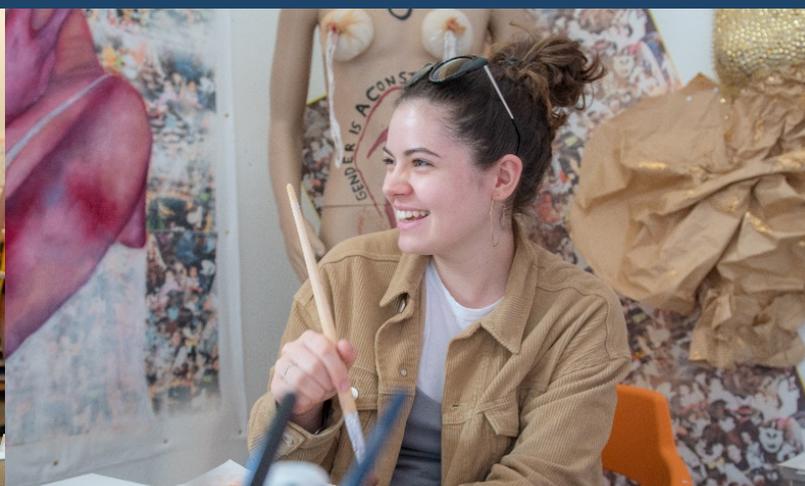




NORTHAMPTON HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

Director of Finance and Operations
September 2020



Saxton Bampfylde

Introduction to the school

Northampton High School is an academically selective all-girls school, with a long heritage in the county and beyond, which offers an individualised education for girls aged 2 to 18. The school was established in 1878 by a committee of local church people and is now based on a purpose-built 27-acre site in the village of Hardington, on the outskirts of Northampton, relocating from the heart of Northampton's Cultural Quarter some 27 years ago.

Girls of all ages receive the very best in teaching and pastoral care in a stimulating, caring, happy school where pupils realise their academic, creative, and athletic potential. The school strives to tailor everything to the needs of the individual and prepare self-confident pupils for a balanced and fulfilling life to come. Students not only gain superb academic qualifications, but also have exciting opportunities to learn new skills, broaden horizons and forge strong friendships along the way.

Equipped with excellent facilities, including a 25m indoor pool, gym, dance studios, squash courts, a Forest School, all-weather pitches, performance theatre and outdoor space abound, the school's Nursery, Junior School (Reception to Year 6), Senior School (Year 7 to Year 11) and Sixth Form create a collaborative and supportive community.

Easily accessible from the A45 and other major routes, the school offers comprehensive transport solutions and a comfortable commute from Milton Keynes, Brackley, Towcester, Kettering, Wellingborough, Rugby, Bedford and beyond.

Girls thrive in sport, the performing arts, the creative arts, maths, and science as well as debating, languages, and a wide range of extracurricular activities, making strong contributions to the school and the wider community.

In the recent ISI inspection (November 2019), inspectors concluded that 'the quality of the pupils' academic and other achievements is excellent' and 'the quality of the pupils' academic and other achievements is excellent'.





The Girls' Day School Trust

Northampton High School is part of the Girls' Day School Trust (GDST) family of schools, the largest group of independent girls' schools in the country and a national leader in girls' education. The first school founded by the Girls' Public Day School Trust opened its doors in Chelsea in 1873. Now, as the Girls' Day School Trust (GDST), the Trust has grown to a unique family of 23 independent schools and two academies across the UK. GDST schools and academies share an ethos and a proud heritage of girls-only education and are members of a unique network of 19,000 pupils, 3,500 staff and 70,000+ alumnae in the UK and abroad.





The opportunity

This is the chance to play a vital role in a leading GDST school. Operational excellence, financial stability and an outstanding team will underpin this Director of Finance and Operation's (DFO's) role as an important figure in the school, local community, and wider GDST family. Northampton High School is a vibrant, exciting and fulfilling place in which to work. The leadership team of the School promotes a vision of education that is liberal and humane in its approach, which aims to invigorate tradition with innovation, and which is receptive to new ideas and contributions. The teaching staff is highly professional and enthusiastic. All members of staff value the breadth of education offered by the School and enrich their teaching and broader contributions to the School with their own personal interests and experiences.

The Director of Finance and Operations will be a member of the Senior Leadership Team, with a key role in long-term strategic development and planning for the whole school. S/he will work closely with the Headmistress and have responsibility for all commercial and operational matters affecting the school. The post holder will be expected to lead a high-performing team, interacting with both teaching and non-teaching staff, and will be responsible for the School's financial performance and its future direction within the strategic and accountability framework of the Trust. The post holder will play a key role in the development and implementation of school policy and should ensure that his/her own responsibilities are executed to support the achievement of the School and Trust's strategic objectives. This will require the post holder to have a clear understanding of teaching and learning requirements and how, through his/her own activities and those of his/her own staff, s/he will support this. The post holder will also be expected to contribute to the sharing of educational innovation and ideas across the GDST network. In addition, s/he will demonstrate a strong commitment to girls' education and to the ethos of the School. S/he will be an ambassador for the School and wider Trust both internally and externally.

Key areas of responsibility

Financial management

- Responsibility, in collaboration with the Headmistress and GDST, for all of the School's finances.
- Preparation of annual budgets, periodic forecasts and business plans.
- Oversight of monthly management accounts and School payroll.
- Working closely with the GDST Fees Department on fee and income related matters.
- Regular reviewing and renegotiating of tenders and contracts.
- Ensuring the Headmistress and the Local Governing Board are fully informed of the School's finances on a regular basis.

Business development

- Sustaining and increasing non-fee income including grants and lettings, in line with the overarching strategic plan.
- Line Management of the Sports Centre Manager.
- Support the Headmistress in the preparation and presentation of business cases for major projects.
- Assisting in the marketing and development of the School, in consultation with the Headmistress, through business plans and strategic assessment.

Estates management

- Oversight of building management, maintenance and day-to-day upkeep of all buildings, as well as grounds maintenance and building security.
- Management of the significant range of property within the site, ensuring its continuous operation and safe use.
- Oversight of Project Management for all developments on the School site.
- Leading on all planning matters, with appropriate liaison with the local authority, councillors, and neighbourhood and community groups.
- Ensuring compliance with ISI regulations.

ICT

- Line management of the IT Operations Manager.
- Oversight of ICT infrastructure and support.

Human resources

- Management of all administration, premises and caretaking staff, to include the procedure for recruitment, oversight of induction, development and performance management, in line with School and GDST policies.
- Ensuring compliance with all GDST and Independent Schools Inspectorate HR policies and regulations.

- Ensuring the School maintains and operates appropriate disciplinary and grievance procedures for all support staff and in consultation with the Headmistress implementing these as necessary.

Health and safety management

- Co-ordination and development of policies to comply with the relevant requirements of the Independent Schools Inspectorate and health and safety legislation in conjunction with the GDST health and safety advisors.

Catering and housekeeping

- Ensuring excellent standards of catering and cleanliness are provided to students and staff and that kitchens and equipment are well maintained and comply with health and safety and hygiene regulations.
- Line management of the catering team.
- Monitoring catering and cleaning service standards and levels, and regular review of performance against contract, as well as scrutiny of financial performance against agreed budgets.





The person

Northampton High School's next DFO will be a passionate individual, strongly motivated to make themselves an active part of its vibrant and thriving community. They will be an inspiring leader to the support staff, an engaging figure with the academic staff, and a visible, approachable face of the school with students and stakeholders.

The DFO will bring the following experience and attributes:

Effective use of resources - Takes a lead role in the financial and operational management within the School, including health and safety, physical resources, building fabric, technology and environmental impact.

Delivering results - Identifies issues and takes a proactive approach to dealing with them. Is an innovator and delivers change initiatives to achieve added value and improve school performance in support of the overarching strategy and vision for the school and the wider Trust. Able to analyse information to understand issues, identify options and support sound decision making in the delivery of projects, school processes and service improvements. Understands the marketplace and customer needs.

Strategic thinking - Contributes to the setting of a vision and strategy for the School. Seeks to ensure improvement of performance in business and operational aspects of the school, showing clear leadership in this regard. Ensures compliance with legal, regulatory and ethical requirements. Supports the management of risk.

Working with others - Develops productive relationships with colleagues and stakeholders within the school and across the Trust, playing an active role. Builds and leads effective and productive teams. Supports staff to achieve high standards through robust staff management and development.

Qualifications and professional memberships

- Educated to degree level or equivalent relevant work experience (Essential)
- Relevant professional qualifications (e.g. accountancy, business management, estates management qualification or similar) (Desirable)
- Membership of relevant professional bodies (Desirable)

Professional experience

- Proven budgetary expertise and financial acumen (Essential)
- Successful senior management experience, to include strategic planning, administration, financial management and project control (Essential)
- Experience of property and facilities management and/or site development (Desirable)

Safeguarding

- Dedication to safeguarding and promoting the welfare of children and young people; a satisfactory Enhanced Disclosure from the DBS.





Terms of appointment

The salary will be commensurate with the responsibilities of this role and the calibre of applicant we are seeking.

Northampton High School and the GDST are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post.

This job description should be read in conjunction with the competency framework for business and operational management within the Girls' Day School Trust, which will be used to support the selection and recruitment process and on-going personal development of the post holder.

How to apply

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

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

Click on the 'apply' button and follow the instructions to upload a CV and covering letter, outlining why you would like to join Northampton High School as a Director of Finance and Operations.

The closing date for applications is by **noon on Friday 25th September**.

Initial interviews will take place on Friday 2nd October.

Interviews with Northampton High School will take place on Friday 9th October.

Northampton High School is committed to increasing and promoting diversity at all levels within our school. We warmly welcome applications from people from the widest possible range of backgrounds

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.



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