Manningtree High School

***Shaping successful futures***



Director of Finance and Operations

Candidate Information

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**Letter from the Headteacher**

Dear Candidate

Thank you for your interest in the position of Director of Finance and Operations. I am extremely proud to have been appointed the Headteacher of Manningtree High School and to have the opportunity to lead such a skilled and committed team. I am excited about the future direction of our school as we continue to build on previous success and draw upon the expertise of the Alpha Trust.

This appointment is intrinsic to the continued development of leadership at the school and the successful candidate will have the opportunity to work strategically with us in achieving our priorities. At Manningtree High School we believe in aspirational education which shapes our students into successful local and global citizens. We are unashamedly ambitious about providing every child with the best possible opportunities to achieve their potential.

Manningtree High School is a wonderful place that embodies the best attributes of an inclusive and caring community. The values of fairness, honesty and integrity are at the heart of the school ethos. We wish to recruit a talented, professional and committed colleague who shares our passion for providing the highest quality education for our students.

We strongly believe that our first responsibility is to our students, to meet their needs and provide outstanding service to our local community. At Manningtree High School we celebrate success and instil attitudes and skills that support a healthy and fulfilled life together with the confidence for a lifetime of learning. This post offers the opportunity to work in a friendly and supportive environment in which you really will make a difference.

Yours faithfully

Mr Ben Briggs

Headteacher

**Letter from the Chair of Governors**

Dear Candidate

We would like to extend a very warm welcome to you and thank you for your interest in the post of Director of Finance and Operations at Manningtree High School. We look forward to receiving your application should you choose to join us and be part of our mission, “Shaping Successful Futures”.

We hope that this information pack will be helpful to you and convey exactly what we are looking for: an exceptional, dynamic and inspirational leader who is able to develop and support the vision, values and ethos of our school. The person appointed will work with the Headteacher, Governors and Chief Finance and Operations Officer to translate our shared vision and values into practice.

The Director of Finance and Operations at Manningtree will be an outward looking leader who will forge relationships beyond the school. Manningtree High School is a member of the Alpha Trust, a valued partnership which provides opportunities to support one another and to work collaboratively for the benefit of our students. 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 (including income generation), HR, Premises, IT, Health and Safety, GDPR, building projects and day to day operations. Our excellent students and friendly and committed staff work very successfully to ensure we continue to go from strength to strength and remain a great school. We expect the successful candidate for this post to fit in with and contribute to this ethos.

If you share our commitment to exceptional outcomes for all students and can see yourself as someone who could share in this and make your own significant contribution, we hope you will apply.

We appreciate the time and care that goes into the application process. We would be delighted to receive your application and look forward to hearing from you.

Yours faithfully



Mrs Sarah Rees

Chair of Governors

**Letter from the CEO of Alpha Trust**

***“Every Opportunity for Every Child”***

Dear Candidate

We warmly welcome you to the Alpha Trust. We believe that every child within our schools can achieve the highest academic standards whilst enjoying a vibrant, broad and balanced curriculum. We are committed to excellence in all that we do and are unashamedly ambitious for the future success of our students.

Our schools retain their own unique features to meet the needs of the communities which they serve. However, we are united in the core purpose of providing an outstanding educational experience which includes a rich and varied extra-curricular programme. The Trust has a proven track record of success and it is a pleasure and privilege to work with like-minded, ambitious and professional leaders and Trustees.

We are mutually supportive and financially disciplined with a culture and ethos that benefits from shared expertise and success. We share a morally sound vision with a focus on the individual student. We aim to provide the care and support to enable each individual to flourish.

We are committed to the development of our staff and as a Teaching School Hub and provider of Outstanding Initial Teacher Training (CTTC), we are able to offer first class professional development.

It is central to the philosophy of this Trust that our students will learn in an orderly atmosphere, developing the capacity for creative independent thought and the ability to communicate effectively.

Our vision has school improvement at the core of every decision we take to ensure every child has the opportunity to achieve outstanding outcomes. We believe that the partnership unique to Alpha Trust forms the solid foundation to ensuring this success.

Yours faithfully

Gillian Marshall

CEO

**Letter from the Chief Finance and Operations Officer**

**Dear Candidate**

**I have been working with Manningtree High School since I joined Alpha Trust in 2019. First as the Finance and Resources Director at one of the other Alpha Trust schools and now as the Trust Chief Finance and Operations Officer. Despite the changes and challenges in education one thing that has been consistent is the support offered to the school from our support teams.**

**Having worked in both the private and public sectors, I came into education in 2008 because I wanted to use my expertise and skills to help make a difference and support the holistic educational experience of young people. There are challenges and ups and downs, but it is the diversity of the role that makes it so enjoyable. I haven’t looked back.**

**I would encourage anyone considering the role in the same position as I was, or an experienced Business Manager thinking about the challenge of a new school, to read the rest of this pack and seriously consider making the transition.**

**The next person to take on the role of Director of Finance and Operations at Manningtree High School will not only be welcomed by experienced and capable support teams but will have the support from our Central Service Team and family of schools.**

Yours faithfully

Tina Woodhouse

CFOO

**Alpha Trust Vision and Values**

***“Every Opportunity for Every Child”***

**Alpha Trust Mission**

To provide all our children and young people with every opportunity to achieve excellent individual outcomes, both academic and personal; to be committed to advancing learning progress through ambition, challenge and inspiration in our teaching and leadership; and to support our students as they build resilience, become proud of who they are, take on responsibilities and grow respect for others.

**Alpha Trust Values**

As a family of schools, we are working collaboratively to celebrate and nurture both the similarities and distinctiveness of each school’s ethos and values. We celebrate the uniqueness of all students through outstanding pastoral care, academic challenge and inspirational teaching. Each child is supported to flourish and make a positive contribution to the communities they serve.

We expect all members of Alpha Trust to respect and model our core values:

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| * Integrity and Honesty * Compassion * Ambition * Commitment | * Respect * Resilience * Optimism * Loyalty |



Colchester County High School for Girls

1149 students



The Gilberd School

1571 students



The Trinity School

900 students

Home Farm Primary School

420 students





Manningtree High School

894 students



**Background**

Manningtree High School (MHS) is a heavily oversubscribed 11-16 comprehensive school serving the local community in North East Essex. MHS is situated in Lawford but this village abuts both the town of Manningtree and Mistley village. Our site is just a mile from the Suffolk border on the edge of Constable Country.

Our local community is diverse in socio-economic terms. There is no one single driver for the local economy but a significant number of new houses are being built in the area. Manningtree is on a direct train line to London and many residents and parents do commute the journey of 60 minutes.

The school has grown over the last 8 years by 100 students. We have recently increased our PAN from 174 to 190 with students coming from more than 20 different primary schools. The majority of our feeder primary schools are good or outstanding. The vast majority of students arrive at MHS having achieved their potential at KS2.

We benefit from a very positive reputation in the local area which means that not only are we the first choice for families, we are also in a strong position when it comes to recruiting and retaining staff. We also work closely with the Colchester Teacher Training Consortium and Alpha School Teaching Hub. MHS staff also support the Teaching School Hub in the delivery and quality assurance of ECT and NPQ programmes.

The school had its last graded inspection in 2014 when it was graded ‘Good’. Inspectors carrying out the monitoring inspection in 2018 described the school as ‘good and improving.’

The Senior Leadership Team currently consists of Headteacher, four Deputy Heads (DH) and the Director of Finance and Operations. The teaching staff at MHS is characterised by a real interest in the craft of teaching and an ambition to continuously improve. Engagement with research is important to us and we love talking about teaching and learning and sharing ideas within and across departments. The whole staff works in unity to put the wellbeing and success of the students first. Our support staff are highly valued members of the school staff team. As well as finance, admin, ICT, exams and site staff we employ our own cleaners and catering staff. We have a Local Governing Body who are ambitious for and supportive of the school.

Manningtree High School joined the Alpha MAT in September 2019. We value the many opportunities for peer support and cross MAT work afforded by this partnership. Significant cross MAT work has included: opportunities to share good practice, peer reviews of areas such as Safeguarding; Governor training and middle and senior leadership cluster groups. The MAT also enables us to share expertise, for example in approaches to cybersecurity. Whilst we have some common policies (eg, HR and Finance) schools have autonomy with accountability. It also provides a route for personal development and career progression in the future.

This vacancy arises because of the resignation of the previous postholder after 18 successful years at the school. We have been very successful with bids over the years and have been able to make significant improvements to the fabric of the school and the students’ learning environment. There has been considerable site development in the last 10 years including 3 new classroom blocks, a new fire alarm system and fire doors, improved fencing and security, LED lighting throughout, new boilers and pipework, a new roof for the sports centre and many new windows and doors. There is of course still work to do. The school has been financially prudent and has healthy reserves.

**Meet the Team**

**Chris Cook**

Chris is our ICT Manager. Chris works with Brett Colley to run the school’s ICT systems on-site, supporting teaching, support staff and students.

**Emma Pearson**

Emma is our on-site Finance Assistant. Emma deals with orders, invoices and ParentPay alongside the local management of budgets.

Director of Finance and Operations

**Mary-Anne Mack**

Mary-Anne is our HR Administrator and Office Manager. Mary-Anne’s responsibilities include recruitment and payroll, managing any staff absences and training of support staff.

**Sam Boughton**

Sam is the school’s Catering Manager. She efficiently runs the school canteen for the benefit of our students and staff.

**Tony Netzel**

Tony is the Site Manager and also leads on Health and Safety. Tony works with John Sullivan, David Gooch and Jonathan Corbin on a day-to-day basis and in liaison with Iain Miles, the Sports Centre Manager/Lettings Co-ordinator.

**Manningtree High School Values and Aims**

***Shaping successful futures***

**The Values and Aspirations of Manningtree High School are:**

* High expectations of and ambition for our students and our staff.
* A sense of belonging to, gaining from and contributing to a community.
* Honesty, fairness and integrity in all our relationships and dealings.
* Inclusivity, tolerance and mutual respect allowing students and staff to flourish.
* Kindness, politeness and honourable behaviour.

**Our Aims are:**

* To ensure that students of all abilities make good or better progress.
* That learning is enjoyable and success celebrated.
* To model the behaviours, we value and ensure they are developed in our young people.
* To ensure that students develop the characteristics of a growth mindset and are fully prepared for the next stage in their education or transition into employment with training.
* To shape young people who value and contribute to their communities.

**In order to achieve our Aims, we need:**

* Excellent teachers leading excellent learning.
* Excellent support staff.
* To build on the strengths, values and traditions of Manningtree High School.
* Excellent care and support systems including careers advice.
* To provide a range of extra-curricular experiences that promote personal growth and development.

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| **A picture containing diagram  Description automatically generatedA picture containing text, clipart  Description automatically generatedManningtree High School**  **Job Description: Director of Finance and Operations**  Responsible to: Headteacher  June 2023 |
| **Core Purpose**  The Director of Finance and Operations is a member of the Senior Leadership Team and will therefore be integral to long- and short-term development and improvement planning and self-evaluation as well as operational decision making.  This job description is current at the date shown, but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.  **Key Responsibilities of Director of Finance and Operations**  **Key Responsibilities**   * To be responsible for the local management of the school’s finances, including writing the budget in tandem with the MAT finance team. * To manage the development of the site including local management of building projects. To manage site maintenance in line with the DfE Good Estate Management for Schools and in liaison with the Headteacher and Local Governing Body. * To have overall responsibility for the line management and performance management of identified support staff with specific day to day responsibility for Finance Office, Facilities/Site Team, Canteen Staff, Lettings Staff, IT Support Services and HR Administrator. * To be responsible for appointment, induction, performance management, probation and training for identified support staff. * In conjunction with the Headteacher, be responsible for the appointment and induction process for teaching staff. * To be responsible for the Health & Safety and safeguarding of the site (including the Sports Centre) and the Health and Safety of everyone on site, in and out of hours. * To be responsible for school contract monitoring, negotiation, and management. * To manage the lettings: promotion, processes, costs and staffing. * To be responsible for the risk management and legal requirements across all areas of school life in conjunction with the Headteacher and Local Governing Body. * To work strategically with external agencies and community partners to the benefit of the staff and students of Manningtree High School. * To work strategically with the Trust Chief Finance and Operations Officer to ensure a consistent, robust and effective approach to the school’s finances. * To manage logistical, operational issues relating to key responsibilities to ensure the effective day to day running of the school. * Attend Senior Leadership Team (SLT) meetings and where appropriate Local Governing Body meetings.   **Finance Duties**   * Line management of the Finance office. * To assist the Headteacher to manage the school’s financial position at a strategic and operational level, including budget planning, monitoring, and review. * 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 and Governors. * To ensure the ordering of goods, suppliers and services and approval of invoices for payment are in line with the Trust Finance Policy and Procedures and to monitor the quality of any purchase. * To assist Alpha Central Finance to ensure cash flow is monitored as appropriate and monthly checklist of all financial processes prior to end of period are completed and signed off at all levels to deadline. * To have overall responsibility for the day-to-day financial management of the school. * To liaise with the Headteacher and HR Administrator to ensure the monthly EduPay gross to net variance payroll report is compiled and approved by the Headteacher or appropriate delegated officer and in line with the Trust advised deadline, including during the school holidays. * To ensure all local accounting systems are kept in accordance with statutory accounting rules and regulations and amended as necessary/directed by Central Finance. * To liaise with Central Finance, auditors and Juniper working strategically to ensure the best outcomes possible in the Internal Control Evaluation, year-end audit and subsequent management letter. * To check through all credit card transactions and BACS paylists and sign off as appropriate purchases. * To perform spot checks on any finance related process as required/recommended by the auditors. * To ensure that an asset/inventory register is in place, maintained and a physical annual check is performed. * To ensure the register of all service contracts, licences and subscriptions is maintained with appropriate reviews of contracts on a timely basis to ensure no contract rolls over by default. * To ensure GIAS is up to date and Register of Business Interests is in place and ensure it is maintained in conjunction with the Alpha Trust Central Team and the Clerk to Local Governing Body. * To ensure all returns to all external agencies are prepared and checked to deadline. * To be responsible for school’s insurance and facilitate related site visits. * To check the reconciliation and sign off all trips’ budgets to ensure they break even and cover relevant costs. * To source additional external funding as agreed with the Headteacher and Local Governing Body. * To work to the Alpha Trust Finance Policy and Procedures and ESFA frameworks, ensuring appropriate use of public money.   **Human Resources**   * Line management of the HR Administrator. * Working with the Headteacher and HR Administrator, manage all staff appointments from advert stage to contract, ensuring DBS and right to work checks are carried out and that all appointments are carried out according to Safer Recruitment practices, including KCSIE. * Manage and monitor staff attendance including planned absence and absence for other reasons. Implement the Leave of Absence policy. * Manage problem or long-term absence, including supporting line managers with return-to-work interviews, making referrals to Occupational Health and consulting with Birkett Long, solicitors. * To advise the Headteacher on, and support the management of, Capability, Grievance and Disciplinary issues. * Quality assure all identified support staff performance management targets and reviews and make recommendations to the Headteacher regarding pay progression as appropriate. * Facilitate appropriate training for support staff, including but not limited to the skills and health and safety training staff need to carry out their job safely and legally. * To ensure the effective strategic and operational management of administrative and other support staff and their work. * With the HR administrator and in consultation with the MAT as appropriate, write and review job descriptions for support staff posts and to collate the JDs of student facing and teaching staff which have been written by pastoral and academic colleagues. * To ensure that there is appropriate staff cover for holiday openings and out of term time events such as summer school. * Work with the Headteacher, Local Governing Body and senior managers to ensure that due care and attention is paid to staff wellbeing. * Ensure the maintenance and accuracy of the Single Central Register.   **Site, Facilities and Project Management**   * Line management of the Site Manager. * To ensure effective operation of site maintenance to keep the school and resources (including the minibus) in the best order and provide a teaching and learning environment that enhances the education of the students. * To ensure the site team and Sports Centre staff are effectively managed and deployed and offer guidance where needed to ensure that the needs of the school and public users are met. * Management of the school’s lettings including marketing, site development, community use and income. * In liaison with the Headteacher, complete project forms for capital projects and facilitate all elements of the project: site visits, preparation of specifications for tenders, negotiation, estimates, quotations, liaison etc. * Responsible for ensuring contractors have appropriate public liability insurance and DBS checks in line with KCSIE. * Management of school’s rolling programme of repairs and decoration. * Project Management in association with external professional bodies of all building/refurbishment projects. * To report to and attend relevant management/committee meetings, including where appropriate Local Governing Body meetings. * To ensure Asset Management Plan/Condition Surveys are accurately completed by external agencies as this will form the basis of success for future funding bids. * To write capital/SCA bids. * Ensure a systematic procedure for asset management, which ensure 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.   **IT Support Services**   * Line Management of the Network Manager. * To ensure that the workload of the IT staff is well planned and managed thereby ensuring tasks are completed to an acceptable standard and within reasonable deadlines, so as not to negatively impact on Teaching and Learning. * To ensure all major events are planned and showcase the school to its best advantage. * To ensure staffing is multi-skilled and capable of performing any function within the IT hub to reduce key person dependency. * To ensure that the IT infrastructure and provision are fit for purpose and future proofed, as budgets allow. * To ensure the school has robust cyber security systems in place and are audited annually.   **Health & Safety and Security**   * Overall responsibility for ensuring that the Site Manager is effective in the management of Health and Safety matters and ensuring they are implemented. * Working with the Site Manager, ensure all Health & Safety documentation is in place, eg, policy, fire risk assessment, water checks, evacuation procedures, critical incident plan and are regularly reviewed, kept up-to-date and fit for purpose. * Member of the critical incident team and responsible for the business continuity of the site in the event of a major incident on the school site. * Overall responsibility for ensuring the implementation of Health and Safety matters raised by Worknest in their live audit report. * To ensure Site Manager and other responsible staff keep all risk assessments up-to-date and that new ones are written as required. * To perform a safety check on key school events together with the Site Manager (eg, school show to ensure the set is safe for the rehearsals and performances). * To ensure the security of the site in school time and outside, by reviewing the efficacy of the systems in place and responding to any changing circumstance or breach. * To present fire evacuation and lockdown evaluations to Senior Leadership Team for review. * In the event of a Health & Safety incident take the lead in dealing with investigation and any subsequent insurance claim. * To ensure the Site Manager keeps the school compliant with all Health & Safety legislation including RIDDOR. * Responsibility for ensuring the First Aider manages the overall provision of first aid training effectively. * Ensure effective procedures are in place for reporting of accidents and near misses. * Ensure systems are in place for effective monitoring, measuring and reporting of Health & Safety issues to Leadership, Governors, the Trust and external agencies. * Ensure all new staff receive Health & Safety induction and existing staff receive annual Health & Safety refresher training.   **School Administration**   * Line management of the Office Manager and ensure the efficient running of the school's Administration Office and Reception. * Line management of the Data Manager and have oversight of all statutory returns, including the School Census. * To maintain an overview of GDPR and data protection and assume the role of Data Protection Officer.   **Sports Centre**   * Line management of Sports Centre staff. * To ensure all Sports Centre lettings have appropriate risk assessments, Health & Safety, insurance, data protection and safeguarding systems in place. * To ensure the lettings income is reconciled to the SchoolHire booking system and management.   **Canteen/Catering Team**   * Line management of catering/canteen staff. * Ensure compliance with relevant food standards, Health & Safety and labelling legislation and guidance. * Ensure staff have appropriate food handling qualifications and that all required safe practices are adhered to.   **Legal/Compliance**   * To ensure all statutory returns are filed to deadline at all relevant external agencies. * To liaise with solicitors as necessary and work with the Headteacher on all legal matters. * To take responsibility for finance and Health & Safety, including any reportable Health & Safety incidents. * To check all contracts/service agreements that the school enters into, to ensure the school is covered in terms of potential liability and best value. * To ensure whole school GDPR compliance. * Either via the MAT finance team or directly, ensure financial due diligence checks are completed on new suppliers prior to entering into an agreement to minimise risk to the schools. * Ensure the following Alpha Trust policies are embedded and adhered to: Finance Policy and Procedures, Pay, Health & Safety and Recruitment, in conjunction with the DfE Academy Trust Handbook.   **Alpha Trust (MAT)**   * Attend the strategic monthly Trust SBM meeting. * Negotiate best value services and consultancy as part of the MAT. * Work closely with the Chief Finance and Operations Officer for Alpha MAT. * Share best practice and support other Operations/Business Manager personnel across the MAT as required. * Financial strategy in terms of attracting funding both as part of the MAT and for the school. * Provide an annual report on support staff pay progression.   **Notes**  The Director of Finance and Operations may be asked by the Local Governing Body to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description will be reviewed annually at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the post holder. |

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| **A picture containing diagram  Description automatically generatedA picture containing text, clipart  Description automatically generated**  **Manningtree High School**  **Person Specification: Director of Finance and Operations**  June 2023 |
| Safeguarding  The Local Governing Body and Trustees are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young peple. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and complete a Disqualification Declaration. |
| Person Specification  Please note that this person specification is not a definitive set of requirements and all candidates will be treated as individuals. The specification seeks to inform candidates of the likely skills, knowledge and experience that we will be assessing for competency in the role. Where a person’s background and experience may not relate directly towards this it is for the candidate to demonstrate how these standards could be met. |

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| Knowledge and Skills | Competencies | E = Essential | D = Desirable | A = Checked at application | I = Checked at interview |
| Qualifications and Experience | A degree or other related qualification - ideally in accountancy, business management, HR or a related discipline. |  | ✓ | ✓ |  |
| Level 4 Diploma in school business management. |  | ✓ | ✓ |  |
| Experience of HR management, recruitment processes and employment law. |  | ✓ | ✓ |  |
| A good standard of English and Mathematics. | ✓ |  | ✓ | ✓ |
| Successful leadership and management experience in either a school or in a relevant field outside education. | ✓ |  | ✓ |  |
| Line Management experience, including staff performance management. | ✓ |  | ✓ |  |
| Knowledge, Skills and Abilities | Excellent working knowledge of Microsoft Office packages including Outlook, Word and Excel. | ✓ |  | ✓ |  |
| Knowledge of basic accounting principles and experience of using finance software packages. | ✓ |  | ✓ |  |
| Ability to communicate and build effective working relationships with Governors, Headteacher, staff, Trust and other internal and external stakeholders. | ✓ |  | ✓ |  |
| The ability to set a 3-year and 5-year budget and effectively manage financial forecasts. | ✓ |  |  | ✓ |
| Can demonstrate Tendering/Procurement processes and an understanding of Value for Money (VfM). |  | ✓ | ✓ |  |
| Experience with building maintenance contract specifications, both of a daily response nature and for forward-planning of a capital development programme. Ability to manage complex projects through to completion. |  | ✓ | ✓ |  |
| The ability to present financial data, HR and or business cases in both written and oral form to a variety of stakeholders. | ✓ |  |  | ✓ |
| Is able to plan, organise, prioritise and manage their time effectively. | ✓ |  |  | ✓ |
| Is effective at change management. | ✓ |  | ✓ |  |
| Is prepared to undertake professional training necessary to perform the role effectively. | ✓ |  |  | ✓ |
| Personal Attributes | Commitment to promoting the ethos and values of the school and getting the best outcomes for all students. | ✓ |  | ✓ |  |
| Commitment to acting with integrity, honesty and fairness to safeguard the assets, financial probity and reputation of the school and the Trust. | ✓ |  |  | ✓ |
| Approachable, excellent listener and able to motivate and inspire staff. | ✓ |  |  | ✓ |
| Ability to work under pressure and flexibly (have a "can do" philosophy) to tight deadlines to a high professional standard with tact, integrity, discretion and confidentiality. | ✓ |  | ✓ |  |
| Adaptability, willingness to help with any task that needs input and ask for advice and support when necessary. | ✓ |  |  | ✓ |
| Have an excellent record of punctuality, attendance and reliability. | ✓ |  | ✓ |  |
| Have a sense of humour and patience, particularly when facing difficult and challenging circumstances. | ✓ |  | ✓ |  |

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| Equality and Diversity  We are committed to and champion equality and diversity in all aspects of employment. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. |

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**Advertisement: Director of Finance and Operations**

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| Job Title: |  | Director of Finance and Operations |
| Pay Scale: |  | Scale 12 (43 - 48) |
| Responsible to: |  | Headteacher |
| Responsible for: |  | Finance, Facilities, Office and HR Teams |
| Location of work: |  | Manningtree High School |
| Hours and working pattern: |  | 37 hours per week / 52.14 weeks per year |
| Contract type: |  | Full time / Permanent |

Manningtree High School wishes to appoint an enthusiastic, dynamic, and well-organised professional to lead HR, Finance, Site and Operational matters at Manningtree High School The successful candidate will be part of the school’s Senior Leadership Team and will have a diverse range of responsibilities including Finance, Facilities, Health and Safety and HR. We are looking for a colleague with excellent people management skills as well as financial literacy and the ability to think strategically and problem solve.

**Manningtree High School is characterised by:**

* A tangible sense of community.
* A culture of respect.
* Enthusiastic, polite and well-behaved students.
* Hardworking, positive and motivated staff who are proud to work at the school and support each other.
* Ambition for the flourishing of our staff as well as our students.
* Full details are available from [www.manningtreehigh.com](http://www.manningtreehigh.com) where application forms can be found.

Alternatively, please contact [csinclair@manningtreehigh.com](mailto:csinclair@manningtreehigh.com)

* Application forms and letters should be returned to the Alpha Trust HR Administrator, [bgill@cchsg.com](mailto:bgill@cchsg.com)
* Tours of the school prior to application/interview are encouraged. Please contact [csinclair@manningtreehigh.com](mailto:csinclair@manningtreehigh.com) to arrange a mutually convenient time.
* Closing date for applications is 10.00am on Monday 26th June.

* Shortlisting will take place by Tuesday 27th June.
* Interviews will take place on Monday 3rd July and Tuesday 4th July
* Required for 1st September 2023 (negotiable if notice periods do not allow).

*Manningtree High School and Alpha Trust are 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 required to undertake an enhanced criminal record check by the DBS.*