



Robert
May's
School



A Community Seeking Excellence for All

Applicant Information Pack:

DIRECTOR OF FINANCE AND OPERATIONS



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WELCOME FROM THE HEAD

Thank you for your interest in the position of **Director of Finance and Operations** at Robert May's School.

As a successful Single Academy Trust since 2012, we are excited about exploring new opportunities for our school and are looking for an inspiring and talented leader who will work collaboratively as part of the school's Senior Leadership Team to help take the school forward.

The position of Director of Finance and Operations is an extremely exciting opportunity to play a key role in the continued and future success of the school. You will lead a number of hard working and high performing support teams and will work closely with myself and trustees to make key financial decisions and ensure that the school continues to meet its statutory financial and compliance duties.

The school has a long track record of financial stability and has successfully delivered major infrastructure projects through securing significant funds from recent CIF bids to continue investing in our facilities. The delivery of a striking extension to the school buildings has also enabled us to increase our student intake.

We are a community, providing a caring, supportive and inclusive environment for all, and where our staff are committed to ensuring the best possible outcomes for our young people.

I encourage you to investigate the school through the links and documents provided as we believe we have much to offer the right candidate. Informal visits are welcomed for you to get a proper feel for Robert May's School; its location, staff, students and ethos. I hope that you will consider applying to us and I look forward to meeting you.

For more information about the school, please visit our website www.rmays.org or please contact our HR Officer, Mrs Lisa Shackleton at lisa.shackleton@rmays.com or by telephone 01256 702700.

Yours sincerely
Rea Mitchell
Headteacher





ABOUT ROBERT MAY'S SCHOOL

Robert May's School is an exceptional place where students, staff, trustees and parents/carers are wholly committed to the school mission, which is to provide excellence for every person, every day, with learning at the centre of all that we do. We are proud of our heritage, and have been serving the local community since 1694, when Robert May, a local mercer, donated money for the purpose of educating twenty-five boys to be taught at the school. This act of philanthropy set in motion a school which has had a long and vibrant journey to become the high-achieving comprehensive it is today. Our aim is to continue the work of our founder, to strengthen his legacy and to be both the anchor and kite for the community we serve.

We aim to ensure that students leave Robert May's School as accomplished, knowledgeable, rounded individuals who will go on, not only with determination and resilience to better themselves, but also to make a positive contribution to others.

We wish to promote good, positive relationships within the school and between Robert May's School and the wider community. We aim to promote good communications between all concerned with the school and greatly value the contribution of students, teaching and support staff, trustees, parents and carers and others related to the school.



JOB ADVERT



Director of Finance and Operations

Grade I (£63,850 - £71,609)

37 hours per week, 52 weeks per year (Full-time)

We are looking to appoint a Director of Finance and Operations to join our ambitious and successful Single Academy Trust and play a pivotal role in shaping the school's future. Working as part of the school's Senior Leadership Team, this role offers a unique opportunity to contribute to strategic decision making and operational excellence to support the school's vision of delivering outstanding outcomes for our students.

The successful candidate will have strategic responsibility for all aspects of finance and will lead and manage key support teams, including Finance, Estates, the School Office and IT, ensuring these functions continue to operate efficiently and effectively to support teaching and learning.

Working closely with the Headteacher in their role as Accounting Officer, you will provide accurate, timely and effective information to the Senior Leadership Team and Board of Trustees to ensure informed decision making with robust governance and provide guidance on all financial matters relating to the Trust.

The successful candidate will have a strong financial background and be able to think strategically, creatively and innovatively, whilst being commercially astute. As you will be working with young people, you should have a passion for working in an educational environment and must be able to form positive relationships with key stakeholders, including trustees, staff and students. The DFO is expected to play a key role within the Senior Leadership Team, working alongside these colleagues to set the culture of the school.

Whilst a formal accounting qualification is not essential, exceptional financial acumen and a track record of financial control will be essential. Prior experience in the education sector is not essential and we welcome applications from candidates with backgrounds in other sectors.





A highly attractive remuneration package is offered, reflecting the seniority and significance of the position. The salary offered will depend on skills and experience. This is a full-time, 52-week post and some flexibility in working hours will be required in light of the role and responsibilities.

Benefits include:

- Annual holiday entitlement of a minimum of 26 days plus statutory bank holidays.
- Generous local government pension scheme.
- Free on-site car parking.
- Employee Assistance Programme and access to a 24 hour virtual GP service.
- A commitment to staff wellbeing, through our Wellbeing Charter, including one staff wellbeing day per year.

To arrange a visit or to apply for the post

Contact Lisa Shackleton, HR Officer lisa.shackleton@rmays.com Tel: 01256 702700
Applications can be made online via the TES or e-teach websites.

The closing date for applications is Monday 6th January 2025.

Please note that the school reserves the right to interview on receipt of applications and to appoint prior to the deadline so early application is advised.

Robert May's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

JOB DESCRIPTION



Job Title: Director of Finance and Operations

Job Purpose:

The Director of Finance and Operations will provide strategic management and leadership for the financial performance of the Trust and undertake the role of CFO as outlined in the Academy Trust Handbook.

Key Accountabilities:

Strategic Leadership and Management

- Support the Headteacher, Senior Leadership Team and Trust Board in the development of strategy and the drafting and implementation of the school's strategic and development plans.
- Contribute to the effective delivery of the school's strategic plan and ensuring the smooth and cost-efficient running of all areas of the school.
- Lead on the finance, estate and digital strategies of the Trust.
- Provide the Headteacher and Trust Board with strategic advice and regular and accurate information about short and long term financial and operational performance, including any actions required to achieve agreed budgets plans and key performance indicators.
- Advise and support the work of the Trustees, presenting reports to them on a regular basis and attending the Full Board and sub-committee meetings as required.
- Lead on operational efficiency reviews and identification of the potential for financial efficiencies.
- Maximise sources of revenue, and the utilisation of school assets to ensure the financial stability of the school.
- Coordinate the school's fundraising efforts.
- Develop a plan to communicate with our alumni.
- Lead by example and facilitate strong working relationships between teaching and support staff.
- Fully engage with the key duties expected of a member of the Senior Leadership Team e.g. presence at open evenings, during the school day etc.

Finance

- Accountable for the provision of all finance processes, systems and other related requirements for the school including fully costed strategic plans, business cases, management of CIF bids, rolling cash-flow forecasts, annual budgets aligned to strategic plans, including agreement of underlying assumptions, and all statutory financial reporting in accordance with statutory and regulatory requirements.

- Take responsibility for the annual audit and all external reporting requirements to meet the DfE deadlines.
- Management, and where necessary, enhancement of the financial governance framework to guide the organisation's financial decision-making and development in line with the Academy Trust Handbook.
- Lead and support the Finance team.
- Ensure that operational financial management and controls are maintained and enhanced, as required. This includes ledger control (purchases and income), fixed asset register, and payroll management (including all PAYE, pension and other tax obligations).
- Manage all aspects of the school's relationship with its bankers and manage key external services, including the auditors, and all other professional advisors.
- Financial management information, including monthly management accounts and regular financial reports for Trustees, as and when required.
- Undertake such other financial analysis and reporting as requested by the Headteacher or Trust Board.
- Monitor financial, tax and corporate governance developments across the education sector and assess their impact on the school, proposing actions as appropriate.
- Ensuring exemplary financial probity, taking responsibility for the integrity of financial records and the active prevention of fraud.

Estates

- Lead on the development and regular review of the Estates Strategy that supports the school's strategic plans.
- Overall responsibility for the planning and delivery of any major capital projects and the rolling programme of refurbishment and enhancements of existing facilities.
- Overview and high level monitoring of capital and building projects, renovations or refurbishments and ensuring delivery within appropriate procurement requirements and using best value principles.
- Support the Estates team in ensuring the school is attractive to both existing and prospective parents, staff, students and other stakeholders, ensuring that buildings, grounds and other facilities are fit for purpose, safe and well maintained.
- In conjunction with the Estates Manager, plan and implement an effective site development and rolling maintenance programme.
- Oversight of the school's contracts for services, ensuring tender processes are managed in a timely manner and deliver value for money in accordance with public sector procurement requirements.
- Ensure the efficient functioning of the school, including health and safety compliance and high level management of health and safety.
- Maximise utilisation and revenue generation from the school estate.



School Office

- Lead and support the School Office team comprising the following key areas: administration, trips and visits, communications, first aid and reprographics.
- Work with the School Office Manager to ensure effective and appropriate systems and processes are in place to continue to deliver an excellent support service to key stakeholders.

IT

- Strategic oversight of the contract with the school's appointed Managed Service Provider for IT.
- Lead on the development and implementation of an IT strategy and digital infrastructure which aligns IT capabilities with the strategic plan.
- Oversee the development, procurement, delivery and management of cost-effective IT infrastructure, data and services to support high quality teaching and learning.
- Facilitate the safety, security and integrity of the school's IT network and data.

Compliance

- Have oversight of legal and compliance activities, insurance and all major contracts.
- Risk management of processes across all functions, advising the Senior Leadership Team and Trustees as to the school's risk liability and updating the school's risk register accordingly.
- Oversee the school's data protection arrangements.
- Take a key role in critical incident and business continuity planning to ensure that the School is well prepared for any emergency by keeping the Disaster Recovery Plans updated.
- Ensure the school has appropriate insurance arrangements in place and under constant review.
- Act as the main conduit for obtaining legal advice, as required and work with colleagues to manage the implications.
- Provide regular information to the Trust Board and other external stakeholders regarding support services, finance, procurement, estates and digital infrastructure.
- Maintain awareness of wider developments in the sector and key government initiatives relevant to the School.
- Ensure compliance with all applicable laws and regulations.
- Keep the Headteacher and Trust Board aware of their legal compliance requirements.

PERSON SPECIFICATION



The successful candidate will demonstrate the following experience, knowledge, skills and personal attributes. It is acknowledged that the role of Director of Finance and Operations is wide-ranging, and the successful candidate will be supported to develop their knowledge in new areas as appropriate.

Experience	Desirable	Essential
Proven experience of successful business and financial leadership and management.		√
Experience of working within a financial management role in a school and specifically an academy.	√	
A strong track record in leading, inspiring and supporting a diverse range of support and operational teams with a focus on excellence.		√
Success in the delivery of project and/or change management.		√
Commercially aware, with experience of creative thinking around income generation and cost control.		√
Experience of working within a regulatory framework and/or working with a Board of Trustees	√	
Skills and knowledge	Desirable	Essential
Financially astute with strong analytical skills and experience of financial planning, together with high skill levels in all aspects of budgetary processes and financial management.		√
A strategic thinker who is willing to contribute to the wider strategy of the school whilst maintaining direct operational responsibilities.		√
Highly computer literate, with competency in the use of Microsoft Office applications and financial software programmes.		√
A working knowledge of risk and compliance, and ideally the law and the regulatory framework affecting schools, including safeguarding and data protection.		√
An understanding of the commercial, economic, and financial imperatives in the leadership and management of schools.	√	
Ability to work to regulatory deadlines		√

Personal attributes	Desirable	Essential
A strong team player with a positive 'can do' attitude and the ability to inspire, motivate and nurture others.		√
An ability to work both independently and as a key team member with the energy and ambition to inspire and motivate colleagues whilst nurturing respect.		√
Strong listening, negotiating and mediating skills, able to make decisions, with tenacity, drive and resilience.		√
Strong interpersonal skills and high levels of emotional intelligence, with the ability to relate effectively to a wide range of stakeholders throughout the school community.		√
Excellent verbal and written communication and presentation skills.		√
A genuine interest in education and achieving the best outcomes for our young people.		√
A commitment to the school's ethos and values.		√
Able to influence and inspire confidence and trust.		√
Ability to work under pressure, meet strict deadlines and effectively manage time to work on multiple tasks in high pressure and short deadline environment, and to adapt to changes in workload demand and priorities.		√
Flexibility to meet the demands and time commitments of the post, especially during key times of the year.		√
Qualifications and professional memberships	Desirable	Essential
Relevant business or accountancy qualification (ACA, ACCA, CIMA or CIPFA) or equivalent and hold membership of a relevant professional body.	√	
Evidence of continuing professional development		√
University degree	√	

THE PROCESS AND HOW TO APPLY



Robert May's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS, checks on references and an online search.

Visits to the School	Visits to Robert May's School are warmly welcomed. To arrange a visit, please contact Lisa Shackleton, HR Officer. lisa.shackleton@rmays.com Tel: 01256 702700
Application form	Applications can be made by completing our standard application form, available from the school directly (contact lisa.shackleton@rmays.com) or via the online application on the TES or e-teach websites.
References	We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher. If you are shortlisted for interview, the school will contact your referees with your prior agreement.
Application closing date	The closing date for applications is Monday 6th January 2025 . Please send your completed application to Lisa Shackleton, HR Officer lisa.shackleton@rmays.com
Interview date	Interviews are planned to take place during week commencing 13th January 2025 .
Checks	If you are invited to interview, you will be required to bring photographic identification, proof of your right to work in the UK and proof of qualifications.
Offer of employment	We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email



ABOUT ODIHAM

Odiham is a picturesque and historic village in the Hart district in north Hampshire. Only a few miles from Junction 5 of the M3, Odiham sits between Basingstoke and Fleet. The nearest train station is in Hook with services to London every half an hour and the number 13 Stagecoach bus connects Odiham with Hook, Alton and Basingstoke.

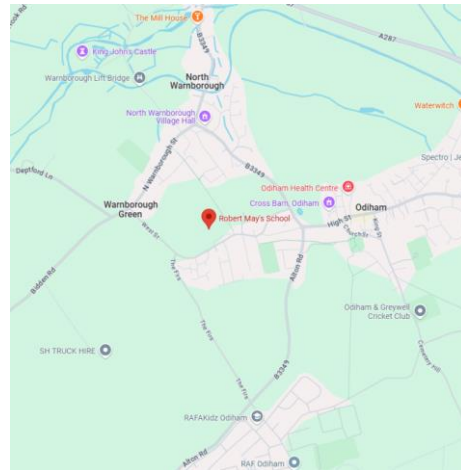
Odiham's historic High Street offers a good selection of shops and a diverse range of restaurants, coffee shops and public houses. The Basingstoke Canal runs through the village and alongside the canal, you will find one of the oldest buildings in Hampshire, King John's Castle.

RAF Odiham, a Royal Air Force station situated to the south of the village, is home to the Chinook helicopter and from the school you can get great views of the various aircraft operating from or visiting the base.





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