

Saxton Bampfylde



Woldingham School
Appointment of Director of Finance and Operations
Autumn 2019



Introduction



Woldingham is a school where we offer the best of every world: a school of high academic standing with a rich curriculum that allows our girls to combine academic endeavour with their wider interests, a flexible model encompassing both our boarders and day girls, close to London yet in outstandingly beautiful rural surroundings, and a community that encourages us to forge friendships which will last a lifetime.

The school occupies 700 acres of beautiful countryside within 30 minutes of Clapham Junction. It has a turnover of £16million, employs over 200 people and currently educates 540 girls ages 11-18.

OUR VISION

Woldingham provides an outstanding education that empowers women to change the world.

OUR MISSION

Woldingham is a happy and successful school developing confident, compassionate and courageous young women.



The School

SCHOOL HISTORY

Woldingham School was founded in 1842 by the Society of the Sacred Heart, with a legacy of Sacred Heart principles and values. These focus on respect for intellectual values, a sense of community, social awareness, the importance of personal growth and the development of faith. In the early 1980s, the Society decided to commit the school to lay management and its name was changed from the Convent of the Sacred Heart to Woldingham School.

Today the school welcomes staff and students from all faiths, and indeed none at all; the focus on the Sacred Heart goals remains integral to the ethos.

LOCATION

The school is set in a beautiful 700 acre estate within the picturesque Surrey Downs. It enjoys excellent transport links: Woldingham rail station is within the grounds, providing a direct 25 minute journey to Clapham and a 35 minute journey to London Victoria. Junction 6 of the M25 is just a ten minute drive away.

FACILITIES

Woldingham students benefit from an exceptional range of facilities for learning and for leisure. Our classrooms, laboratories, and art studios boast state-of-the-art learning technologies, while our 600 seat auditorium and professional studio theatre provide industry standard performance spaces. When it comes to sports, there is everything here for all levels of ability – from a large sports hall, squash courts, fitness, dance and gymnastics studios to an indoor tennis dome, swimming pool and extensive outdoor courts and all weather pitches.

CURRICULUM

Our broad and balanced curriculum gives each student the opportunity to develop her areas of personal interest and strength. All students study English Literature, English Language, Mathematics, three Sciences, Religious Studies and at least one foreign language up to GCSE/IGCSE level. Our Sixth Form students have the choice of following three or four A Levels across a range of 29 different subjects. They also have the opportunity to pursue an additional curriculum, which may include an Extended Project Qualification, a sports leadership award, an entrepreneurship programme or an online university course. Throughout their time at Woldingham, students can supplement their curriculum learning with many academic enrichment opportunities – ranging from societies for debating, dissection and philosophy through to extra qualifications in areas such as Mathematics and Greek.

The School Continued

EXAM RESULTS & RANKINGS

2018 saw students achieve excellent results, with 68% of GCSE grades at A* or A. At A-level, 61% of grades were A* or A, with 85% of girls achieving A* or B grades. Value-added metrics are excellent and place Woldingham in the top 10% nationally. Students progress mainly to Russell Group universities, including Oxbridge, and an increasing number to prestigious North American institutions.

In 2018, the Independent Schools Inspectorate (ISI) placed Woldingham School in its top band 'excellent' in all areas.

CO-CURRICULAR ACTIVITIES

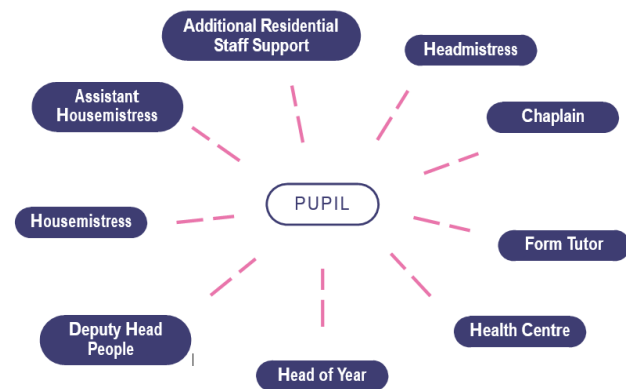
Life at Woldingham extends well beyond the classroom and the school firmly believes in the importance of a well-rounded education, where co-curricular commitments enrich everyone's experiences. The co-curricular programme runs at lunchtimes, after school and at weekends, giving every student the opportunity to pursue her own interests – whether that is competing in a sport at national level or simply tackling something new for the fun of it.

From music and drama to archery, football, creative writing, mindfulness and more, there is something for everyone.

PASTORAL CARE

Woldingham is a home from home – one in which we nurture respect for self, respect for each other and respect for the environment we live in. It is a community which promotes team spirit and builds friendships that last a lifetime. The school celebrates an equal mix of day pupils and boarders which helps to broaden perspectives and opportunity. Within each year group, students are assigned to one of the four House Tutor groups, so they also have the opportunity to compete, celebrate and come together with members of their House throughout the school.

Woldingham's THRIVE programme promotes lifelong learning, resilience and wellbeing.



The Role

Everyone who works at Woldingham, regardless of their role, plays their part in helping to make the school the dynamic place that it is. Commitment to professional development is an important part of that, but it is also something that is ingrained in the culture and ethos. Everyone works together, sharing ideas, responsibilities and ambitions for the school.

- Developing learning
- Developing ethos & community
- Developing infrastructure & operations
- Developing sustainability
- Developing communications

Major future projects under the DFO's remit, following the launch of the School Strategic Development Plan (SSDP) 2019 – 2024, include:

- Following the review of the School's estate, implementation of infrastructure changes to provide a first-class education for boarding and day pupils in a changing educational market
- A potential multi-million pound building development of a Sixth Form Centre and Learning Resource Centre
- With the Headmistress, leadership of the change management identified in the SSDP
- Pursuit of changes in technology to drive productivity
- The school's digital strategy

The Operational Role

The DFO's tasks are wide ranging and varied within the support function of the School. While the job description summarises the main responsibilities, it is anticipated that the role and reports will quickly evolve to suit the particular strengths of the successful candidate and the burgeoning needs of the School.

THE POSITION OF DIRECTOR OF FINANCE AND OPERATIONS (DFO)

- This role, which is the most senior non-teaching position in the school, is an important strategic appointment and the DFO will be closely involved in the School's strategic planning and the delivery of its operational excellence.
- The DFO reports directly to the Headmistress and, as a member of the School Leadership Team (SLT), is responsible for the major functions of finance, HR, IT and external enterprises.
- The DFO works closely with the Head of Operations, who is responsible for the key support functions of the school.
- The DFO supports the educational aims of the School through the effective management of the School's resources and facilities.
- The DFO works closely with the Governors, particularly the Chairs of the Finance and Estates Committees.

The Strategic Role

The DFO will play a major role in the school's strategic direction, working with the Headmistress to implement and evaluate the School Strategic Development Plan. The strategic priorities of the school fall into six key areas:

- Developing people



Key Responsibilities

Key areas of responsibility include:

- Membership of the SLT
- Clerk to the Governors
- Financial management of the School, including the Woldingham School Foundation
- Compliance for H&S and HR within a demanding regulatory framework
- Human Resources and pensions
- IT and related technical services
- Risk management and insurance
- All development projects
- Commercial opportunities via Marden Enterprises
- Line management of the Head of Operations, who has oversight of Estates, Catering, Maintenance, H&S, Security, Caretaking, Domestic Services and other support functions
- The DFO also has a Personal Assistant

With the Financial Controller:

- To effectively manage the School's finances ensuring that timely and accurate financial information including a ten year financial forecast, cash flow projections, an annual budget, and monthly management accounts are provided to the Headmistress and Governing Body for approval
- To ensure that an annual programme of capital expenditure is developed and implemented that provides for on-going improvement to the estate together with a rolling replacement programme, and to prepare financial appraisals of major capital projects.
- To develop and implement systems for cost control and to work with budget-holders to assist them in effective management of allocated budgets
- To advise on the projected level of fee income, ensure systems are in place for the timely collection of fees and the allocation of scholarships and bursaries, and manage systems for dealing with debtors
- To maintain close liaison with the Registrar in respect of the present and predicted School pupil roll
- To maintain close liaison with the Development Manager in respect of the Woldingham School Foundation
- To ensure that the statutory accounts are properly prepared, audited and presented to the Governing Body each year



Key Responsibilities Continued

As Clerk to the Governors:

- To support the governors in their roles as directors and trustees of the school
- To prepare agenda, papers and minutes for the Board of Governors and for Governors' Committee meetings
- To support the Board of Governors in the recruitment, induction and training of new Governors
- With the Headmistress, to advise the Governors on their statutory compliance responsibilities

As the School Safety Manager, and with the Head of Operations:

- To oversee the school's risk management register, and policies and procedures for compliance with Health & Safety, Independent School Standard Regulations and NMS Boarding Regulations
- To ensure the School Emergency Plan is current and fit for purpose



With the Head of HR:

- To oversee safer recruitment, terms and conditions, employment, welfare and overall management of non-teaching staff

With the Director of IT:

- To oversee IT provision within the School and, in consultation with the Headmistress, to formulate the school's digital strategy
- To ensure GDPR compliance; the DFO is currently the school's Privacy Officer and is responsible for compliance and best practice in this area

With the Head of Operations and Estates Manager:

- The project management and delivery of major capital projects

With the Head of Events:

- To oversee the strategic direction of the commercial opportunities embraced by Marden Enterprises

General Responsibilities:

- The DFO is expected to be present at all major School functions
- The DFO is expected to carry out any other reasonable duties as requested by the Headmistress

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

The Candidate

Experience

- The successful candidate will have a proven track record of leadership, with significant experience in implementing strategic change in an independent school or commercial organisation
- Candidates will have a strong knowledge of financial management, ideally with a professional qualification, and experience of budgeting, forecasting and strategic business planning
- Experience of balancing the demands of developing and implementing strategic change within a busy operational environment
- Experience of managing complex projects within strict budgets and demanding timetables
- Experience of leading and managing staff in a wide range of disciplines
- Highly computer literate

Personal Attributes

- Committed to the ethos and principles of the school, and understanding of the needs and challenges facing independent education
- Leads by example and holds the respect of Governors, staff and parents
- Stamina in this busy working environment, and a clear understanding that life in a boarding school is not a 9 to 5 job
- Energetic, dynamic and unflappable; excellent time management and the ability to 'get the job done'
- Where appropriate, lightness of touch and humour
- Fair and empathetic
- Sets high standards; strong attention to detail
- Fluent and accurate written and spoken English; excellent oral and written communication skills and strong presentation skills
- Committed to the Woldingham School vision and the Sacred Heart Values, and to operating as part of the School community
- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the DBS



Remuneration

- Salary will be negotiable, subject to experience, recognising the degree of responsibility associated with the post.
- 30 days annual leave is available to be taken in the school holidays or such other times agreed with the Headmistress as are convenient to the School.
- Accommodation on-site may be available
- The School offers a private medical health insurance scheme which the DFO will be eligible to join.
- The DFO is expected to attend the ISBA Annual conference and any induction course. The School will meet the full cost of the annual subscription/membership fee of ISBA.
- Any daughter of the DFO who, having satisfied the entry requirements, is admitted as a pupil to the school will receive the benefit of the staff discount on the school fees.
- An offer of employment will be subject to a probationary period of twelve months. During the probationary period, employment will be subject to termination with two months' notice on either side. Thereafter, six months' notice on either side is required.
- Payment during a period of sickness will be no less favourable than that applied to teaching staff.

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Woldingham School on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments, using code CAUQB

Click on the 'apply' button and follow the instructions to upload a CV and cover letter.

The closing date for applications is noon on Friday 2 August 2019.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.



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SCHOOL

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