

SOUTHEND HIGH SCHOOL FOR BOYS

DIRECTOR OF FINANCE AND ESTATES Candidate Information



At Southend High School for Boys, talent is nurtured, and learning is valued. Challenge is welcomed, participation is expected, and achievement is prized. Pupils are happy and prosper at the school. The education we provide is world class.

Welcome

Thank you for your interest in our school and for reviewing this application pack.

I have been a member of the staff team at Southend High School for Boys since January 2005, taking on the role of Headteacher from September this year. This is a great school. Every day is rewarding. The school and governing body are committed to providing a high-quality service so that every child fulfils his or her potential.

We recognise this can only be achieved through the recruitment and retention of talented, motivated employees who are suited to, and fulfilled in the roles they undertake. Please look at our website; it will help give you a sense of our values and offers an insight into the vibrant activity that fills each week.

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Pupils are happy and prosper at the school.

As a grammar school, high academic expectations are central to our purpose, and these are sustained through an extensive programme of support and guidance. Pupils develop their confidence and enthusiasm through a wide range of creative, sporting and other endeavours.

Southend High School for Boys stands on a superb site within walking distance of Prittlewell Station and the centre of Southend. Pupils retain fond memories of their years at the school and stay in contact for many years.

Our school preserves values and traditions from the past and prepares pupils through a contemporary curriculum for the world of tomorrow.

"Contemporary traditions: one with future and with past"

With best wishes



Rachel Worth
Headteacher



....from the Head

About The Role

For over 100 years, Southend High School for Boys (SHSB), has been providing a world-class education inspiring and empowering boys aged 11-16 along with boys and girls in our sixth form, to achieve their full potential. Our rich heritage and commitment to academic excellence, makes SHSB a truly unique and inspiring place to learn and work.

About the role:

The Director of Finance and Estates will provide high quality leadership and management of the Trust's Finance and Estates functions, ensuring that the Trust runs efficiently and effectively in delivering its educational vision, aims and objectives.

Key elements:

- Advising the Headteacher, Trust Board and other school leaders on all matters relating to financial operations and estates;
- Ensuring that sound, appropriate and effective risk management arrangements are in place;
- Ensure that budgets are prepared and monitored appropriately and efficiently, and that annual accounts are delivered in accordance with the Academy Trust Handbook, the EFSA guidelines fulfilling all statutory requirements;

- Effective leadership and management of the finance team; and
- Effective leadership and management of the estates team, ensuring that all aspects of our estate, including areas such as health and safety, building projects and catering contracts are run smoothly and efficiently across the site.

About You:

The successful candidate will lead the promotion and delivery of good financial management ensuring that public money is used appropriately, efficiently and effectively at all times.

The right candidate will be passionate about education, setting a clear vision for finance and estates at Southend High School for Boys that is rooted in the core values of the school. They will also be a creative thinker, with an innovative approach to problem solving.

The ideal candidate will be experienced in a senior financial role and hold an accounting qualification. Previous school/trust finance experience is essential.

.....the opportunity



The benefits

Benefits:

- Auto-enrolment into a contributory pension scheme (LGPS for support staff, employer contribution 25%)
- Free on-site parking and cycle to work scheme
- CPD through internal and external providers (including a subscription to National College)
- Employee Support Programme offering retail discounts and vouchers, a 24/7 confidential advice line, and counselling.
- Specsavers Eye care vouchers
- Free use of the sports facilities

Key terms:

- Hours: 37 hours per week (8.00 – 16.00 Monday to Thursday, 08.00 – 15.30 Friday) with a 30 minute unpaid lunch break. Exact working hours are negotiable with the successful candidate.
- Duration: Permanent
- Location: The post is based on site within the school. It is anticipated that full time presence will be required during the initial months of appointment, however it may be possible to consider a degree of

flexible working from home in later months.

- Remuneration: The Essex Schools' Local Government Pay Scale 12-13 within range of Points 43-49 (£52,805 to £62,861). A starting salary Point would be negotiable depending on skills and experience
- Annual leave: The annual holiday entitlement for this post starts at 27 days plus bank holidays (April to March) and increases to 30 after 5 years' service

To Apply:

Please download an application pack from our website [here](#).

Applications Deadline: 9th May 2025
Start date: 2nd June 2025

Shortlisted candidates will be invited for interview. The need to appoint quickly means we reserve the right to appoint at any time.

Contact: Applicants who require further information should contact the HR Manager at recruitment@shsb.org.uk or telephone 01702 606 200.

.....how to apply



2020 Vision



SHSB's main school, has 180 boys in each year group 7 to 11, and a large sixth form with 400 A-level students - a mix of boys and girls, with over 100 girls. The school was rated outstanding against every inspection criteria (Ofsted 2024) and has been recognised as one of the top schools in East Anglia.

Ofsted referred to 'an ethos of excellence in both academic achievement and a wide range of activities that permeates all aspects of the school' and they described 'the quality of education provided at SHSB as **world-class and second to none**'.



We are immensely proud of our exceptional academic outcomes, which routinely place our students amongst the top performers nationally. However, through our 2020 vision, we are also committed to developing our students as future leaders who are morally, socially and emotionally equipped to take an active role in society.

Pupils spend seven years at Southend High School for Boys: the influence of the school throughout those years can be significant in determining the life trajectory for every student. Our vision is to set them on the path towards young adulthood with the highest aspirations and equipped to make a positive and worthwhile contribution to society – often in the role of leaders. Pupils learn what we teach, but more significantly they learn by how we teach.

Talent is nurtured, learning is valued, challenge is welcomed, participation is expected, and achievement is prized. The school is recognised as a welcoming institution, with an open and friendly approach, where outstanding behaviour is elicited through fostering mature relationships. It is this that makes Southend High School for Boys such a unique, supportive and remarkable place.

Our passionate and hard-working staff deliver the highest standards of teaching and learning, being highly motivated subject matter experts; a fact endorsed by Ofsted. Our staff provide unwavering support and guidance to all students, equipping them with the knowledge and skills to excel.

Our students are ambitious for themselves and for others. They embrace challenge and aim for the highest standards in everything they do. From enriching extra-curricular activities to embracing leadership opportunities, our students develop into confident and capable young men and women who go on to make strong and effective contributions to society.

We successfully blend progressive initiatives with our treasured traditions including our thriving house system which was established in 1908 and remains a very important part of life at SHSB today. People enjoy being part of our community because it is a place where the traditional values, mutual respect, integrity and care are placed at the heart of all we do. Being a part of this school means being part of something truly exceptional, and our students are proud to wear the green blazer.

.....our School, our Ethos

SHSB is a creative and pioneering teaching community. In 2006 we became a Leading Edge school. This accolade recognised our programmes for improving learning and for encouraging innovation. Our philosophy is to share good practice, encourage creativity and nurture innovation so pupils benefit from a stimulating learning experience and staff benefit from collaboration and professional development with like-minded enthusiastic individuals.

The school is strongly committed to supporting staff in their educational research and gives time allowances and subsidies for this. Over a third of our staff have achieved higher degrees during their time with us. We regularly support other colleagues in other schools, having been designated as a regional research hub in 2019, and have a wide-ranging professional development programme.

We were the first secondary school in the Eastern counties to receive the Challenge Award and the first in the world to secure a fifth accreditation, in recognition of our provision for the highly able learners.

Assessors in the report commented: "Southend High School lives up to its aim of 'Nurturing and Supporting Young Talents' through offering exciting and stretching opportunities for learning well beyond those offered in many other schools. Pupils make full use of these opportunities, share responsibility with staff for setting and achieving challenging targets for themselves and are proud of their achievements. Challenge is firmly embedded in all aspects of school life."

Our values are reflected in various accolades including being recipients of the Gold Equalities Award for our pioneering work in this field, as well as being a Fairtrade institution and a Pupil Premium Awards winner.

The school offers an extensive range of extra-curricular activities and has an excellent reputation locally for its sport, music, science and drama. We are proud of the fact that our most able athletes have competed in international competitions, have represented England at World Schools Championships in cross country and athletics and have won over 20 national titles in the last 10 years.

Success isn't only achieved through exceptional performance. It's about consistency, and consistent hard work leads to success.



.....our School, our Ethos



Job Description



Job Overview

- **Job Title:** Director of Finance and Estates
- **Reports to:** Headteacher
- **Job overview:** Provide high quality leadership and management of the Trust's Finance and Estates functions, ensuring that the Trust runs efficiently and effectively in delivering its educational vision, aims and objectives.

Main Duties

Strategic Direction and Development

- Take a full and active part in the leadership, operation and development of the school.
- Work with the Headteacher and Trust Board on the development of the School Improvement Plan, ensuring that it reflects and builds on the school's vision and values.
- Provide strategic advice to the Headteacher, Trust Board and senior leaders on financial issues, strategic financial planning, and management of the school estate.
- Liaise with the Chair of the Finance and Audit Committee, attending and leading briefings at Trust meetings.

Estates

- Lead on the Trust's statutory compliance (School Premises Regulations 2012) requirements, including contract procurement, systems set-up, staff training and implementation of policies & procedures.
- Work closely and liaise with the wider Trust team to ensure that in-school processes, as applicable, are implemented and followed.
- Manage the Trust's Estates budget, ensuring that spend is managed in line with approved budgets and input into termly forecast/budgeting process, analysing and reviewing strategic plans for the estates function.
- Ensure all mechanical, electrical, and public health installations are fully operational and manage all utilities, in order to ensure quality of service and cost-optimisation.
- Project manage capital building projects ensuring appropriate funding sources are identified, writing proposals for expenditure and delivery within scope, time and budget.
- Lead the Trust in consideration of, and planning for, its strategy for Environmental Sustainability



Finance

- Provide financial leadership to the strategic planning process, including annual budgets, periodic forecasts and funding requirements.
- Develop and maintain effective financial systems including Business Continuity Plans and procedures.
- Prepare the Trust's annual budget, working closely with the Headteacher and Board of Trustees to ensure consistency with the Trust's strategic and financial objectives.
- Monitor the income and expenditure budgets across the Trust, identify and giving early warning of difficulties.
- Provide accurate and timely information to enable effective budgetary control, cash flow forecasts, decision making and sound strategic planning.
- Manage and lead on the reporting requirements associated with ESFA capital funding. Ensure that effective financial structures and controls are in place to support robust financial management across the Trust.
- Ensure the Trust complies with its obligations in accordance with the funding agreement, the Academies Accounts Direction and Academies Trust Handbook issued by the funding body and in accordance with the financial regulations and procedures of the trust.
- Prepare and maintain the Trust's annual accounts to prescribed standards and take responsibility for the completion and submission of these and all financial returns to the EFSA in accordance with prescribed deadlines of regulatory reporting.
- Ensure the Trust's annual accounts are properly audited, presented and adequately supported by the Trust's underlying records; including the maintenance of effective systems of internal control.
- Ensure the Trust maintains an accurate and up to date fixed asset register in accordance with accounting requirements.
- Liaise with the Finance & Audit Committee and act as lead liaison with internal and external auditors to coordinate all processes, reviews and outcomes to enable them to operate effectively.
- Proactively manage the Trust's cash position and its operating activities, and report regularly on this aspect of financial management to the Board of Trustees.
- Maintain the financial and operational considerations of the trust Risk Register.
- Manage the staff pay budget (and associated payroll systems) and liaise with the HR manager to ensure appropriate authorisation for payroll.
- Oversight of Teachers Pension and Local Government Pension Scheme provision and compliance as Authorised Officer.

Job Description



Premises

- Work with and develop the premises team to manage out of hours cover, investigation and response to emergency callouts as needed, and deliver Health and Safety at Work requirements.
- Support the premises team responsible for the maintenance of all Trust buildings, grounds and utilities, and establish/operate an agreed program of planned preventative maintenance ensuring that repairs and remedial works are carried out in-house, calling on contractors as required.
- Work with the Facilities Manager to create and manage the decoration, maintenance and display schedule to ensure the buildings and environment represent excellence across the Trust.
- Keep up to date with changes in relevant health and safety law, fire and building regulations, ensuring prompt compliance, implementation, and monitoring of regulations.

Contracts Management

- Deliver a strategic oversight of contracts on site, operating a permit to work system as required, ensuring safeguarding requirements are met. This always includes general security and access control, which may include being called outside of normal working hours to deal with security problems or emergency repairs.
- Ensure the efficient budget planning for contracts within delegated budgets.
- Monitor the contracts to ensure that all service level agreements are met, including the catering contract.
- Management of the external catering contract and associated compliance, communication and internal/external liaison.

Line management, People & Services

- Responsible for all people management aspects for the finance team, premises team, and cleaners, including their recruitment, performance management and training to ensure high levels of commitment, performance and productivity.
- Schedule, prioritise and supervise the work of all members of staff employed within the area of responsibility; including effective liaison with teaching and support staff to ensure that all facilities for teaching and learning are as high quality as possible.



Trust Compliance

- Achieve the most competitive pricing for goods and services for the Trust, complying with current and relevant procurement legislation and Trust policies.
- Ensure the Trust is compliant with all the policies, rules, and procedures, including Fire and Health & Safety legislation, and other legislation relating to the functions within the scope of the role.
- Ensure fire risk assessments are in place and reviewed regularly and that appropriate fire safety and evacuation measures are in place and the school is safe.
- Ensure that general risk assessments and management plans are up to date and implement any action plans to rectify any deficiencies identified.
- Be responsible for the oversight of day-to-day management of Health and Safety (H&S) within the Trust, reporting back regularly to the Headteacher with an action plan to ensure a solution focused approach to areas requiring remedial action.
- Be on-site contact for the external Data Protection Officer, with associated procedures

General

- Promoting and safeguarding the welfare of children and young persons with whom you come into contact.
- Responsible for the day-to-day management of all Trust's finances and the management of the Trust's estate; ensuring the school is well-maintained, safe, and secure for all site users.
- Ensure high standards of site supervision and effective use of resources to enhance the learning environment for pupils and staff.

Person Specification



Qualifications & Experience

- Professional Accountancy qualification or finance related qualification at graduate or postgraduate level (ACA, ACCA, CIMA, or equivalent)
- Relevant Health and Safety qualifications and/or willingness to undergo training as required
- *(Desirable) IOSH certification*

Knowledge, Skills and Experience

- Proven track record of senior financial management and strategic leadership experience in the charity sector (education sector would be highly desirable)
- Experience of charity funding methodologies and compliance (education sector would be highly desirable).
- Experience of preparing annual budgets and in-year re-forecasts
- Knowledge of current legislation affecting such items as taxation, payroll, pensions and VAT.
- Significant experience of working with stakeholders to develop strong financial understanding and empathy across the Trust enabling budget holders to effectively develop and manage their budgets.
- Experience of preparing monthly management accounts and reports and year-end accounts ready for audit.
- Significant accounting and computer skills.
- Ability to present complex information to a wider audience requiring high levels of negotiation, persuasive skills with diplomacy and confidentiality, and with the ability to report and challenge as necessary.
- Ability to use initiative to increase efficiency and effectiveness.
- Experience leading, coaching, and motivating staff, ensuring professional development and effectively challenging and managing any underperformance.
- Able to work with a range of internal and external partners.
- Knowledge and experience of managing procurement and contracts for services.
- Able to manage several projects at once, prioritising accordingly to meet deadlines.
- Excellent written and oral communication skills.
- Understanding of relevant legislation, policies and procedures, and the ability to apply this understanding to real situations
- *(Desirable) Experience in obtaining additional funding streams*
- *(Desirable) Experience of managing whole-organisation change*
- *(Desirable) Confident in using Management Information Systems (MIS)*
- *(Desirable) Familiar with Education Skills Funding Agency reporting arrangements.*
- *(Desirable) HR administration and payroll management/authorisation*
- *(Desirable) Knowledge or training within Facilities/Estates management and maintenance, ideally within an educational setting.*

Behaviours/personal attributes

- Genuine passion for and a belief in the potential of every pupil.
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background.
- Professional outlook, detailed orientated and able to multitask and meet deadlines.
- A collaborative approach to working in teams, as well as able to use own initiative.
- Calm and professional under pressure.
- Understanding of the legislation relating to confidentiality and Data Protection.
- Flexible attitude towards work and demonstrates sound judgement.

In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

1. Motivation to work with children and young people;
2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
3. Emotional resilience in working with challenging behaviours; and,
4. Attitudes to use of authority and maintaining discipline.

Southend High School for Boys is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to a criminal record check via the Disclosure and Barring Service (DBS)



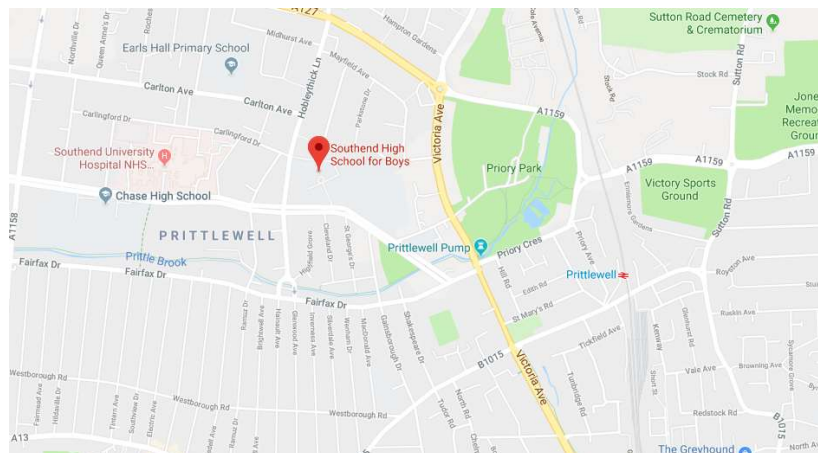
Our Location

Southend High School for Boys is situated in the heart of the city of Southend On Sea, a resort town on the north side of the Thames Estuary in Essex, southeast England.

Southend originally consisted of a few fishermen's huts and farms at the southern end of the village of Prittlewell. In the 1790s the first building, around what was to become the high street, were completed. In the 19th century Southend's status of a seaside resort grew after a visit from Princess Caroline of Brunswick and Southend Pier was constructed - the longest leisure pier in the world which it is serviced by a small train and has a museum at its shore end. The Cliff Lift, a century-old funicular, clings to the hillside and offers coastal views.

Southend is now the 52nd city in England and the second in Essex having been granted city status in 2022 by Queen Elizabeth II in memory of Sir David Amess, the Conservative MP for Southend West.

The school is thirty miles from London and is close to main road and rail links from London, and to Chelmsford and Cambridge.



.....how to find us

Data Protection and Privacy Notice:

Under data protection legislation, you have the right to request access to information we hold about you. To make a request, contact enquiries@shsb.org.uk. You also have the right to:

- object to the processing of personal data if it is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

We will always seek to comply with your request. However, we may be required to hold or use your information to comply with legal duties. If you have a concern about the way we are collecting or using your personal data, you can raise your concern in the first instance either with the HR Manager (HR@SHSB.org.uk) or our Data Protection Officer (dpo@shsb.org.uk). Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Recruitment & Selection Policy:

The Trustees recognise the value of achieving a diverse workforce including people from different backgrounds, with different skills and abilities. We are committed to ensuring our recruitment and selection processes are conducted in a systematic, efficient, and effective manner, and promotes equality of opportunity. Please refer to our website for full details of our Recruitment & Selection policy.

Safeguarding:

SHSB is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974. To assess suitability to work with children, the School is permitted to ask applicants to declare all convictions and cautions in advance of attending an interview (including "spent" convictions unless they are "protected" under the DBS filtering rules)



.....your information

