BELPER SCHOOL and Sixth Form Centre

Head of Finance & HR

Applicant Information

June 2022

ROLE INFORMATION FOR
THE HEAD OF FINANCE AND HR (BUSINESS MANAGER)

Thank you for taking the time to find out more about this vacancy. This is a permanent position starting as soon as possible. It offers an exciting opportunity to make a difference to our community by leading our finance and HR teams, managing the school's budget and working with the Headteacher & Governors to lead the school's financial strategies. This is a key role on the senior leadership team which offers a huge scope to help shape our future.

Belper School is in a good place. The school is financially stable, increasingly oversubscribed and has undergone a period of rapid improvement following the appointment of a new Headteacher in 2019. Covid has been a challenge, to say the least, but we are coming out of the pandemic stronger than we have been for a long time. We have taken the opportunity of staff retirements to refresh our senior leadership team and bring in some very experienced and accomplished new leaders. This new direction & focus has built on the solid foundations of the schools existing strengths. Change has been carefully planned and managed to ensure the whole school is moving forward together.

We are looking for a capable school business professional who can lead on finance and HR, working with the senior team to shape our next phase of development as we move out of the pandemic. The school has funds available to expand our provision and respond to the challenges which all schools are facing as we help our fantastic students recover from a very difficult two years. We want someone who can help us do that. Our students deserve the very best and we are determined to provide it for them.

Should you wish to find out more about this important role or wish to visit the school please email me on HT@belperschool.co.uk. I will be delighted to show you round.

We look forward to hearing from you.

Nick Goforth
Headteacher

Belper School and Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful candidates will be required to undertake pre-employment checks including a criminal record check via the DBS before they can be appointed The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

APPLICATION PROCESS

ROLE DETAILS

This is a permanent, full-time role, starting as soon as possible following the relevant pre-employment checks.

SALARY

Grade 13 pay point 32-35, £42,513 - £46,156

APPLICATION

Applications can be made using the "Support Staff Application Form" under the Staff, Vacancies section of our website www.belperschool.co.uk. Please use the section of the form entitled "Summary of Experience, Skills, Knowledge and Competencies" to write your supporting statement.

The supporting statement must include the following sections with these headings.

- **Why you wish to apply for this role**
- **A brief summary of your responsibilities and achievements in your current or recent roles which are relevant to this position**
- **Your insights on the key elements of effective financial management in schools**
- **Any other relevant points which support your application**

CLOSING DATE

The closing date for applications is 11:59 Sunday 26 June 2022

SHORTLISTING

Shortlisting will take place very shortly after the closing date and successful candidates will be contacted by email. If you have not heard from us by Monday 4 July 2022, please assume you have been unsuccessful on this occasion.

INTERVIEWS

Interviews are provisionally planned for w/b 27 June 2022.

HEAD OF FINANCE AND HR (BUSINESS MANAGER)

Job details

Salary: Grade 13

Hours: 37 hours per week

Contract type: Full-time, Permanent

Reporting to: Headteacher

Responsible for: Finance team, HR team & Catering team

Main purpose

The Head of Finance and HR is a member of the school senior leadership team and is responsible for managing the strategy and operation of the business functions of our school, including financial management, human resources, compliance and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

Duties and responsibilities

Leadership and strategy

- Under the direction of the headteacher, lead on all financial and HR matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- Be responsible for line-managing Finance and HR support staff, including planning and managing recruitment, appraisal and professional development
- Be responsible for line-managing the catering team with oversight of the partnership arrangement with DCC
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate attending relevant committee meetings
- Under the direction of the Headteacher, oversee the contractual arrangements with Belper Leisure Centre with a particular focus on the legal and financial aspects of the relationship

Financial management and fundraising

- In partnership with the headteacher, manage the school's annual budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Use Integrated Curriculum and Financial Planning procedures when completing the budget
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions
- Present the annual budget to the Full Governing Board and give regular updates when needed
- Set the agenda for, present at and attend the Governors Finance Committee and Governors Pay Committee. Attend other Governors` meetings when required
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed
- Comply with financial reporting requirements and submit statutory returns
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept

- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- Find and apply for grants where available
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Working in conjunction with the Estate Manager, oversee the school's lettings offer
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance staff where appropriate

Human resources

- Manage the school's payroll provision with the payroll provider
- Line manage the HR team ensuring that all relevant HR policies including recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- Provide advice to school leaders on all aspects of HR practice, developments and legislation, ensuring the school adheres to best practice and operates within the law. Co-ordinate appropriate external legal or professional advice where required
- Working with the senior team, maintain a workforce plan for the school, including assisting with financial modelling of staff deployment options
- Manage the school's use of external HR providers and services, ensuring the quality of the provision is high and the school receives value for money
- Assist the Headteacher on implementing any organisational change, disciplinary procedures or grievance procedures
- Monitor and review the school's HR strategy, ensuring it meets the school's long-term needs and goals
- Under the direction of the Headteacher, conduct reviews, when required, of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- Work with the Headteacher in leading an effective approach to absence management, putting support in place to reduce the risk of long-term absence

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register presenting this to the Governing Body when required

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

All staff are required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Belper School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Person specification

CRITERIA	ESSENTIAL QUALITIES	DESIRABLE QUALITIES
Application	> Well written and addresses the requirements of the post and advert	
Qualifications and training	> A degree or other relevant significant qualification - ideally in accountancy, business management or a related discipline	> A school business management qualification
Experience	> Experience of financial planning in schools or similar organisations > HR experience in schools or similar organisations > Line management experience > Contributing to staff development	> Successful financial leadership experience in a school, or in a relevant field outside education > Successful leadership of a HR team > Experience of negotiating contracts with external organisations
Skills and knowledge	> Thorough knowledge of financial management in an educational or similar setting > Excellent attention to detail > Effective communication and interpersonal skills > Ability to communicate a vision and inspire others > Good IT ability in relevant software packages including Word, Excel etc.. > Ability to build effective working relationships with staff and other stakeholders > Understanding of data protection and confidentiality	> Previous use of school finance systems > Detailed knowledge of HR procedures and policies relevant to educational settings > Detailed knowledge of current national financial issues in the educational sector
Personal qualities	> Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils > Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school > Ability to work under pressure and prioritise effectively > Commitment to maintaining confidentiality at all times > Commitment to safeguarding and equality > Embraces change well > Deals with difficult situations effectively	