



Join us

DIRECTOR OF STRATEGY AND RESOURCES

Closing Date: Wednesday 5 November 2025
Interview Date: W/C Monday 10 November 2025
Start Date: March 2026



ASPIRING TO EXCELLENCE TOGETHER





Headteacher's welcome

Thank you for your interest in Forest Hill School. This pack is intended to give you information about this exciting role and our school's vision and ethos. Further information is available on our website and I would also encourage you to explore the school's social media channels.

It is my privilege to be the Headteacher of Forest Hill School, a unique and ambitious school – rated 'Good' by Ofsted – with a well established comprehensive and inclusive ethos. Our student intake is a genuine reflection of the community in our district of London and we are clear that they should expect the highest of standards in all aspects of their education. Our broad and creative curriculum gives them a firm basis on which to move forward to make choices for examination subjects as they progress through the school. A culture of aspiration and high expectations underpins this progression, with our students playing a key part in shaping the learning process.

Forest Hill's ethos is aptly summarised in our motto *Aspiring to Excellence Together*. We are a community in which mutual support and a spirit of relentless ambition drive a desire to ensure that we constantly strive to surpass previous achievements. All community members are encouraged and expected to contribute to this culture thus ensuring that the creativity and evolution of our student offer is maintained. We want our students to emerge from Forest Hill School as engaged citizens and leaders of the future, fully equipped to confidently enter a competitive world.

We communicate and reinforce the vision and ethos of the school community through our Core Values which were developed in consultation with all stakeholders:

- Hard Work
- Ambition
- Respect
- Kindness

All aspects of life at Forest Hill are underpinned by these values, and we promote them as the prerequisites of academic excellence and success. The values also encapsulate a sense of pride in belonging to Forest Hill, something which is shared by all students and staff.

Forest Hill School places a heavy emphasis on the holistic development of our young people. Our pastoral system is a real strength and we are recognised for this.

Forest Hill School is committed to equality of opportunity, supports and encourages under-represented groups and values diversity. We are also holders of the Stonewall School Champion Gold Award.

Staff wellbeing and professional development is very important to us. We have an early closure one day per week to provide dedicated planning time as well as identified slots in the meeting cycle for assessment of pupils' work. The school also provides all staff with high-quality personalised training linked to priorities identified in the performance management cycle.

I hope our values and standards strike a chord with you and that you will pursue your interest in joining our school.

Michael Sullivan, Headteacher

...This combination of **academic achievement**, **strong pastoral care** and **wider personal development** means that pupils are well prepared for the next steps in their education or training.

Ofsted Report, January 2024

Our five year strategy

We understand the critical role our school plays in opening opportunities and inspiring our students to seize life chances. That is why we are passionate about empowering every student to excel. Our purpose is to prepare them to secure extraordinary success.

At Forest Hill, we push academic boundaries – our students exceed local, London-wide, and national benchmarks. We want to go further. Our inclusive, non-selective ethos fuels our mission: to empower every boy to reach for the stars and achieve.

We are not just focused on academic excellence: we nurture holistic development, fostering positive masculinity and shaping engaged citizens and future leaders. That means preparing our students to excel in all aspects of life, equipping them with the skills and

experiences to thrive in a diverse and ever-changing world. As specialists in boys' education, we unlock the unique potential within every boy. We captivate their minds with a tailored curriculum and pioneer teaching methods specifically designed to ignite boys' passion for learning. We balance this with our innovative and growing partnership with Sydenham School which enables access to co-educational learning and experiences throughout the school, and in our shared sixth form, SFH6.

Our strategy sits alongside our plan for operational and financial sustainability.

We know we are getting it right, and becoming the school of choice for boys in South East London. We are ambitious and confident for the future. This strategy sets out how we will continue our journey.



We will achieve **high quality outcomes** for all students, no matter what their background or academic abilities – outcomes that place us in the **top 20%** of schools nationally.

We have a responsibility to ensure that today's students become **tomorrow's leaders**. We will ensure that they are entitled to a broad range of opportunities within and outside the curriculum to develop their talents and skills so they can thrive in their communities. We aim for 100% of our students to go onto aspirational post-16 education.

FHS is a **fully inclusive** community – all members of our school should feel **safe, supported and appreciated** for who they are. We are proud of the care and wellbeing support we provide and we will continue to work closely with our parents and carers and the wider community to build the strength of the school. An inclusive approach will continue to set us apart from other schools, and we will maintain this as a core strength.

We understand that the best schools are those with the **best teachers**. We aim for FHS to be an **employer of choice** in South East London – a happy, purposeful and collaborative school which attracts the exceptionally talented and committed staff we need to deliver exceptional results.

About the school

The Learning Curriculum

At Forest Hill School we combine the traditional values of hard work with academic learning and creativity and innovation. We believe that students achieve their full potential if they enjoy their work and find it stimulating and challenging.

*The school has put in place a carefully considered and **ambitious** curriculum. It goes **beyond** the scope of the national curriculum.*

Ofsted Report, January 2024

From Years 7 to 9, all students will enjoy lessons in:

- English
- Modern Foreign Languages
- Mathematics
- Design Technology
- Science
- Cooking and Nutrition
- Computer Science
- PE
- Geography and History
- The Creative Arts (Art, Music, Dance and Drama)
- RE and Citizenship

We deliver PSHCE during an extended tutor time each week. This includes the statutory content on relationships and sex education (RSE) and health education, alongside wider aspects of PSHCE such as financial and careers education.

Homework and independent study are seen as valuable to nurturing successful learners. Parents are kept fully informed about homework tasks via Bromcom software.

Learning Support

Children with Special Educational Needs and Disabilities (SEND) are highly valued in our school and are supported by a team of experienced staff and a Special Educational Needs and Disabilities Coordinator (SENCO). We work hard to make sure that a child's individual challenges are being



addressed and monitored so that every child makes progress, both academically and emotionally.

Student Progress

*Pupils with **SEND** follow the same **rich** curriculum as their peers.*

Ofsted Report, January 2024

One of the central objectives of Forest Hill School is to ensure that students make progress in all of their subjects. We strongly believe that it is our role to do all that we can to support every student in improving their skills, understanding and aptitude in all areas, no matter what their starting position or ability is – from the extremely able student who needs to be pushed to reach even higher standards, to the students with the most challenging learning difficulties who struggle to access the curriculum.

As a school, we are committed to providing detailed and robust information about the students' progress in the form of reports, certificates of progress and parents' evenings.

In August 2025, FHS achieved its best GCSE results ever for the fourth year running with 32% of all grades awarded the highest (7-9) grades, which is above the national average. Our Attainment 8 score of 52.9 comfortably exceeds London-wide and national performance.

We are particularly proud of how well the school meets the needs of all its students from the most able students to those with significant need. We demonstrate clearly the success of comprehensive education.

About the school

Pastoral Support

Forest Hill School prides itself on the quality of pastoral support and guidance on offer. We work very hard to make sure that all available lines of communication are open so that it is easy for parents and carers to get in touch with us whenever they need to. Our fundamental belief is that the school and parents should work in partnership to ensure that every child has the best possible educational experience.

Students' attendance, wellbeing and academic progress is overseen by a Head of Year. Heads of Year lead a team of Form Tutors who have the day to day responsibility for delivering pastoral support for the students.

*The school has very **high** expectations of pupils' behaviour.*

Ofsted Report, January 2024

Forest Hill also has a strong House ethos of which we are very proud. Houses play a pivotal role in establishing the strong community identity and caring ethos that have been the hallmarks of our success here over the years. On entry, every student will join one of our four Houses: Ofosu-Asare, Parks, Tull or Turing. Houses play a central role in developing the school community, running fun and engaging events and competitions throughout the year.

Outside the Classroom

It is a strong feature of the school's philosophy to provide a full range of opportunities beyond the classroom.

We offer students a wide range of extracurricular activities that take place at lunchtime and after school. The activities vary from term to term but may include art, chess, dance, and reading, as well as a variety of sport and music clubs.



We also offer students in Years 9 and 10 the chance to take part in the Duke of Edinburgh's Award scheme.

Each year, we arrange a variety of day visits and experiences to support the aims of the school, including trips to museums, galleries and theatres. We also regularly host visits from authors, theatres and other professionals.

Residential trips enable teachers to enhance classroom learning and are also a great bonding experience, which is why we usually take Year 7 students away for a few days during their first term at Forest Hill. They stay at an activity centre and participate in a range of challenging, high adrenaline and skill based indoor and outdoor activity sessions. Other residential trips have included Geography trips to Sicily and Iceland, Modern Foreign Language trips to Paris, Lille and Berlin, and Science trips to Geneva.

SFH6

SFH6 is our joint Sixth Form provision with Sydenham Girls' School. It is a dynamic and forward looking Sixth Form with very high standards. All Year 11 students attending the Forest Hill and Sydenham Schools are able to apply for places at SFH6.



Our Sixth Form offers A Levels and vocational courses to suit a wide range of interests, talents and aspirations and we use rigorous systems and good practice in education to ensure that all our students are stretched and challenged, and that academic and teaching standards are high.

Each person is known, valued and supported as an individual within a comprehensive system of pastoral care. Sixth Form Tutors have a central role in supporting students' academic progress and personal development.

The hard work and dedication of our students paid off with some fantastic A Level results in 2025. As always there were some impressive individual performances with many students progressing to the elite Russell Group universities and other prestigious institutions, including Oxford and Cambridge.

About the role

**POST TITLE:**

Director of Strategy and Resources
(Full Time / Permanent)

SALARY GRADE:

L12-L16

RESPONSIBLE to:

Headteacher

RESPONSIBLE for:

Office Manager, Finance Officer,
Marketing & Communications
Officer, HR & Finance Assistant,
Resources & Reprographics Officer

Forest Hill School is seeking to appoint an exceptional Director of Strategy and Resources to help shape our journey to excellence. It is an exciting time in the development of our school, and we are looking for a colleague committed to improving the life chances of our young people.

The Director of Strategy & Resources is a member of the Senior Leadership Team and acts as a professional adviser to the Headteacher and Governors on whole school issues, Financial Resource Management, Facility and Property Management, Health & Safety Management. They are responsible for these areas and for researching and communicating all statutory and legal changes relating to them.

The successful candidate would ideally have:

- A degree
- Excellent IT skills including proficiency in financial management information system(s) and other appropriate tools – including Word and Excel
- Exceptional interpersonal skills and team skills at a senior level; the ability to influence
- Proven experience of financial management and

control, preferably in the public sector.

- Experience of successfully leading, planning and managing PFI facilities and administration
- Successful experience of income generation and an understanding of educational enterprise
- Effective people and performance management experience
- An understanding of partnership working and how to promote relationships in the wider community

We will offer...

- The opportunity to work in a high achieving and truly comprehensive community school which challenges the stereotypes of underachieving boys
- A personalised CPD programme that offers a range of opportunities which seeks to support your future development
- Modern, state of the art facilities, including the technology and resources to support excellent teaching

We are actively working to create an inclusive and diverse Senior Leadership Team.



Job Purpose

- To actively contribute to the school's achievement culture
- Share our common vision, values and ethos
- To strategically and operationally lead on all aspects of finance, resources, Human Resources, ICT and site management
- To oversee the administration team
- Oversee the requirements of the PFI contract

Responsibilities

Overall

- To be a member of the School Leadership Team, contributing to strategic planning and decision-making and attending Governing Body committee meetings
- To deliver operationally in a high-expectations environment so that the Headteacher and other senior leaders can focus on the delivery of the schools education vision without distraction.
- To be responsible for all aspects of Finance, HR, Payroll & Pensions, ICT, Catering, Site Management, Administration and operations support.
- Capital Projects, Premises Management and Security.
- To plan, oversee and deliver capital projects to enhance the provision and capacity of the school. This is to include identifying appropriate funding sources, managing relevant stakeholders, and ensuring projects are complete on time and to budget.
- To ensure appropriate reporting, monitoring and control systems are in place.
- To oversee the PFI contract

Financial

- To be responsible directly to the Headteacher and to the Governing Body for all financial and accounting procedures.
- To control, monitor and evaluate the schools finances, ensuring compliance with financial requirements and ensuring value for money.
- To be responsible for salary forecasts, preparing an annual plan of the Schools financial priorities in consultation with the Headteacher and the annual budget for approval by the Governing Body
- To be responsible for the development and implementation of robust financial systems and processes which includes its ongoing review and improvement
- To prepare the clear and timely management of financial accounts as required for the Headteacher and Governing Body
- To ensure the effective implementation and operation of financial controls within the school and support budget managers with budget reports and budget management
- To advise, prepare and claim bids, grants and claims for funding, ensuring all streams of revenue are fully secured and accounted for
- To ensure any tax obligations are discharged correctly and effectively
- To be responsible for the production, maintenance and review of the Schools risk register.
- To prepare cash-flow forecasts to ensure that the Schools cash position is consistent with its obligations and to invest surpluses prudently
- To ensure prompt and efficient completion of monthly, quarterly and annual returns, as required by the Governing Body, and by outside bodies including the EFA, local authority, pension schemes and Her Majesty's Revenue and Customs
- To maintain regular liaison with banks and the London Borough of Lewisham
- To monitor service level agreements and contracts (including the PFI contract) to ensure effectiveness of delivery and value for money, negotiating more favourable terms where possible
- To ensure that effective credit controls are in place in respect of income.
- To act as cost centre manager for specific budget area as agreed with the Headteacher
- To seek other income avenues to secure finance across the school.

Health and Safety

- The post holder will be the Health and Safety Officer for the School and ensure that all Health and Safety legislation, policies and procedures are in place and adhered to with the support of the schools SLT.
- Through the PFI Premises Manager oversee the day-to-day management of Health and Safety (H&S) within the School
- To take part in regular fire and health and safety risk assessment visits and reviews.

Human Resources

- To ensure that the school is compliant with all its HR policies and procedures.
- To oversee all matters relating to payroll, including; Her Majesty's Revenue and Customs queries, National Insurance, benefits in lieu of pay (travel loans etc.), Give as You Earn scheme, and to ensure that appropriate controls are in place and robust checks are made in relation to the monthly payroll
- Oversee the recruitment procedure to ensure safer recruitment guidance within the schools recruitment policy is adhered to
- To liaise and work closely with the SLT team with regard long term strategic plans
- To serve as a member of the Senior Leadership Team, as a positive and proactive leader.
- Lead a team of support staff to deliver the vision for the School against its strategic priorities and timescales and to deliver effective support services.
- To support the Senior Leadership Team in managing change and actively promoting its on-going progress
- Manage the tendering for all service contracts; manage school licences and monitor all insurance policies with a view to cost effectiveness.

IT Support

- Ensure that the IT Managers, IT provision for all staff and pupils is delivered, and that all are efficiently supported on a timely basis.
- To work closely across the school to ensure the ICT provision is meeting the needs of the staff, pupils and curriculum and providing value for money.
- To ensure the General Data Protection Regulation is being adhered to by our network and individual systems.
- Ensure contingency plans are in place in case of technology failure

Purchasing and Lettings

- To achieve for the school the most competitive pricing for goods and services in compliance with current and relevant procurement legislation
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of services to the Schools, to ensure that services are delivered to a high quality and support the operation of the School.
- To ensure the school infrastructure is not only supporting the needs of the curriculum but also bringing in additional letting revenue to further develop the school.

Administration

- To provide oversight of effective administration systems throughout the school.
- To deal with all insurance correspondence and communications, ensuring that necessary paperwork is completed to enable insurance cover to be effective
- To ensure that the school complies with Data Protection and Freedom of Information legislation,
- To act as the lead Data Protection Officer for the school and ensure all aspects of The General Data Protection Regulation (GDPR) is being adhered to.
- Manage the annual procurement of Service Level Agreements

Catering

- Monitoring of the catering contract to ensure the provision of catering at the School
- To ensure the highest standards of food quality, service and professionalism are achieved including hospitality, in accordance with the quality and cost criteria established by the Senior Leadership Team.
- To review the findings of staff, parent and pupil surveys implementing change where needed

Leadership

- Contribute to the development of the school's values and vision and communicate these clearly and enthusiastically to all team members and other stakeholders
- Ensure that all staff are briefed on allocated work, showing how it fits within the school's vision and objectives
- Provide support to staff during times of setback and change
- Understand the culture and climate of the school and where appropriate the wider educational environment
- Maintain a visible, professional and high profile within the school
- Safeguard the assets and reputation of the school and ensure truthfulness in all public communications

Other

- Undertake such duties and work hours as agreed with the Headteacher and carry out related duties as may be required from time to time.

Review

The job description sets out the principal responsibilities of the post but does not describe each of the tasks that it may be necessary to carry out. The job description may be reviewed from time to time in consultation with the postholder in order to address changing circumstances or priorities within the School.

Special notes and conditions

- This post is subject to satisfactory references, enhanced DBS clearance and medical clearance. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.
- The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection policies and behaviour management policy.
- Forest Hill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to an Enhanced DBS Disclosure.
- Forest Hill School is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.

Person specification

QUALIFICATION AND CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
Business Management qualification	✓		Application
Good honours degree or equivalent	✓		Application
A record of Continuing Professional Development activities	✓		Application
Right to work in the UK.	✓		Application
Professional accountancy qualification ACCA/CIMA/ICA/ CIPFA.		✓	Application
Evidence of other professional study		✓	Application
Higher degree		✓	Application
KNOWLEDGE AND EXPERIENCE	ESSENTIAL	DESIRABLE	HOW ASSESSED
Experience as a member of a senior Leadership team	✓		Application, references and interview
Experience and knowledge of schools or education finance, HR and other aspects of education administration	✓		Application, references and interview
Knowledge and experience of financial management systems and schools funding especially primary and secondary funding	✓		Application, references and interview
Experience using SIMS or other financial management forecasting packages Experience of leading and managing budgeting and reporting processes in an organisation	✓		Application, references and interview
Experience of working with a range of internal and external partners including non-finance personnel	✓		Application, references and interview
Knowledge and experience of managing procurement, contracts for services, health and safety etc.	✓		Application, references and interview
Extensive experience of managing and motivating staff and monitoring performance against targets	✓		Application, references and interview
Understanding of the Schools agenda and environment	✓		Application, references and interview
Experience in leading whole school training		✓	Application, references and interview
SKILLS AND ABILITIES	ESSENTIAL	DESIRABLE	HOW ASSESSED
Strong organisational and planning skills	✓		Application, references and interview
Ability to ensure confidentiality is maintained at all times	✓		Application, references and interview
Excellent written and oral communication skills	✓		Application, references and interview
Ability to interpret complex legislation regulations	✓		Application, references and interview

Person specification (continued...)

SKILLS AND ABILITIES	ESSENTIAL	DESIRABLE	HOW ASSESSED
Ability to influence and participate in the Schools management processes	✓		Application, references and interview
Ability to prioritise and manage conflicting demands	✓		Application, references and interview
Proactive and innovative demonstrable approach to work	✓		Application, references and interview
Strong people management skills, with highly developed interpersonal and motivational skills	✓		Application, references and interview
Strong organisational, project management and planning skills	✓		Application, references and interview
Highly numerate.	✓		Application, references and interview
Demonstrates an innovative and proactive approach to work	✓		Application, references and interview
Evidence of well-developed ICT skills	✓		Application, references and interview
Strong public presence		✓	Application, references and interview
Pupil focused commitment		✓	Application, references and interview
Ability to inspire		✓	Application, references and interview
Clear focus on value for money and impact of provision upon progress and learning.		✓	Application, references and interview
OTHER	ESSENTIAL	DESIRABLE	HOW ASSESSED
Commitment to equality of opportunity and the safeguarding and welfare of all pupils	✓		References and Interview
Willingness to undertake training	✓		References and Interview
This post is subject to an enhanced Disclosure and Barring Service check.	✓		References and Interview

Staff, governors, parents, and pupils are *proud* of their school.

Ofsted Report, January 2024



How to apply

If, after reading the enclosed information, you would like to apply for the post of **Director of Strategy and Resources**, please complete the application form which can be found at:

<https://foresthills.lewisham.sch.uk/vacancies/>

Please note **we do not accept CVs** and all applications must be submitted on the Lewisham Support Staff Application Form which is available on the School Website.

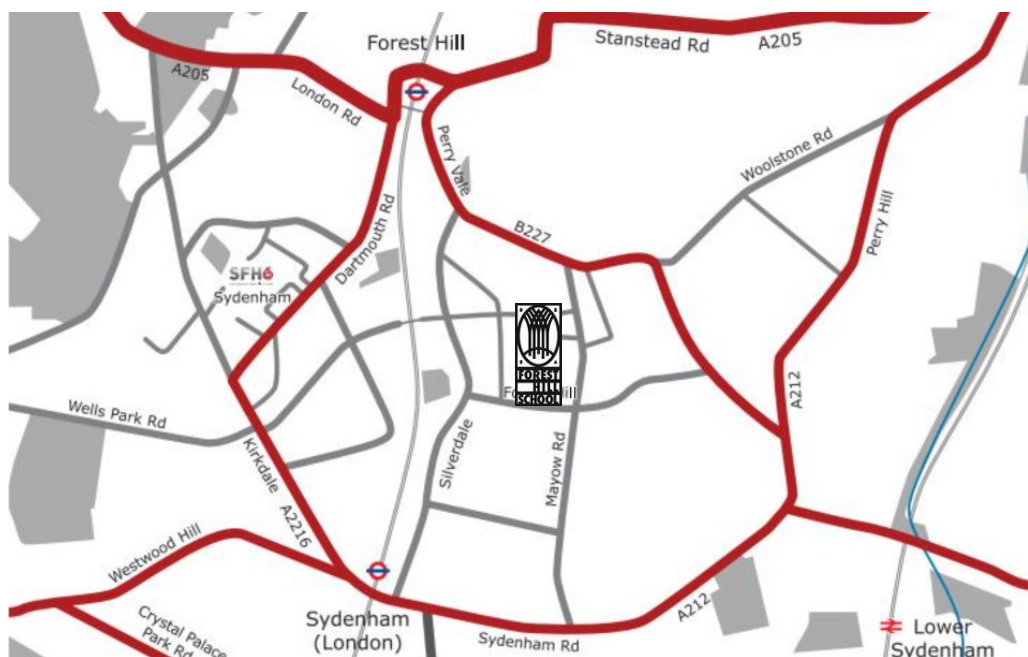
In an effort to reduce our use of paper and resources generally, we are fully committed to the electronic management of the application process. Your

application form must therefore include appropriate contact details including a valid email address.

Please ensure your completed application form is emailed to vacancies@foresthillschool.co.uk by no later than 5.00pm on the advertised closing date for the post.

Informal visits are welcome and should be arranged directly with the Head's PA, Vicky Brown.

Please note that only shortlisted candidates will be notified and that the interview process will include data, finance and HR based tasks.



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