



Devonport High School for Girls

Opportunity - Nurture - Achieve



Information Pack

Director of Finance & Resources
(Full Time, Permanent)

Dear Applicant



Thank you for your interest in the position of Director of Finance & Resources at Devonport High School for Girls (DHSG). I am very proud to be the Head Teacher here in a school where the staff and I value each and every young person as an individual and support them on their journey into adulthood. At Devonport High School for Girls, our mission is to ensure that all of our students receive an exceptional educational experience, through a wealth of opportunities within a nurturing environment, leading to outstanding achievements. This is an exciting time to join our school on our continuing journey to fulfil our mission.

Our teachers, support staff and Trustees are all committed to the DHSG mission and strive

to ensure that it becomes a reality for our students. DHSG has a long tradition of excellence and was founded in 1908. We are proud of our history, but our main focus is looking to the future. We are a 21st century grammar school, whilst retaining the best academic traditions. We look after our staff at DHSG and have systems in place to support and develop our colleagues, including wellbeing. For example, we have an additional week for half term for all staff in October/November, which is paid.

We are a highly successful and oversubscribed 11-18 selective grammar school and one of the country's highest performing state schools. Our students are absolutely fantastic and we value our staff here, and as such have sensible policies and systems in place.

We are seeking to appoint an exceptional Director of Finance & Resources with the necessary financial experience, skills and personal qualities to join the school's Senior Leadership Team. The successful candidate will be responsible for financial management, human resources, administration, premises management and facilities, IT, catering and health & safety. This is a full time position, with the occasional need to attend meetings outside of the contracted hours (e.g. a Trustee Meeting), but time can be taken back as TOIL. You are also entitled to holiday throughout the year, that can be taken during term time, in agreement with the Head Teacher and Chair of Trustees.

In this applicant information pack, you will find a Job Description, Person Specification, along with details on how to submit your application.

If you have the energy, skills and motivation to join us and make a difference, I would welcome an application from you. If you would like an informal conversation over the telephone or a visit to look around prior to applying, please get in touch.

Yours faithfully,

L. J. Sargeant
Head Teacher

The City

Plymouth is the largest city south west of Bristol, with a population of approximately 260,000. Located overlooking one of the world's finest natural harbours, it is a city with a proud history.

Recent years, have seen Plymouth develop further as a cultural as well as a commercial, industrial and tourist centre. The city is served by a very active Arts Centre, the Theatre Royal, Plymouth Pavilions and the Life Centre - one of the country's leading sporting venues. Plymouth is also home to the University of Plymouth and Plymouth Marjon University.

There are regular ferry services to Roscoff, France and Santander, Spain. The Devon Expressway (A38) links Plymouth to the national motorway system and the intercity rail journey to London takes approximately three hours.

Plymouth has developed very strong twinning links with cities in Russia (Novorossiysk), Spain (San Sebastian), France (Brest), Poland (Gdynia) and Massachusetts, USA (Plymouth). There are also extensive educational links with many more towns and cities.

Click and open the hyperlink in the image to find out why Plymouth is such an attractive city.



The School

Devonport High School for Girls was established in 1908 and is situated on a lovely green site overlooking Plymouth's Central Park, approximately two miles from the city centre. It is an 11-18 selective girls' grammar school and became an Academy in April 2011.

There are approximately 960 students on roll, including around 225 in the Sixth Form. Students come from Plymouth and the surrounding counties of Devon and Cornwall.

The school is part of The Link Partnership (TLP) with four other schools in the city in order to extend curriculum provision for students in the Sixth Form.

As well as its strong international links, Devonport High School for Girls has gained a reputation for academic excellence, which helps launch its students on their chosen career paths. The work ethic in the school is very strong and staff are deeply committed to their teaching.

The school places a strong emphasis on developing the whole person and as part of this commitment organises a broad range of enriching extra-curricular opportunities and a comprehensive programme of field visits, with opportunities for students to travel abroad.

The staff of approximately 100 teaching and support staff (a mixture of full-time and part-time employees) are led by the Senior Leadership Team, which consists of the Head Teacher, Director of Finance and Resources, Deputy Head Teacher and five Assistant Head Teachers. From September 2026, this will also include six Associate Senior Leaders (SENDCO and five Heads of Faculty).

Why work at DHSG?

We Value Our Staff!

We value our staff and do this by having sensible policies and clear systems in place.

We do not expect staff to write endless feedback to students. We do not do WWW or EBI but let departments decide what is best for students. You will not be expected to attend pointless meetings. We value CPD time and to that extent have frequent department time.

We do not grade lessons or have formal observations. We have developmental drop ins which give immediate constructive feedback.

We value our future leaders, and we invest in the talent development of our staff. Access to internal leadership CPD, SLT secondments and other opportunities are in place for staff. Students are exceptionally well behaved here, so you will not waste time sorting out behaviour. You can just teach.

Do you want to work in a school...

- That has significantly improved results, year on year and the best in the city and region?
- Where the teacher is valued as the expert?
- That has an excellent student culture of respect, manners and hard work?
- That takes workload seriously? That has a clear workload charter, has a rational approach to marking? That restricts email use at weekends and during holidays and does not see 1265 as a target to meet?
- Free tea, coffee and milk for all staff.
- Regular socials organised by the social committee for staff.
- End of term food provided for staff (Bacon Rolls, End of Year BBQ).
- We have a 2 week half term in October/November and do not expect staff to be in for this. We do not make up the time elsewhere either, by having longer days or extra days in the summer term.
- Offer staff a free lunch for running a club?
- Can take PPA at home;
- That values its staff and has a strong approach to CPD?
- Allows departments autonomy over curriculum and planning?
- Offer time off in lieu for staff that give up time to run after school revision sessions?
- Where the staff are fully behind our ambition for excellence?
- That is values-driven, wanting the very best for the students?
- Where people feel valued, and morale is high across the school?

If the answers are yes to the above, then this school is for you.

Job Description: Director of Finance and Resources

Post Title:	Director of Finance and Resources
Grade:	NJC Grade K Points 47 – 51 (£58,973-£63,545)
Hours:	37 hours per week all year round
Responsible to:	Head Teacher
Responsible for:	Catering Manager, Estates Manager, Finance Manager, Personnel Manager, Network Manager, Development Officer
Job Purpose:	To work with the Head Teacher as a member of the Senior Leadership Team (SLT) and the Trustees to develop the strategic direction of the school, and to provide professional leadership and management for all non-teaching areas of the school specifically in the areas of finance and accounting, human resources (HR), administration, premises management and development, IT, catering and Health & Safety

MAIN DUTIES

Strategic Leadership

- To work with the Head Teacher and the Trustees as a member of the School Leadership Team (SLT) in order to secure a strong financial position for the school.
- Contribute positively and take responsibility as part of the SLT for strategic decision making within the school.
- Be an active and supportive member of the SLT and demonstrate the overall ethos and aims of the school.
- Lead key support areas of the school including finance and accounting, HR, procurement, administration, premises management, catering and Health & Safety.

Financial Management

- Is the Chief Financial Officer for the School, responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures.
- Review all accounting and financial procedures annually to ensure compliance with relevant legislation and other requirements, including the DfE's Academies Trust Handbook.
- Prepare for approval by the Head Teacher and the Trustees the annual budget for the School and submit the plan to the DfE by the published deadline.
- Provide regular management accounts for budget holders, the Head Teacher and the Trustees in relation to monitoring of expenditure and income.
- Work effectively with all budget holders so they understand the resources available to them and how to achieve value for money in the use of those resources in the delivery of learning and teaching.
- Continue to develop, review and implement the school's financially related policies, processes and procedures, including all aspects of financial budget planning and management, income generation, audit and control in order to make the best use of the financial resources.
- Responsible for effective and appropriate procurement including insurance, school services, and service level agreements.

- Ensure the effectiveness of the school's governance arrangements in order to enable the school to meet financial compliance with the DfE, company and charity law, and other statutory requirements.
- Take the lead on the preparation for internal and external audits throughout the year, including the Teacher Pension Audit.
- To complete and return annual DfE surveys (Charities Commission, Land and Buildings Collection Tool, Accounts Return, Schools Resource Management Self-Assessment Checklist, Budget Forecast Return etc.).
- To lead on procurement, finding the best contracts available that ensure quality and value for money (e.g. Gas, Electricity, insurance etc).
- Ensure an understanding and appropriate treatment of funds.
- Work with the Development Officer to ensure the generation of donations to the school and fund raising.

Human Resources (HR)

- Responsible for all HR matters relating to school staff, in conjunction with our HR Advisor. To ensure all pre-employment checks are satisfactorily completed and renewed as required. To keep oversight of the single central record maintained by the Personnel Manager. To oversee the recruitment process and issue of contracts of employment.
- Responsible for ensuring the provision of the outsourced payroll service for all school staff, with the implementation of the various pension schemes and other deduction schemes, where appropriate.
- Responsible for reconciliation of monthly payroll.
- Responsible for all annual returns in relation to pension audits and HMRC statutory requirements.
- Ensure the Schools Workforce Return is completed annually.
- Ensure the school's Pay Policy is updated annually in line with terms and conditions of employment for all staff.
- Lead the recruitment, annual support staff development programme and professional development of all school support staff.
- Participate as an active member of the school's Joint Negotiating Committee meeting with external Trades Unions to discuss and consult on contracts of employment and other terms and conditions of service.
- To have oversight of Support Staff Appraisals, co-ordinating the annual setting and reviewing of performance objectives.
- To take the lead on the absence management process for all staff, including return to work interviews when trigger points are met.

IT

- Lead on the strategic development of ICT, in conjunction with the Network Manager and SLT.

Facilities Management and Health & Safety

- Act as the school's Health & Safety Co-ordinator and have oversight of Fire Safety for the buildings and site; ensure records are kept for alarm tests and practices and that emergency evacuation procedures are in place and regularly reviewed.

- Responsible for ensuring the effective maintenance of the school site and buildings. This includes the oversight of the preparation of maintenance schedules by the Estates' Manager, and that all statutory checks and services are carried out.
- Maintain the asset register and risk register and provide regular reports to the Head Teacher and the Trustees.
- Oversight of lettings, and the development of school facilities for out of hours use in conjunction with the Estates' Manager.

Catering

- Oversee the catering provision for the school.
- Work with the Catering Manager to ensure that meals are of the highest standard and comply with the Healthy Schools Agenda.
- Oversee the operation of the cashless catering system.
- Provide regular reports on the catering budget to the Head Teacher and the Trustees.

Capital Projects

- Identify additional sources of capital funding and bid for resources to facilitate the school's long term development.
- Co-ordinate the drawing up of outline specifications for new buildings, obtaining tenders, planning permission and liaison with the school's project management provider, architect and building contractors, where appropriate.
- Monitor, evaluate and review all capital projects, with a particular focus on safety, financial controls, building quality and other contractual issues as appropriate.

Income Generation and Best Value

- Maximise income generation and internal cost savings within the ethos of the school.
- Oversee the implications of the lettings policy and maximise income generation through lettings of the school premises.
- Investigate alternative sources of external funding, and lead and co-ordinate the preparation of bids to external agencies for facilities, resources and funding.
- Negotiate and monitor contracts and tenders for the provision of services to the school that will maximise best value.

This job description outlines the duties required for the post and indicates the level of commitment and responsibilities expected. The list is not exhaustive and you may, from time to time, be required to undertake other duties to meet the needs of the school.

Person Specification

Essential Key Skills

- Business Management experience in either an educational or commercial setting including all aspects of budget planning and monitoring.
- Extensive knowledge of financial management and accounting procedures.
- Experience of producing, evaluating, and explaining a variety of financial reports, including detailed management accounts.
- Proven Leadership and Management skills including staff performance management and appraisal.
- Experience of working at a strategic level within an organisation.
- Proven track record of effective management in HR/Personnel, including payroll and contract administration.
- Experience of premises management and working in line with statutory obligations.
- Experience of Health and Safety issues in a workplace environment.
- Successful experience in capital project bid processes.
- Excellent IT skills and able to maintain and operate the Schools' accounting system.
- Proven project and contract management skills including capital build projects.

Qualities and Abilities

- Ability to work under pressure and meet deadlines.
- Ability to communicate effectively with all stakeholders including students, staff, Governors and external agencies.
- Excellent organisational and time management skills.
- Ability to be flexible and work on own initiative.
- Ability to maintain strict confidentiality in all matters.
- Ability to motivate and promote highly effective team working.

Essential Qualifications and Training

- Education to degree level (or equivalent).
- Relevant qualification in Business Management or Accounting (as per the Academies Trust Handbook).

Desirable Key Knowledge & Qualifications

- Level 5 Diploma in School Business Management (formerly DSBM).
- Health & Safety Qualification eg NEBOSH, IOSH, NVQs.
- HR Qualification – Certificate in Personnel Practice or CIPD Level 3 or above.

How to apply

All applications for employment should be made by completing the school's application form, which can then be submitted by post to the school address or by email to recruitment@dhsg.co.uk. The form can be downloaded from the 'Staff Vacancies' section of the website at www.dhsg.co.uk. Please note that CVs are not accepted.

Applications for this vacancy must be received by **9am on Monday 23 March**. Interviews are expected to take place the week beginning **Monday 30 March** over two days.

The Head Teacher will be doing informal meets and tours of the school, should you wish to visit before applying. These will be happening at the following times:

Monday 16 March 4pm – 5pm

Thursday 19 March 9am – 10am

Friday 20 March 10am – 11am

If you would like to visit the school or have an informal, confidential discussion about the role at one of these times, then please contact:

Mrs P Hockedy
Personnel Manager
Devonport High School for Girls
Lyndhurst Road
Peverell
Plymouth
Devon
PL2 3DL

T: 01752 705024

E: recruitment@dhsg.co.uk

