



**Malden Oaks**  
School & Tuition service

Making the **MOST** of everyday



**FINANCE AND OPERATIONS  
MANAGER**

**Application Pack**



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# HEADTEACHER'S WELCOME



Malden Oaks is a specialist and innovative SEMH provision for students aged 11-19 across Kingston and Richmond. Our students benefit from our attachment aware, trauma informed environment that prioritises building on success and focusing on what students can do.

As an alternative to mainstream education, we are proud to have students of all abilities and encourage each student to have high aspirations, supporting them in developing their self confidence and resilience through our unique 4As Approach. We firmly believe that if our students experience Attachment, Altruism, Achievement and Autonomy whilst with us, they will leave us better equipped to be safe, happy and successful in the future.

Positive relationships are at the heart of everything we do. We are a specialist provision and, as such, we understand the importance of our students being able to build and maintain relationships and that also, our staff are better able to support their students if they're afforded the time to really understand them. We regularly see complex circumstances that result in students unable to cope, or stay, within mainstream schools. We are experienced in supporting students to develop at their own pace and are proud to be able to offer students a place where they can succeed.

Our success and that of our students relies on us having a strong staff team that is passionate about equality and inclusion. We are conscientious investors in our staff, with a comprehensive induction programme and numerous CPD opportunities. We are proud to have a diverse and experienced staff body who work collaboratively and creatively to ensure that our offer would be good enough for our own children.



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# OUR SCHOOL

## LOWER SCHOOLS

Both our Lower School Kingston and Lower School Richmond offer small group teaching to students in Years 7-10. Based on a nurturing model, students are predominantly taught by one teacher (often from a primary background) with whom they will be able to build a positive working relationship and who will be able to build on their strengths whilst supporting their needs. Learning takes place both inside and outside the classroom across the curriculum and students work towards AQA awards.

## UPPER SCHOOL

Our Upper School provides small group teaching for students predominantly in Year 11 working towards GCSEs or other qualifications. Students also take part in Duke of Edinburgh and depending on their interests, may also follow vocational courses. Our teachers in Upper School are qualified subject specialist teachers who are also experienced in mentoring our students to plan for their Post 16 options and navigate life after Malden Oaks. Each student's timetable is individual to ensure that their needs are met.

## 6OAKS

6Oaks provides education for students aged 16-19 with an EHCP. Students are taught in small groups of no more than 8 by subject specialist teacher and may work towards GCSEs and/or A-Levels. One-to-one tuition is available in the home or community to support students in being able to access provision on site. For students not yet ready to engage in formal learning, there is also a one-to-one mentoring programme designed to support transition by focusing on building trusting relationships.



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# OUR SCHOOL

## TUITION SERVICES

Both our Kingston & Richmond Tuition Services provide 1:1 and small group teaching for students who are not yet ready to engage in more formal learning or attend a more traditional school setting. Students may be referred for tuition due to ill health or unmet SEN needs.

Tuition may take place in the home, the community or on site depending on student need. Each timetable is designed to meet the students' needs and interest. Whilst the focus for some students will be engagement, others have the opportunity to pursue the KS3 curriculum or work towards GCSEs and other qualifications in core subjects alongside other subjects and activities.

## MO DISCOVER

MO Discover operates from two bases, one in Kingston and one in Richmond. Available to both existing students and those in mainstream, MO Discover aims to complement existing timetables and support placements. Activities are delivered by specialist instructors and range from Arts & Crafts, to mechanics with a range of sporting options.

## BUSINESS SERVICES

Our Business Services Team is the 'engine room' of our school, responsible for providing the strategy and operation of professional services across our school estate (6 sites currently). The team provides a wide range of functions including financial management, human resources, data and information analysis, ICT, school estate management, health and safety, compliance, administration, and examinations. The team provides critical day to day support that enables our school to operate effectively and efficiently, creating a positive and welcoming environment for our staffs and students.



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# OUR ETHOS & VALUES

## Safeguarding

To ensure safety and well-being of our students, all aspects of safeguarding are rigorously monitored.



## High Expectation

Students are encouraged to aim high on both a day to day basis and in their aspirations for the future.



## Student Voice

Our approach is student centred and it's important that we know what's important to and for our students.



## Engagement

Use of outdoor education and a range of other practical and creative activities, to enable students to take risks, rise to the challenge and learn from mistakes in a safe environment.





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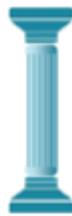
# The 4As – Our Methodology & Approach

*Behaviour is a communication | Growth Mindset: 'Not yet' | No rewards, no sanctions*



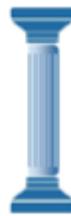
**Attachment**

The security of  
belonging to a  
community



**Altruism**

The joy of  
being to help  
others



**Achievement**

The satisfaction  
of a job well  
done



**Autonomy**

The freedom to  
make decisions  
for yourself

It is important that our students are given the opportunity to enjoy a positive school experience and that they know they can succeed. At the heart of our ethos are the 4As. Ensuring our students experience each 'A' supports them in developing their resilience and the skills necessary for the next step of their journey.

Alongside this approach is the fundamental belief that behaviour is a communication and that unconditional care and respect underpin everything we do. This means our response to students is always from a position of understanding and the desire to support. We know that a student's behaviour is never personal and we respond to situations with an emotion coaching response.

We are attachment aware and trauma informed. Not only is every day a fresh start, but every lesson and every section within a lesson. We repeatedly seek out opportunities for our students to succeed and learn from previous mistakes and experiences.

We do not have any rewards or sanctions as the evidence that our students achieve more from developing an understanding of the intrinsic value of what they are doing is plain to see.



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## OFSTED REPORT



***This is a 'Good' school where students enjoy the community feel of Malden Oaks School, where staff understand them and their needs very well. Students appreciate how staff give them the time, resources and help they need to learn. This enables students to rediscover an enjoyment in coming to school even when their previous placements have been unsuccessful.***

***Leaders are ambitious for all students. Students achieve well from many varied starting points. Parents and carers are overwhelmingly positive about the way their child's opportunities have been transformed since joining the school.***

***Students are able to pursue their interests and learn new skills through different opportunities available. They behave with courtesy and great consideration for one another around school. They understand and live up to the values which the school makes sure they learn. Lessons are very seldom disrupted. Bullying is rare and tackled effectively when it does occur.***

***The very positive relationships between staff and pupils lead to a serene, purposeful atmosphere in lessons and throughout the school. Pupils gain confidence in building and maintaining relationships with one another. Staff are quick to notice the signs that a pupil needs support to regulate their behaviour. They skilfully and calmly help pupils to become relaxed and focused again.***

***Pupils behave with courtesy and great consideration for one another around school. They understand and live up to the values which the school makes sure they learn. Lessons are very seldom disrupted. Bullying is rare and tackled effectively when it does occur.***



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# JOB DESCRIPTION

<b>LOCATION:</b>	Dukes Centre
<b>CONTRACT:</b>	Full Time and Permanent Up to 36 hours (minimum 30 hours), all year (52 weeks)
<b>SALARY:</b>	Grade H (SP28 to 33), Actual salary range £40,755 to £45,510 for 36 hours PW, 30 days paid annual leave.

## BUSINESS SERVICES

Our Business Services Team is the 'engine room' of our school, responsible for providing the strategy and operation of professional services across our school estate (6 sites currently). The team provides a wide range of functions including financial management, human resources, data and information analysis, ICT, school estate management, health and safety, compliance, administration, and examinations. The team provides critical day to day support that enables our school to operate effectively and efficiently, creating a positive and welcoming environment for our staffs and students.

## JOB PURPOSE

1. Support the Head of Business Services in the financial management of the school, including cash flow, budgeting, forecasting, and reporting, whilst ensuring financial compliance with education funding regulations and policies.
2. Develop and implement strategies to drive cost efficiency and financial sustainability, establishing commercial links with businesses that can generate educational benefits to students.
3. Support the Head of Business Services to ensure the smooth and efficient running of all non-teaching operations of the school.
4. Line Management of some staff within Business Services.



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## MAIN DUTIES AND RESPONSIBILITIES

1. To support the Head of Business Services in the effective financial management of the school, providing accurate and timely budget reports and financial analysis to track and monitor expenditure against forecast.
2. To work alongside the Head of Business Services and assist the schools leadership team to ensure that each of our provisions operate within their budget allocation, by providing accurate and timely reports to track forecasted expenditure, and mitigate against budget pressures at the earliest opportunity.
3. To support the Head of Business Services provide a range of financial monitoring reports and budget analysis to the local authority and Achieving for Children to comply with local and national regulations, including quarterly reporting, year end processes, and internal/external audit.
4. To support the Head of Business Services maintain accurate cash flow forecasts and analysis, manage unpaid invoices and aged debtors, and provide accurate recharge/reconciliation data and information.
5. To ensure compliance with the schools financial procedures, and local/national education funding regulations and policies. Including weekly BACs payments, bank reconciliations, orders and procurement activities. Complete monthly reconciliations and month/quarterly, and year end procedures, and VAT returns.
6. To keep up to date accounts ready for audit/inspection, including the school fund, and manage the petty cash process in association with the school cafe.
7. To develop new ideas and approaches to generate additional income for the school, through marketing, business links, sponsorship, and other funding streams.
8. To establish commercial links with businesses and the third sector that can generate educational benefits to students.
9. To optimise the school's income from various sources, including those for capital developments, while ensuring high-quality outcomes.



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## **MAIN DUTIES AND RESPONSIBILITIES (CONTINUED)**

1. To implement strategies to drive cost efficiency and financial sustainability.
2. To support the Head of Business Services to ensure the smooth and efficient running of all non-teaching operations of the school, including providing cover for the HR operational functions in the school holiday (non-term time) periods.
3. Foster a culture of continuous improvement across the schools' operations to enhance efficiency and effectiveness.
4. To work closely with the Head of Business Services, and all staff across the school, to deliver the School Development Plan, and improve opportunities for our students and our staff at Malden Oaks.
5. The Operations Manager will support the Head of Business Services in managing the Health and Safety management of the school estate, including the reviewing and implementation of all risk assessments and school policies relating to health and safety.
6. To ensure that all relevant administration, paperwork and risk assessments are in place for school events and/or hire of school facilities and vehicles.
7. To be responsible for line managing some staff within Business Services.



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## **OTHERS (GENERAL)**

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection - report all concerns to the appropriate person.
2. Establish good relationships with staff and site contractors, responding appropriately to individual needs.
3. Treat all colleagues in a courteous and helpful manner, challenging discriminating behaviour.
4. Set a good example in terms of dress, punctuality and attendance.
5. Attend team and staff meetings and training where required.



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# PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Finance qualification, or significant equivalent experience gained through a finance position.</li><li>• GCSE Maths and English grade C or above (or equivalent).</li></ul>	<ul style="list-style-type: none"><li>• First Aid certificate.</li><li>• Member of AAT or equivalent.</li><li>• Qualified Level 4 Diploma for School Business Manager (CSBM)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Extensive experience of financial and budgetary management.</li><li>• Excellent strategic planning and financial management skills.</li><li>• The ability to manage competing demands and priorities, delegating as appropriate, multitasking and working to tight deadlines.</li><li>• Evidence of excellent interpersonal skills and engagement with a wide range of stakeholders.</li><li>• Experience dealing with people face to face, and able to deal with sensitive and confidential information in a discreet professional manner.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in an educational setting, or wider public services environment.</li><li>• Experience of the 'Access' finance management system.</li><li>• Experience of working within a recruitment, and/or HR environment.</li><li>• Line Management experience.</li></ul>



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# PERSON SPECIFICATION

	Essential	Desirable
<b>Knowledge / Skills</b>	<ul style="list-style-type: none"><li>• Knowledge of financial regulations.</li><li>• Able to work using your own initiative, in a solution focused manner.</li><li>• Able to prioritise and manage time effectively.</li><li>• Excellent written and oral communication skills with good attention to detail.</li><li>• Ability to adhere to working procedures and policies within the school environment.</li><li>• Ability to operate as part of a team.</li><li>• Ability to maintain a calm and professional manner when faced with challenging situations.</li><li>• Advanced level of ICT Skills including (email, word/google docs, and Excel).</li></ul>	



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# PERSON SPECIFICATION

	Essential	Desirable
<b>Characteristics</b>	<ul style="list-style-type: none"><li>• Commitment to the safeguarding of children.</li><li>• Flexibility &amp; willingness to adapt, able to work under pressure, juggling competing priorities and responding to unplanned situations in a calm and agile manner.</li><li>• Self-motivated with a can do, solution focused attitude.</li><li>• High level of emotional resilience.</li><li>• Honesty, reliability, and enthusiasm.</li><li>• Willingness to take on appropriate training and development opportunities.</li><li>• A desire to continuously seek improvement across the school estate to support our students to thrive in a welcoming, safe, and pleasant environment.</li><li>• Excellent understanding of equal opportunities.</li></ul>	