
Highly effective communications skills and ability to influence and negotiate effectively	E	A/I/P
Ability to present complex information to a varied audience	E	A/I/P/T
High ethical standards and strong moral purpose	E	A/I
Emotional resilience and maturity	E	A/I
Ability to persuade, motivate, negotiate and influence	E	A/I
Excellent written and presentation skills	E	A/I/P
Ability to work autonomously and flexibly	E	A/I
A personal commitment to lifelong learning and continuous professional development	E	A/I
Commitment to high standards, best value, and continuous improvement	E	A/I/P
Ability to be reflective and self-critical	E	A/I
Proactive and self-motivated	E	A/I
Experience of leadership of health and safety and facilities	E	A/I

E = Essential requirement of the role A = Assessed via the application form D = Desirable requirement of the role I = Assessed at Interview
P = Presentation T = Practical task

HOW TO APPLY



RAINHILL
HIGH SCHOOL

If you wish to discover more about this exciting opportunity, need any further information or you would like to have an informal discussion, please contact Josie Thorogood/Lorraine Potter at Stephenson MAT, loraine.potter@rainhillhigh.org.uk or by phone on 01744 677205.

Please email your application to: jobs@rainhillhigh.org.uk

Site tour: Tuesday 23rd April 2024 at 4.30pm

Closing date: 9am, Friday 26th April 2024

Shortlisting: Friday 26th April 2024

Interviews: Week commencing 29th April 2024

OUR PARTNERS



RAINHILL
HIGH SCHOOL

Founded in 2015 by former Liverpool and England striker, Robbie Fowler, The Fowler Academy's results are impressive. Receiving glowing reports from OFSTED and Pearson qualifications, The Fowler Academy were awarded 'Most Inspirational Post 16 Provider' in 2019's Educate Awards and were shortlisted in the 2021 TES Awards, as best national provider and have recently moved to their new home, the former first team training ground for Liverpool FC, Melwood. Partnerships with the LFC Foundation and Rainhill, The Fowler Academy's blended offer of football and post 16 education is both exciting and innovative, ensuring excellent outcomes for students.



GUIDANCE FOR COMPLETING YOUR APPLICATION FORM

Your application form should be submitted to the school by email to the school's job vacancies email address provided, or by hard copy to the school postal address. Your application consists of two parts; the application form and the optional Equal Opportunities form.

Your application form will be used to measure you against the essential criteria as identified on the person specification. This is your opportunity to sell your skills, abilities and experience. It is important that you read the job description and person specification carefully and ensure that your application is tailored to the role you are applying for. You may also wish to submit a covering letter outlining how your career to date has prepared you for the post.

Take time to check your application form to ensure that you have completed all sections. Also check for any spelling and grammatical mistakes.

The Equal Opportunities form will be used to assist in monitoring the effects of the school's equal opportunities policy in recruitment and selection and will help us to develop and improve.

If you are applying for a post that includes working with children or vulnerable adults, please include the date that you left secondary education. We may contact any of your previous employers to confirm information provided in your application.

Section 6: This is your opportunity to demonstrate to the shortlisting panel how you meet the essential criteria of the person specification. Use specific examples and evidence of your skills, abilities and experience to demonstrate how you meet the criteria.

Section 7: Please provide details of two referees, one of whom must be your current or most recent employer. Referees cannot be relatives or people writing solely in the capacity of friends. If you are applying for a post which involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.

Section 14: In line with the statutory guidance document Keeping Children Safe in Education (2023) the trust will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

You are required to sign the form to confirm that the information you have provided is accurate and true. Providing false or misleading information could result in your application being rejected, a conditional offer being withdrawn or lead to disciplinary proceedings which may result in dismissal. If you send your application by email, it will be deemed that you have signed the declaration. You will be required to sign a copy of your application form if you are invited for interview or if you are offered the post subject to further checks.

Application forms should be returned to jobs@rainhillhigh.org.uk

Please note it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed.

Click here for the [Non-Teaching Application Form](#)



