



Head of Finance and Operations Application Pack

Application Forms

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

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Head of Finance and Operations To start January 2023

Permanent, Full time, 37 hours a week, Monday to Friday, all year round
Actual salary £57,610 - £62,906pa (pay award pending) depending on experience

We are seeking a dynamic leader to join our Senior Leadership Team and provide strategic vision and leadership on finance and resource aspects of the school. The successful candidate will lead our Senior Business Team, working with Senior Colleagues and our Governing Body to raise standards and provide an outstanding education for all students at Furze Platt Senior School.

This is an exciting opportunity to make a significant difference to the education of many hundreds of young people. We look forward to hearing from candidates who wish to make a real difference.

Furze Platt is a highly successful mixed comprehensive school serving the children of Maidenhead. At Furze Platt, 1500 students of all abilities develop the skills and qualities to enable them to excel in the future. We are a highly ambitious, high-achieving and fully inclusive school in which our students are challenged and supported to achieve excellence.

We offer a friendly and harmonious campus, and we support the physical and mental wellbeing of all our staff. Discounted membership is available for the use of a fully equipped and well-maintained gym on-site. All staff have access to an employee advice programme which offers information, resources and a counselling service. We reward long service and encourage community spirit and staff involvement through various social events including orienteering, murder mystery quizzes, sports after school and a Furze Platt fantasy football league. Tea and coffee are free, and freshly brewed coffee is available in the main staff room at break times with edible treats to help you through the week!

Working with the Governors, Finance, Estate, HR and IT teams (collectively known as the Senior Business Team) you will provide overall strategic direction for each of these areas as well as be a full member of the Senior Leadership Team. Managing the school's finances is a priority and includes monitoring the budget, finding ways to maximise income generation and developing a fundraising strategy for the school. A key role includes working with the IT Manager to deliver a fit for purpose IT infrastructure and facilities. We are also keen to promote sustainability within the school and would like our Head of Finance and Operations to lead initiatives to lower our carbon footprint.

Having a strong strategic background in management or finance, experience of project and change management and exceptional planning and organisational skills as well as the ability to manage deadlines and work under pressure are key requirements of this role. If you are a team player who enjoys daily challenges in a fast paced ever evolving environment where both students and staff aspire to achieve excellence, please do consider applying for this exciting role!

For further information about this role and in order to complete a **Support Staff Application Form** please refer to our school website www.furzeplatt.com. Application forms should be returned to Kiran.smith@furzeplatt.net. Only applications submitted on the school application form will be considered.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

Closing date: Monday 17th October at 9am
Interviews will take place: as soon as is practicable



Head of Finance and Operations

Job Description: Head of Finance and Operations

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|------------------------------|---|
| Line Manager: | The Headteacher |
| Accountable to: | Governing Body |
| Line Manager for: | Finance, Estate, HR and IT Teams (6 postholders) |
| Main Purpose of Role: | To provide strategic vision and leadership in all finance and resource related aspects of the school to support the overarching aim of raising standards and providing an outstanding education to all students at Furze Platt Senior School. |

Specific areas of responsibility:

Strategic Direction

- be a full member of the School Leadership Team
- support the vision, ethos and policies of the school and promote high expectations of students and staff
- strategic planning of oversight of all capital/building projects ensuring that the best value is achieved
- prepare business case assessments and advise on the suitability and viability of projects and initiatives
- have oversight of school systems for management information, finance, communications, payments, lettings and keep these under review, managing the implementation of new systems as required.
- maximise income generation, including through theatre and general lettings, developing grant bids and our services
- keep abreast and understand the effects and implications of central and local government policies and legislation applicable to schools
- forge partnerships with our community to support the development of the school

Financial Management

- strategic responsibility, in collaboration with the headteacher and governing body, for all the school's finances
- work with the Headteacher and governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources to ensure value for money
- work in partnership with the Timetable lead to develop a detailed understanding of curriculum and staffing costs in order to achieve the most effective deployment of staff within our timetable.
- pursue income generation and fundraising opportunities and develop a fundraising strategy for the school
- work with the Finance Manager to set the annual and long-term budgets
- ensure close monitoring of the budget throughout the school year, including the construction of monthly reports to members of the Governing Body

- ensure the school has appropriate financial audit arrangements and that financial management meets statutory requirements
- secure the services of high quality external auditors and work effectively on the annual auditing process
- attend meetings of the Full Governing Body and the Governors' Resource Committee, bring matters of significance to their attention and offer advice and support to the Headteacher and Governors on all financial issues

Human Resources

- work with the Headteacher and Governors to establish priorities for developing staff and staffing structures to ensure value for money
- work in partnership with members of the Senior Leadership team to strengthen succession planning and leadership development for all staff
- have responsibility for the strategic oversight of all HR matters including capability/disciplinary matters, staff contracts, clearance checks and employment legislation
- ensure safe recruitment practice, including maintaining the single central staff record and statutory checks including DBS

Procurement and Contract Management

Taking responsibility for key contracts and procurement.

- organise and supervise procedures for all supplies and services ensuring best value
- develop effective relationships with key suppliers and partners
- ensure effective negotiation, renewal and management of key contracts for the school including the catering contract
- ensure value for money

Estate Management

- work with the Headteacher and Governors in establishing priorities for developing the premises of the school to ensure value for money. Advise on and maintain the Site Development Plan.
- source funding opportunities and submit Conditional Improvement Fund (CIF) bids to improve the school premises and facilities
- ensure that the site is consistently well maintained and well tended at all times
- ensure the site is safe and secure consistent with safeguarding legislation and with the ethos of the school
- promote sustainable initiatives to improve the school's plant and facilities; developing plans to lower the school's carbon footprint.
- support the Theatre Manager in facilitating external lettings of the theatre and ensuring the maintenance and upkeep of theatre equipment

Compliance, Health and Safety and Good Practice

- work with the Estates Manager to ensure that best practice in health and safety is implemented throughout the school
- ensure the school has adequate insurance cover at all times to include employer's liability, buildings and equipment cover, personal accident, travel insurance, and other relevant cover. Handle any claims that arise and seek professional advice as appropriate
- make sure the school has procedures in place comply with all other statutory and other regulations, including those relating to data protection, employment, equal opportunities and child protection
- act as the GDPR Coordinator for the school ensuring that all staff undertake annual GDPR training and that data protection procedures are followed. Consult the external Data Protection Officer as required.

Information Systems

- work with the IT Manager, Headteacher and Governors in the delivery of the IT strategy for the school with priorities for developing 1:1 laptops in class, IT infrastructure and facilities, including external connectivity, to ensure value for money
- oversee the strategy for the procurement, maintenance and support of IT applications used to manage the operation of the school

Company Secretary and Governance

- act as Company Secretary to The Furze Platt Senior School Academy Trust and ensure compliance with all statutory obligations under company and charities law. Ensure that the school has adequate, constant, independent legal advice available
- prepare advice and seeking external legal, audit and compliance advice, if necessary, on behalf of the Governors to inform their meetings/decision taking
- work with the Governors to prepare the annual Trustees report
- in the event of conversion to MAT status, work with the Headteacher and lead on the preparation of business cases and the application of due diligence processes to successfully integrate with partner schools and complement the strengths of Furze Platt Senior School, supporting our values and ethos.
- maintain and review the School's Risk Register

Professional Development

- take responsibility for your own professional development and duties in relation to school policies and practices
- support the Headteacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities
- support the Headteacher in the implementation of the school's performance management policy and be a team leader
- lead groups of staff, including the Senior Business team, in developmental activities, manage change, delegate appropriately and evaluate outcomes
- establish effective working relationships and act as a role model through your presentation and personal and professional conduct

- support the Headteacher in developing positive working relationships with and between staff

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher and Governors to undertake work of a similar level that is not specified in this job description.

Any offer of employment will be subject to receipt of a satisfactory enhanced DBS disclosure.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

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| Name: | Signature: |
| Date: | |

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification: Head of Finance and Operations

| | Essential | Desirable |
|--|---|--|
| Qualification criteria: <ol style="list-style-type: none"> 1. Qualified to degree level or equivalent qualification in accountancy, business management, school financial leadership or DSBM 2. Further professional qualifications | ✓ | ✓ |
| Experience, knowledge and understanding <ol style="list-style-type: none"> 1. A strong strategic background in management or finance 2. Experience of successful team leadership and being an effective team member 3. Experience of budget management and control 4. Experience of successfully securing 'best value' and maximising revenue 5. Experience of managing projects effectively 6. Experience of successful change management 7. Experience of working at board or senior leadership level, offering advice and challenge 8. Broad knowledge of finance and administration systems 9. Good understanding of resource management (including HR) and marketing strategies 10. Able to develop knowledge and expertise as required in order to effectively take responsibility for facilities management and health and safety matters 11. An understanding of school/public sector finance resources, processes and procedures, including those applicable to an academy 12. An understanding of school management issues and the role of the governing body | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | ✓ ✓ ✓ ✓ |
| Skills: <ol style="list-style-type: none"> 1. Ability to think, plan and act strategically in a business context 2. The ability to analyse problems and find effective/creative solutions 3. Exceptional planning and organisational skills including managing deadlines 4. The ability to consult and negotiate effectively with a wide range of individuals and organisations 5. Excellent interpersonal skills 6. Excellent written and verbal communication skills 7. High expectations of oneself and others, acting as a role model to staff and students 8. Ability to inspire confidence and loyalty in others 9. Ability to remain calm, efficient and positive under pressure 10. Ability to use initiative and prioritise work 11. Resilience and tenacity in the face of complex challenges | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | |
| General: <ol style="list-style-type: none"> 1. A commitment to the vision and values of Furze Platt Senior School. 2. Willingness to be involved in the wider life of the school 3. Good understanding of, and commitment, to Equal Opportunities. 4. A commitment to safeguarding procedures. | ✓ ✓ ✓ ✓ | |