



Finance and HR Manager Candidate Information

October 2021



**CHEL TENHAM
BOURN SIDE
SCHOOL**

Empowering lives
through learning



CHEL TENHAM BOURN SIDE SCHOOL



Welcome to Bournside

People are at the heart of Bournside.

Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you'll see them written on our website and on our corridor walls, where you'll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn, and the way we ensure that every day, in and out of lessons we are living our vision: **empowering lives through learning**.

Bournside is a large school with over 200 staff and 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. The size of our school means that whatever your role, you'll benefit from having a dedicated, specialist team around you. Everyone is a member of one of our six houses; coupled with our vertical tutor group model, for students, the house system aims to nurture and enhance a sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It's not at all unusual for several generations from the same family to have been part of Bournside school. We've been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Anne Alsop, School Business Manager aca@bournside.gloucs.sch.uk. I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is 9am on 1st November 2021.

I look forward to receiving your application to join us in **empowering lives through learning**.

Steve Jefferies
Headteacher



**CHEL TENHAM
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Finance and HR Manager

Start date: ASAP

**Salary: SCP 40-43 £43,857 -
£46,845 (£40,357 - £43,106 pro
rata)**

**Contract: 37 hours per week,
42 weeks per year, Permanent**

An outstanding opportunity has arisen to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2016), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.



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Warden Hill Road, Cheltenham, GL51 3EF | hr@bournside.gloucs.sch.uk | 01242 235555

**Applications by:
9am 1 November 2021**

We are looking to appoint a Finance and HR Manager to provide leadership and line management for the Finance and HR functions of the school.

You will work under the guidance, support and direction of the School Business Manager and have the opportunity to lead and be supported by a team of 3 staff: Finance administrator, Senior Finance administrator and HR and Payroll administrator.

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

Application pack:

www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/



Job Description

Finance and HR Manager

Post title: Finance and HR Manager

Responsible to: School Business Manager

Hours per week: 37 Hours Per Week

Working days and hour: Monday to Friday 8:30am – 4:30pm

Working Weeks: 42 weeks per year

Contract Type: Permanent

Salary: SCP 40-43 £43,857 - £46,845 (£40,357 - £43,106 pro rata)

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

Key Duties

- Organising and managing the schools finances in accordance with the Academies Handbook including the management of staff contracts, finance and employment related policies, recruitment, pensions and payroll related functions
- To provide leadership and line management for the Finance and HR functions of the school with accountability for accuracy and timeliness of financial and HR information (to include School Central Record)
- Line management of the Finance and HR team members

Finance

- The preparation of monthly management accounts pack – to include YTD and MTD management accounts with explanatory notes, 12-month rolling cash flow, balance sheet and trading P&L's for catering and sports centre
- Preparation of annual budgets and interim forecasting
- Lead the annual and statutory reporting process for internal and external audits
- Ensure all statutory returns are filed accurately and on time
- Attend and present when necessary at the Risk and Audit Committee meetings
- Ensure accurate VAT accounting and payment, and that VAT returns are submitted as required
- Be conversant with the principle of taxation applicable to the school and the financial implications of charitable status
- Manage and regularly maintain the school's asset register

HR

- Manage the recruitment and induction processes in line with Safer Recruitment principles.
- Provide management guidance and support for sickness absence management
- Lead the annual review of all HR related policies and ensure that they are kept up to date and in-line with the latest guidance supplied by our outsourced employment law consultants.
- Management of employment contracts, changes to contracts and the payroll process

Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



Person Specification

Finance and HR Manager

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Qualified accountant ACA, ACCA or CIMA or extensive previous experience as School Finance Manager	
Experience, understanding, and knowledge	<ul style="list-style-type: none">• Experience with all MS Office packages specifically high-level competency in Excel• Experience of general ledger functions and month/year end processes• Excellent accounting software user – demonstrated ability to leverage system tools and capabilities to deliver reporting process efficiencies and improve insight to management• Excellent verbal and written skills, ability to communicate concisely and effectively, including with non-finance colleagues• Highly numerate, analytical, and strong attention to detail• High personal integrity and able to maintain a high degree of confidentiality Suitability for promoting and safeguarding the welfare of children and young people	<ul style="list-style-type: none">• Experience of school finance• Experience with Sage• Experience with payroll• Experience of HR and employment policies & procedures
Personal qualities	<ul style="list-style-type: none">• Team player with a position 'can do' attitude• Energetic, self-motivated and an inspirational mentor for junior colleagues• React positively to change and willing to take on new challenges, demonstrating innovation, curiosity, and initiative to suggest new ideas or ways of working	



Settling in at Bournside

We will fully support you with your transition to Bournside. The HR department oversees the provision for new staff, including your induction, to support you in understanding and coping with your new role.

Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as you start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, departmental development time, focused workshops, and time for performance management and review.



Employee Benefits

Support Staff

General

- Provision of all necessary IT equipment.

Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's fitness suite
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre is open between 8:00am and 1:30pm every day.

Professional development

- Support to complete further academic study and professional qualifications.

Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, paternity, parental, and adoption leave
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.



Our Values

We are...

PURPOSEFUL

We persevere to achieve our goals and aspirations

PROUD

We celebrate everyone's effort and achievements

RESPECTFUL

We care about each other and believe in equality and kindness

CURIOUS

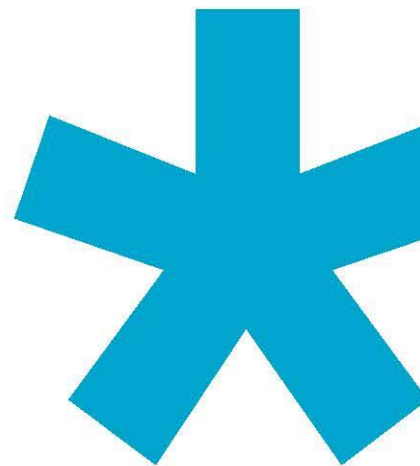
We have enquiring minds and are not afraid of challenge

SUPPORTIVE

We make a positive difference to each other's lives

AMBITIOUS

We aim for the very best in all we do



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