



King James's School



Director of Finance and Operations Applicant Information Pack

St Helen's Gate

Almondbury

Huddersfield

HD4 6SG

01484 412 990

office@kingjames.school

Principal – Ian Rimmer

Floreat Schola – May the School Flourish



Welcome to King James's School

Thank you for taking an interest in joining our school. King James's School is an extremely popular and successful 11-16 mixed comprehensive, serving south-eastern Huddersfield and surrounding villages.

The essence of our school is built around three Hs:

- our distinguished **History**;
- our **Holistic provision**, which develops students both academically and pastorally;
- our **High expectations** and **aspirations**.

Our ethos, summarised in the King James's Way, demands the best from everyone through key values:

- **K**indness and compassion
- **I**nclusion and tolerance
- **N**urture and innovation
- **G**reatness and aspiration

We pride ourselves on being a superb staff team who are highly professional. We all have a passion for learning and are committed to inspire and support all our students to be successful and to develop into confident young adults ready for life after King James's School.

We are committed to safeguarding our students and this is evident in our recruitment processes. We ask all applicants to provide us with two references, which will be obtained prior to any interview. In addition to this, we will also carry out online searches for all shortlisted candidates as part of our due diligence. Any successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

If you would like to express an interest in joining our team, please visit [King James's School - Vacancies](#).

I really hope that once you have read through this information pack that you apply to join our team. Please note the deadline an application is **9.00am on Monday 7th October 2024**. If you have any queries please contact my PA, Tracey Brook, via email staff.tbroom@kingjames.school.



Meet the Senior Team

Ian Rimmer –
Principal



Rebecca Walton –
Vice Principal - Inclusion and Safeguarding



Ben Streets –
Vice Principal - Quality of Education



Stephen McNamara –
Senior Assistant Principal - Standards



Alison Hardwick –
Business Manager



Palwinder Kang –
Assistant Principal - Curriculum



Abbi Terry –
Assistant Principal - Personal Development





Our Ethos and Values—The King James's Way

<p>At King James's School we value:</p> <p>Kindness and Compassion</p> <p>Inclusion and Tolerance</p> <p>Nurture and Innovation</p> <p>Greatness and Aspiration</p>	<p>and we make a commitment to be a community which promotes:</p> <p>Joining together and helping each other</p> <p>Academic challenge and opportunities</p> <p>Mutual respect and shared responsibility</p> <p>Engaging and enriching curriculum</p> <p>Safe and secure learning environment</p> <p>Strong belief in the wellbeing of everyone in school</p>
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At King James's School we value:	Links to the school emblem:
K indness and Compassion	Gold – generosity and respect
I nclusion and Tolerance	Gold – understanding and respect
N urture and Innovation	Blue – strength and loyalty
G reatness and Aspiration	Red – strength and eagerness to serve
and we make a <u>commitment</u> to be a community which promotes:	
J oining together and helping each other	Belt - loyalty
A cademic challenge and opportunities	Fleur de Lis – enlightenment and learning
M utual respect and shared responsibility	Lions – nobility
E ngaging and enriching curriculum	Fleur de Lis – enlightenment and learning
S afe and secure learning environment	Gold - elevation of the mind
S trong belief in the well-being of everyone in school	Gold - understanding



Our Culture - ACE

Recent times have provided significant challenges for students. The fallout from the pandemic stretches far beyond lost learning. The very fabric of what students are used to, and their confidence in the structures on which they routinely depend, has been severely shaken, leading to significant impact on emotional wellbeing. In order to address these emotional and learning deficits, we have devised our **ACE strategy**.



Ambition

By providing high-quality experience/opportunity for all, we aim to create an environment in which all students are encouraged to “think big” in order to raise the level of ambition and establish a schoolwide sense of “why not me?”

Character

Also, in setting clear standards/routines/behaviour norms expected of all students (and staff) around school during lessons/social times, we aim to make explicit “how we do things around here” in order to raise standards in a fair and supportive way.



This vision will be achieved through the delivery of our *Ambition and Character curriculums*.

Ambition – provide high-quality experience/opportunity for all:

1. Create an environment in which all students are encouraged to **'think big'**, establishing a schoolwide sense of **'why not me'**
2. Expose students to **new experiences** in a variety of contexts
3. Provide students with opportunities which will enable them to become **future leaders**
4. Encourage reflection upon options for **life after King James's** and setting themselves aspirational goals which match their potential

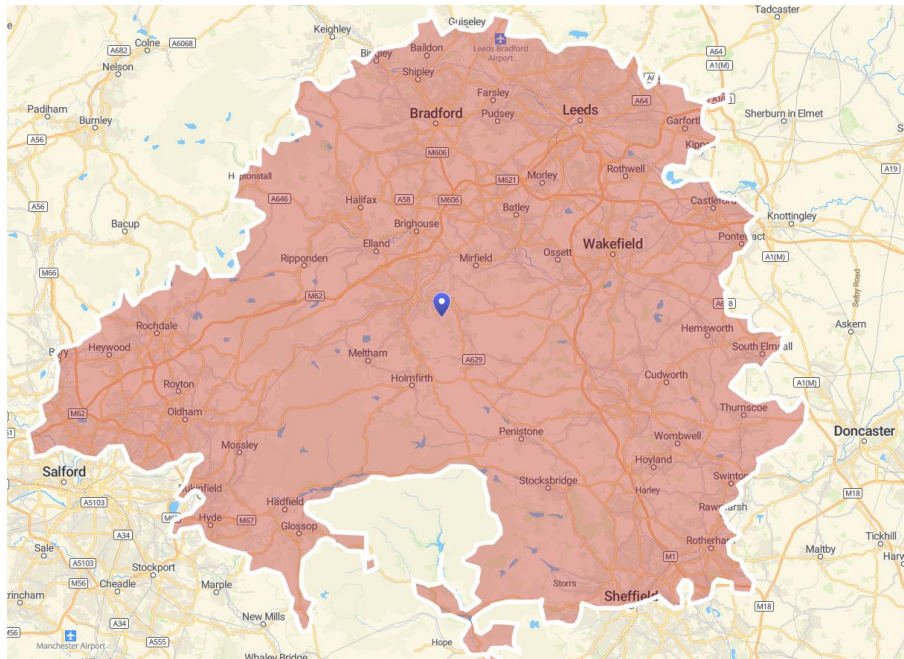
Character – establish clear standards/routines/behaviour norms expected of all (staff and students) around school during lessons/social times:

1. Reflect our core values and ethos, so all stakeholders are clear as to **'how we do things around here.'**
2. Outline the offer we provide to each of our key stakeholders in order to deliver our expectations, routines and the **King James's Way**.
3. Set out the standards, routines, behaviour and character **'norms' we expect of all** our staff and students inside and outside of the classroom.
4. **Set out the standards and routines we expect** from the school community during social times i.e. break and lunches.



Our Community and Location

Our school is situated approximately 2 miles from the centre of Huddersfield, in a semi-rural position overlooking the Farnley Valley, serving a suburban area and a scatter of villages to the east and south of Huddersfield. We are in an excellent location within easy access to a number of places. This map shows all areas within a 45-minute commute of our school.



Our intake comes predominantly from the priority admission area of Almondbury, Grange Moor, Kirkheaton and Lepton.

We play an important role in our local community from year group charity efforts to promoting local initiatives.





Our School in Numbers

Type of School	Converter Academy
Age Range	11 - 16
Number of Students	1057
Number of Staff	117
Percentage of students eligible for Pupil Premium	20%
Percentage of students who are children looked after	0.2%
Percentage of students who require SEND Support	10%
Percentage of students who have an EHCP	1%
Percentage of students from Ethnic Minorities groups	17%
Last Ofsted report	November 2019 'Good'



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Why Choose King James's School?

There are many benefits to working at our school including:

Pay

- Terms and conditions of employment and salaries at least match national pay and conditions within the education sector.
- Our approach to sick pay and maternity/paternity leave meet or exceed national standards.
- Auto-enrolment into a generous pension scheme – helping you plan for the future

Flexible working

- Term-time only, part-time and other flexible working patterns are available for a significant proportion of roles.

PPA

- A minimum of 12½ % PPA for teaching staff - giving you more time for planning and marking

Refreshments

- Free tea, coffee and milk in both staffrooms
- Complementary refreshments for those attending evening events
- Breaktime refreshments on INSET days
- Access to a canteen

Wellbeing

- Up to 3 days paid compassionate leave

Health

- Onsite counselling service – free and confidential
- Free flu vaccines – helping you to try and stay well
- Free eye tests and contribution to your glasses (*if this is appropriate*)

Finance

- Access to discount sites through *vivup* – making your money go further
- Parking
- Free onsite parking, with some car charging ports

What do our staff say about working at

KJS?

It is a superb school with so many positive things going for it

The staff are amazing

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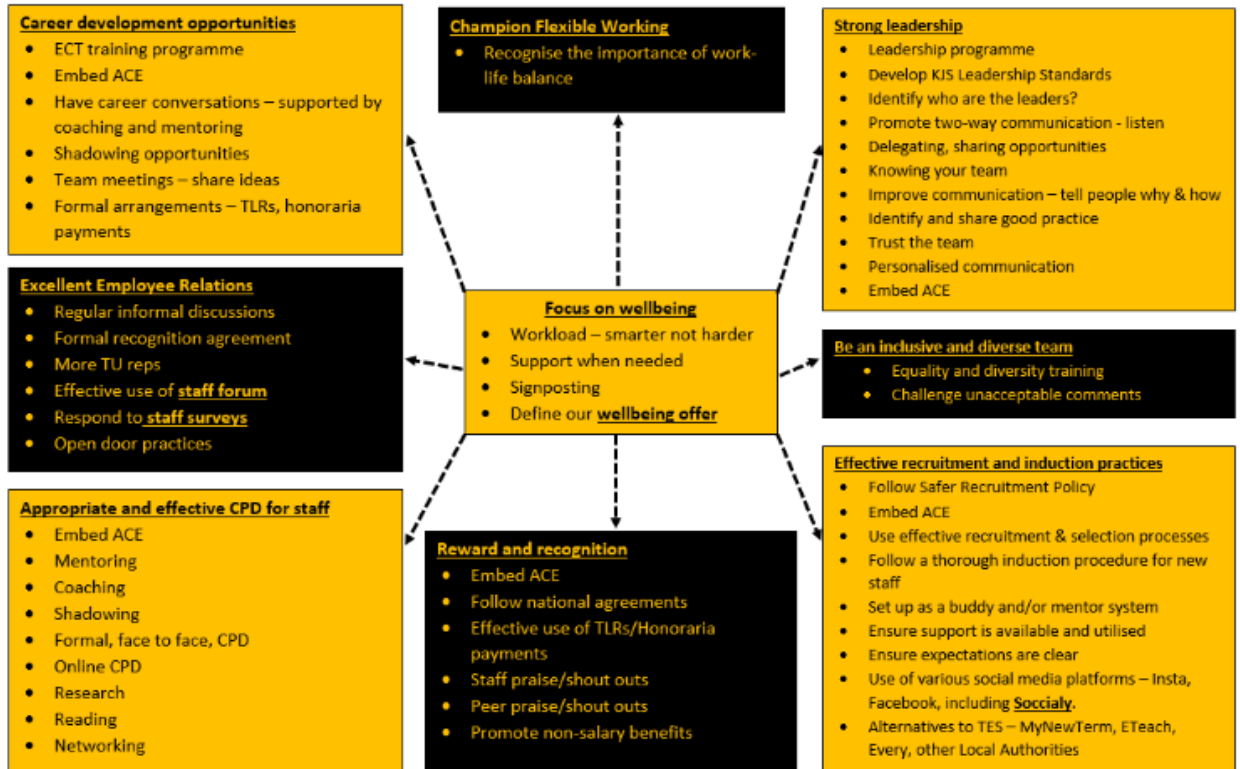


King James's School – A Great Place to Work





What You Can Expect from KJS



Our Team

Our staff really make our school a special place to work and learn. We value the contribution of each and every individual in school who help us to provide our students with a safe and stimulating learning environment.

We currently have approximately 115 members of staff. We also regularly have student teachers in school, all of these people play an important role in our success.

We are split into 7 faculties; Art, Design and Business, English, Humanities, Maths, Modern Foreign Languages, Performance and Science. We work hard to share best practice within our teams and to provide opportunities for staff to grow and develop whatever their role or career aspirations.



Our Curriculum and Pastoral System

We have a three-year KS3 which provides a broad and balanced curriculum for all our students. All students take courses in English, Mathematics, Science, Design Technology (including Food and Textile Technology), Art, French, History, Geography, Religious Education, Music, Drama, Physical Education, Integrated Studies (personal, social and citizenship education) and Computing.

Students at KS4 will typically be entered for up to 10 GCSEs depending on their 'pathway'.

All students follow GCSE courses in English Language, English Literature, Mathematics and Science. The Science course is worth 2 GCSEs. These subjects are taught in sets.

Students who have demonstrated flair and aptitude in Science also have the opportunity to take Science as an option, allowing them to gain individual GCSE qualifications in Physics, Chemistry and Biology.

Students choose further subjects from a range of other GCSE or vocational courses. Some students may require a more personalised learning and may follow fewer subjects dependant on their personalised needs. The full set of courses currently offered this academic year at KS4 are:

- Art (Fine Art, Textiles, Photography, Graphics)
- Computer Science
- *Enterprise and Marketing*
- Food Nutrition
- Geography
- History
- *Health and Social Care*
- *iMedia*
- Modern Foreign Languages
- Music
- PE
- *Performing Arts (Drama)*
- Science
- Sociology

In addition to the above examination courses, all students follow non-examinable courses in Physical Education, Personal and Social Education, Careers and Religious Education.

As a school we offer a wide variety of extra-curricular activities and some of these are designed to support our students in their studies.

At King James's School we provide a strong network of pastoral care with the core purpose of ensuring that students feel happy, safe and able to achieve. The fostering of respectful relationships between students, their peers and staff allows everyone to feel a sense of pride in their school community and how it develops.

Student support begins with the form tutors who provide the all-important daily

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contact with the students. They monitor attendance, punctuality and behaviour and generally ensure students are happy and progressing. They are the first point of contact for parents.





Job Advert

Grade 19 SCP 54-57 – 37 hours per week, all year round
Starting salary £63,586, increasing to £70,790 with service

We are seeking to appoint a Director of Finance and Operations to lead and manage our finance department and to oversee key support services within our school. This is a vital role within the Senior Leadership Group and plays a pivotal role in ensuring our sound financial performance as well as overseeing the IT and facilities teams to deliver services across the school to the highest level. The successful candidate will be an experienced senior manager with expertise in finance and strategic leadership.

This is an excellent opportunity for a dedicated and ambitious colleague to join our school. We are justifiably proud to be one of the highest attaining 11-16 comprehensive schools in Kirklees and we are regularly heavily oversubscribed. The school serves a suburban area and several villages to the south and east of Huddersfield.

We are Single Academy Trust, having converted in September 2012. We were awarded 'Good' in our November 2019 inspection and consistently achieve excellent grades at GCSE. We have a strong and committed staff who are proud to work here. There are 62 teachers (60.4fte) and 51 associate staff (42.4fte). Our current budget allocation is £6.7 million with £290,000 to support Pupil Premium students. The Director of Finance and Operations plays a key role in ensuring this money is effectively deployed.

'The King James's Way' sets out the values and commitments which lie at the centre of everything we do. Though we are proud of our academic success, we are equally proud of our inclusive approach and first class, wraparound pastoral care.

At King James's School we are proud of our inclusive and supportive working environment. As an organisation that values and nurtures talent, we are committed to helping you fulfil your potential. With a comprehensive training and development programme, tailored to your needs and the requirements of the school, we will enable you to flourish in your role and perform to the very best of your abilities.

We are committed to safeguarding and promoting the welfare and safety of children and young people and expect all staff to share this commitment. All staff will be subject to an enhanced DBS check. This post involves direct contact with children and is considered to be a regulated activity. This role is exempt for the Rehabilitation of Offenders Act 1974, so most criminal convictions must be disclosed to us.

You can find full details of the role and how to apply [here](#).

If you have any questions about the role please call Tracey Brook, PA to the Principal, or email her (staff.tbroom@kingjames.school).

Completed applications should be submitted **by 9.00am on Monday 7th October 2024**



Job Description

GRADE 19 (SCP 54-57)

PURPOSE OF POST

The Director of Finance and Operations will be a member of the School Leadership Team, with a key role in the long-term strategic development and planning for the Trust. You will work closely with the Principal and have responsibility for all financial and operational matters affecting the school.

As an integral part of the School Leadership Team at King James's School, you will:

- Lead on strategic, financial and operational issues of all aspects of the academy
- Ensure that the financial and operational systems, processes, and functions are compliant, efficient, reliable, and quality assured through effective policies and internal controls
- Manage the governance framework of the Trust, working with the Principal and Trust Board to provide professional support and development, promoting high expectations for all involved in business and finance within the Trust
- Provide the Principal and Trustees with up to date advice on statutory requirements and accountability frameworks, ensuring that these are communicated in a timely manner
- Produce clear, concise, professionally researched policies, plans and reports
- Monitor business and financial performance against expectations and external benchmarks through systematic quality assurance, self-evaluation, and planning.

KEY AREAS

1. Leadership and Strategy
2. Finance
3. Estates and Facilities Management
4. Health and Safety
5. Risk Management
6. ICT and Network Services
7. Governance
8. Academy Conversion
9. Other Duties
10. Continuous Professional Development
11. Safeguarding
12. General

Duties & Responsibilities

Leadership & Strategy

- Establish, lead and be responsible for implementing:

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- A sustainable business strategy and long-term financial plan to facilitate Trust growth and delivery of the Trust Strategic Development Plan
- A strategy and supporting structure for key support services (Finance, ICT and facilities including the outsourced cleaning and catering functions) which provides an effective level of provision in an efficient manner
- Cost-efficient plans to deliver agreed objectives and targets
- Influence the Trust's strategic decision making to ensure best value

Finance

- You will be the Trust's named Chief Financial Officer and responsible for its financial operation
- Ensure that the Trust is compliant with the Academy Trust Handbook and other external and internal governance frameworks
- Prepare the Trust's annual financial budget forecasts and plans in consultation with the Principal and School Leadership Team, developing and implementing strategies for maximising the Trust's current finances.
- Advise the Principal and Board on investment and financial policy, preparing appraisals for projects and the Trust Business Plan for the future development of the Trust
- Undertake regular benchmarking comparison exercises and ensure Integrated Curriculum and Financial Planning (ICFP) concepts are embedded in the Trust
- Ensure robust controls and monitoring systems are in place throughout the Trust's finances, including regularly reviewed financial policies and procedures that are embedded across all areas
- Be responsible for the Trust's accounting function ensuring its efficient operation and control including bank reconciliations, VAT returns, payroll reconciliations and PAYE related returns.
- Prepare and submit the Trusts financial returns, including annual accounts and monthly management reports in line with the processes set out in the Academy Trust Handbook
- Develop and maintain an effective internal audit procedure for the Trust
- Manage the external audit procedure and follow up on any recommendations
- Report to the Finance, Audit and Risk Committee and the Governing Body on all aspects of Trust finance, business operations and audit to facilitate effective decision making
- Commission and procure services on behalf of the Trust as required, in accordance with the Trust Procurement Policy. Monitor the effectiveness and implementation of these agreements.
- Maximise income opportunities wherever possible, through commercial activity such as investment, use of facilities, preparing and submitting bids, sponsorship and generating income through other business opportunities
- Ensure the safety, security, and effective maintenance of the Trust's assets



- Directly line manage finance staff, ensuring they have all necessary training to undertake their roles. Undertake appraisal reviews with them and support their professional development.

Estates and Facilities Management

- Lead and co-ordinate the estate management and development strategy and capital plan, liaising with the School Leadership Team, developing the site to meet the aims of the school
- Liaise with the DfE/ESFA or other providers of financial support, together with the Trust professional advisors, on all matters relating to capital building and development projects
- Appraise development projects to ensure their delivery within scope, timescales and on budget
- Proactively seek opportunities to secure capital funding for the development of the Trust
- Ensure that the Trust maintains high standards of security for the school site to safeguard our students, staff and visitors
- Ensure procurement arrangements represent best value and that contracts are secured in accordance with financial guidelines and regulations
- Develop and promote energy efficiency measures across the Trust
- Liaise with service providers for contracted out provisions to ensure compliance with contractual terms and their effective operation
- Lead on any transport strategies, ensuring that staff and students are traveling in the safest and most economical way
- Directly line manage the Premises Manager ensuring they have all necessary training to undertake their role. Undertake appraisal reviews with them and support their professional development
- Oversee the outsourced Cleaning and Catering functions, ensuring they are compliant with Government and regulatory standards, high quality and cost effective

Health & Safety

- Secure and provide appropriate advice for the Governing Body, Principal and School Leadership Team on all Health & Safety matters
- Secure effective arrangements for the monitoring and audit of Health and Safety matters
- Ensure the compliance with the requirements of the Health & Safety at Work regulations: to take reasonable care of the Health & Safety of all employees and to ensure that the Health & Safety responsibilities are carried out
- Be responsible for all policies and procedures relating to health and safety (including First Aid, Fire Safety, Asbestos Management) and ensure that staff are sufficiently trained in all aspects
- Ensure that accident reporting is embedded in the culture of the Trust, including the reporting of near misses and that effective investigation and 'lessons learnt' procedures are in place



Risk Management

- Lead on the Trust's Risk Management Strategy, including the updating and communication of the Trust Risk Register
- Ensure all risks that are out with the Trust's risk appetite are immediately escalated through the governance framework
- Lead on the Business Continuity and Emergency Planning Procedures across the Trust.

ICT and Network Services

- Oversee the strategic management of ICT Services
- Directly line manage the Network Manager ensuring they have all necessary training to undertake their role
- Undertake appraisal reviews with them and support their professional development

Governance

- Work with the Members, Governing Body, and the Principal on statutory, constitutional, policy and process requirements
- To carry out the role of Company Secretary for the Trust, ensuring that Companies House are informed of Director changes and receive the annual return by the due date. Maintain governor records via the Get Information About Schools (GIAS) system as prescribed by the ESFA.
- Attend the Finance, Audit & Risk Committee meetings, the AGM and other external events as required

Academy Conversions

- If the Trust strategy is to expand, act as internal project lead on any academy conversions, ensuring effective due diligence on all estate and compliance issues
- Ensure any new academy is then fully integrated into the Trust and be the lead for them in all business areas

Other Duties

- Manage the performance of service contracts in the trust, monitoring any agreed KPIs and other performance criteria
- Develop constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings sharing experience and skills with others
- Provide training to staff on new systems and procedures and keep appropriate records
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Principal and to meet the needs of the school.



Continuous Personal Development

- Ensure all relevant training is current
- Attend training to enhance knowledge

Safeguarding

- Ensure that the school safeguarding and child protection procedures are followed
- As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

General

- Take an appropriate role in the life of the school supporting its distinctive ethos and values, and actively promoting our policies and practices.
- Carry out any reasonable task as requested
- Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through School communications.

RESPONSIBLE TO: Principal



Person Specification

	Essential	Desirable
Qualifications		
Be educated to degree level or equivalent	✓	
Have completed a professional accountancy qualification e.g., ICAEW, ACCA, CIMA or CIPFA		✓
Have completed a School Business Manager qualification		✓
Hold recognised Health and Safety Accreditation (IOSH/NEBOSH)		✓
Experience		
Senior financial management and strategic leadership either in the public, private or VCSE sectors	✓	
A proven track record of successful financial leadership and managing effective teams	✓	
Experience of managing an estate and buildings and capital projects	✓	
Evidence of leading and managing budgets, and working with stakeholders to develop strong financial understanding and empathy across the organisation	✓	
Experience of developing and managing external relationships with professional and regulatory bodies	✓	
Experience in the preparation and presentation of management accounts to key stakeholders	✓	
Evidence of entrepreneurialism and innovation, with an ability to identify commercial opportunities to maximise income		✓
Experience of working in an educational setting		✓
Experience of working with Governors or Trustees		✓
Knowledge and Statutory Requirements		✓
Up to date and detailed knowledge of appropriate accountancy and professional codes of practice		✓
Knowledge of statutory requirements and funding strategies	✓	
Knowledge & experience of managing procurement & contracts	✓	
Strong working knowledge of Health and Safety	✓	
Proven awareness and respect for the highly sensitive status of information and confidentiality	✓	
Experience of working with external auditors and agencies	✓	



Planning and Organisational Skills	Essential	Desirable
Demonstrate sound judgement and the ability to look at risk analysis through a commercial as well as financial lens	✓	
Deploy excellent analytical skills and sound judgement	✓	
Direct and retain a multi-disciplinary team effectively through excellent leadership skills	✓	
Manage own workload, prioritising in order to meet tight and often competing deadlines	✓	