

APPLICATION PACK *for*

SCHOOL BUSINESS LEADER

Full Time (1.0 FTE)

Salary Scale:

PO15 Point 60-63

(£77,550 to £82,368)

Vive ut Vivas

We are seeking a highly skilled and committed professional to join our Senior Leadership Team as School Business Leader and Chief Financial Officer. This is a strategic role requiring substantial experience in HR and financial management, with the ability to lead confidently across both areas.



020 8568 8692



gumleyhouse.com



@gumleyhouse

Gumley House School FCJ

Gumley Gardens | St. John's Road | Isleworth | TW7 6XF

You're very welcome!

Thank you for your interest in joining our school community here at Gumley House.

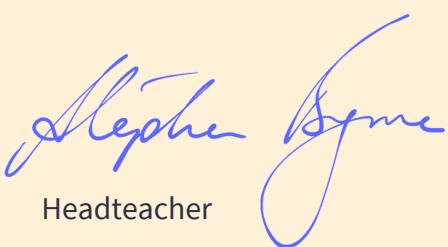
If you spend a day at Gumley House you'll understand what 'ethos' means. Our school really is distinctive in the way it delivers an innovative and impacting education for our students - and we hope you will see yourself joining our hardworking and caring community.

The governors are looking for someone with vision and drive, to help guide the school through its next stage of development in line with the FCJ charism. The success of our school is based on the FCJ values of companionship, dignity, justice, hope, gentleness, and excellence; these are the foundation of strong relationships, where staff are trusted and supported, and students are cared for.

Gumley House is a Catholic school and Sixth Form Centre committed to **academic and personal excellence** and firmly rooted in the tradition of the Faithful Companions of Jesus. We are a happy and high-achieving school, offering a wide range of activities outside the classroom to ensure each student experiences a wide range of opportunities to help them find their place in the world.

Our school motto is 'Vive ut Vivas', which can translate to 'Life in all its fullness'. That's what we want for every single young person we serve. We want every person who joins Gumley to enter into a relationship with the Christ who demands excellence whilst demonstrating compassion and forgiveness when necessary.

Please do not hesitate to contact the school at any point on your journey of discovering more about a career at Gumley.



Stephen Byrne
Headteacher



ABOUT US

Gumley is a school with a long tradition of educating girls (and boys in the Sixth form) to make a difference to our world. The school was established in 1841 by **Marie Madeleine d'Houet**, foundress of the **Faithful Companions of Jesus (FCJ)** an international society of Catholic sisters working in many parts of the world. In the UK there are five FCJ schools; each with its own identity but bound together by the tenets of the FCJ Philosophy of Education based on Ignatian principles.

Six core FCJ values of **companionship, dignity, justice, hope, excellence and gentleness** are at the heart of our work with young people and with each other.

Gumley is a vibrant learning community where students and staff learn and thrive together. The ethos of **academic and personal excellence** prepares our students to confidently achieve their education and career aspirations in the global world. Vision and innovation form our central pillar of learning and our Sixth Form reflects the fact that our students are approaching adulthood and encourages independent study in an attractive environment.



Our students are provided with a broad and balanced curriculum which recognises the importance of creativity and the arts as well as making sure that maths and science are taught by well qualified specialist teachers. Our students are supported by an outstanding pastoral team led by one of our Deputy Headteachers who work with Heads of Year, Pastoral Managers, Chaplains and school counsellors to provide a safe environment for all to flourish.



Gumley's academic results reflect our tradition of achievement, the students' high levels of ambition, parental support, as well as the challenging teaching and dedication of the staff. The vast majority of our students are accepted at their first choice university including Oxbridge, reading a wide variety of subjects. Some also attain scholarships or high level apprenticeships with companies such as SKY, PwC and Lloyds of London.



At the heart of our education is the belief that whole person development is paramount. Thus, we strive to provide our students with inspiring opportunities and a wide experience through extra-curricular activities.

Gumley is situated on a beautiful site with excellent facilities. This creates a peaceful uncrowded environment in which our students are encouraged to live by our motto: '**Vive ut Vivas**' - 'Life in all its fullness' and grow into their best self.





Vacancy Outline

SCHOOL BUSINESS LEADER (FINANCE, HR AND PREMISES)

Line Manager: Headteacher

Salary Scale: PO15 Point 60-63 (£77,550 to £82,368) inclusive of OLWA

THE MAIN DUTIES OF THE ROLE ARE:

- Provide strategic oversight of the school's financial operations, ensuring compliance, value for money, and long-term sustainability
- Lead and manage HR processes, including recruitment, absence management, and staff wellbeing
- Contribute to whole-school leadership and development as a key member of SLT
- Uphold the highest standards of business ethos and operational excellence
- Financial & HR experience, ideally as a previous School Business Leader or similar role

WE ARE LOOKING FOR A COLLEAGUE WHO WILL:

- Uphold and contribute to our distinctive FCJ Catholic charism
- Demonstrate the knowledge, experience, skills and commitment to support in leading the school at the very highest level.
- Exhibit the determination and enthusiasm needed to be part of the leadership team, applying the school's vision and values
- Have the highest expectations of staff and students and the vision to continually develop and build a strong staff team and cohesive student body.
- Inspire and motivate all students and staff to develop in a well-disciplined and harmonious environment.

WE CAN OFFER THE SUCCESSFUL CANDIDATE:

- Competitive salary
- Great location with good road and rail links – with free on-site parking
- A strong culture of outdoor learning, both in school and the wider community
- Staff wellbeing initiatives (Education Support)
- Access to CPD and training opportunities
- Supportive colleagues and an inclusive working environment

Prospective candidates are warmly invited to visit the school and meet with the Headteacher.

Please contact **Donna Godwin**, PA to Headteacher, by email to make arrangements:

dgodwin@gumleyhousel.com

FURTHER INFORMATION:

We are committed to equality of opportunity for all our staff. We particularly welcome applicants from ethnic minority backgrounds. We recognise the vital contribution that members of a diverse team make to our students' learning. The range of cultural experiences, differing viewpoints and role models this brings is valued in our school.

SAFEGUARDING:

This school is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an **Enhanced Disclosure and Barring Service** check and online profile scrutiny.

A CATHOLIC SCHOOL:

The school has been designated by the Secretary of State as a school with a religious character. Its *Instrument of Government* states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the trustees are the Faithful Companions of Jesus who work closely with the Roman Catholic Diocese of Westminster.

The trustees and the governing body acknowledge the importance of the role of the School Business Leader and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

HOW TO APPLY:

Details are available on our website www.gumleyhouse.com where you can download an application form and email it to: Donna Godwin, PA to Headteacher at dgodwin@gumleyhouse.com

All appointments are subject to a satisfactory, enhanced DBS check.
The successful candidate will start at a time mutually agreed.

Prospective candidates are warmly invited to visit the school and meet with the Headteacher.
Please contact **Donna Godwin**, PA to Headteacher, by email to make arrangements:
dgodwin@gumleyhouse.com



Job Description

MAIN PURPOSE

As part of the Senior Leadership Team, to assist the Head Teacher and Governors to ensure that the Academy meets its educational aims from a business and resourcing perspective.

As the Chief Financial Officer to be accountable for the effective management of the Academy's financial resources, ensuring the most effective use of resources in support of the Academy's learning objectives.

To be accountable for the day to day management of Finance, Administration, IT and Data, Human Resources/Personnel, Site, Facilities and Services and Health & Safety.

To promote the highest standards of business ethos within the administrative function and be responsible for providing professional leadership, management and development to an identified team of Academy administrative support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the Academy.

To ensure that the statutory duties of Gumley House School FCJ are fulfilled in a timely fashion.

KEY AREAS OF RESPONSIBILITY

Under the direction of the Headteacher, the School Business Leader will take a lead role in:

Leadership & Strategy:

- Attend Leadership Team and appropriate Full Governors' and sub-committee meetings
- Participation in strategic decision making within the School's Leadership Team
- In the absence of the Headteacher, take delegated responsibility for Financial and other decisions
- Plan and manage change in accordance with the School Improvement Plan
- Lead and manage all School support staff

Financial Resources:

- Evaluate information and consult with appropriate stakeholders to prepare a realistic and balanced budget
- Submit the proposed budget to the Headteacher and Governors for approval and assist the overall financial planning process
- Discuss, negotiate and agree the final budget
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Identify and inform the Headteacher and Governors of the causes of significant variances and take prompt corrective action
- Provide ongoing budgetary information to relevant people
- Ensure all monthly reconciliations are completed e.g., Bank, VAT, Income and Payroll and signed by Headteacher and evidenced to Governing Body
- Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered
- Maintain a strategic financial plan that will indicate the trends and requirements of the School Improvement Plan and will forecast future year budgets

- Identify additional finance required to fund the school's proposed activities
- Maximise income through lettings and other activities
- Manage the production of the annual financial statements and the relationship with the Academy's external auditors
- Maintain an effective system of financial controls to ensure compliance, accuracy and integrity across all financial processes.
- Liaise with the Academy's internal auditors.
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
- Monitor the effectiveness and implementation of contracts and other agreements
- Work with the Development Officer to increase revenue and income
- Maintain the school's Fixed Asset Register

Administration:

- Manage the whole School administrative function and lead all support staff
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
- Manage systems and develop efficient and effective processes
- Define responsibilities, information and support for staff and other stakeholders
- Develop processes that will enable value for money decisions for those managing resources
- Establish and use effective methods to review and improve administrative systems
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Benchmark systems and information to assess trends and make appropriate recommendations
- Prepare information for publications and returns for the DfE, LEA and other agencies and stakeholders within statutory guidelines

Information Systems:

- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
- Establish systems to monitor and report on the performance of technology within the school
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available technology, including teaching, learning and assessment systems
- Ensure contingency plans are in place in the case of technology failure
- Ensure data collection systems providing information to stakeholders are streamlined

Human Resources:

- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Manage the outsourced payroll services, including the management of pension schemes and associated services, ensuring that changes are processed on a timely basis and checked for accuracy
- Manage recruitment, performance management, appraisal and development for all support staff
- Provide input to the overall School recruitment plan and ensure that staff salaries as a percentage of budget is appropriate
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff

- Ensure that people have a clear understanding of the policies and procedures and the importance of putting them into practice
- Monitor the way policies and procedures are actioned and provide support where necessary
- Seek and make use of specialist expertise in relation to HR issues
- Evaluate the School's strategic objectives and obtain information for workforce planning
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

Facilities & Property

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Oversee all outsources services (catering) and ensure effective value for money is provided
- Ensure the safe maintenance and security operation of all School premises
- Manage the maintenance of the school site including the purchase and repair of all fixtures and fittings
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance
- Monitor, assess and review contractual obligations for outsourced School services
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g. catering, cleaning, etc. are monitored and managed effectively
- Manage the letting of School premises to external organisations, for the development of the extended services and local community requirements.
- Seek professional advice on insurance and advise the Leadership Team on appropriate insurances for the school

Health & Safety

- Act as the School's Health & Safety Co-ordinator and Fire Officer
- Plan, instigate and maintain records of fire practices and alarm tests
- Ensure the School's written health & safety policy statement is clearly communicated and available to all people
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with people on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure that appropriate processes are in place and staff trained to manage risks on educational visits
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Leadership Team and Governors
- Ensure the maximum level of security consistent with the ethos of the school
- Ensure statutory obligations are being met for students with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs
- Maintain the school's Risk Register and report to Full Governing Body at least once per annum

General Requirements

- Liaison with all service providers, where required
- Take part in the school's performance management system
- To maintain positive relationships with all school stakeholders
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with
- To attend training sessions and meetings as required
- To monitor standards in the above areas of responsibility, evaluate and contribute to wider self-evaluation of the school



Person Specification

Source: Application (A) Reference (R) Interviews (I)

Experience	Essential	Desirable
High School Business Management experience preferably in an academy	✓	
High School budgeting and budget forecasting experience	✓	
Proven ability to work with complex data and produce detailed reports and analysis	✓	
Highly experienced in team management	✓	
Human Resources experience	✓	
Experience in School's IT infrastructure and asset management	✓	
Have an accountancy qualification	✓	
Experience in property management		✓

Knowledge	Essential	Desirable
Deep understanding of safeguarding practises and its importance at all levels	✓	
Excellent statistical and analytical skills.	✓	
Ability to resolve problems and find best solutions in data management.	✓	
Ability to self-evaluate and actively seek opportunity for improvement.	✓	

Skills & Qualities	Essential	Desirable
Excellent communication skills	✓	
To possess excellent organisational skills; manage time efficiently and a proven ability to meet deadlines	✓	
Energy, stamina and a sense of humour	✓	
Confidence in manipulating figures and other data	✓	
Be able to work as member of a team and on own initiative	✓	
The ability to be calm at times of pressure and patient when dealing with staff and students	✓	
An ability to work under pressure, motivate others and work collaboratively.	✓	



Person Specification

Source: Application (A) Reference (R) Interviews (I)

Skills & Qualities (cont)	Essential	Desirable
Can work within a complex and sometimes political environment.	✓	
Clearly show multitasking skills and ability to deal with challenges daily.	✓	
Able to deliver good quality training and support to staff.	✓	
Ability to communicate confidently and to communicate complex ideas to non IT professionals with clarity.	✓	
Ability to take the initiative as required work independently at times under considerable pressure.	✓	
Good team worker.	✓	
Demonstrable ability to manage the process of change effectively	✓	
Ability to ensure the School's Catholic ethos and FCJ values are held in high regard and reflected in daily interactions with all school stakeholders.	✓	
Professional demeanour, good inter-personal skills and ability to deal with various members of public, staff, governors and visitors to the school.	✓	
Patient, flexible and adaptable, meticulous and conscientious	✓	