



# Wycliffe College

Director of Finance & Operations

March 2023

Reference : FAWED

Saxton Bampfylde

# Welcome from the Headmaster

Dear applicant,

Thank you for expressing an interest in joining our seven-strong Leadership Team here at Wycliffe College as Director of Finance & Operations. It has the potential to be a challenging, rewarding and truly 'mission critical' role for the College and its future and we are really excited about seeking to find the right person for us.

If you want to understand Wycliffe in the proverbial nutshell, you cannot go far wrong if you really focus in on our Vision Statement which includes, with the mention of "pioneering spirit", the very reason that our founder back in 1882 chose to name us after the 14th century theologian John Wycliffe: "... Wycliffe will promote a pioneering spirit and encourage individuals to flourish and embrace their futures as global citizens ...".

There is a real story to tell here and we are seeking to find someone who can help us review, reinvigorate and reimagine it. We are a great size, enjoy facilities that surprise many in terms of their scale and quality, have a super mix of Day/Boarding and UK/International pupils and a broad and varied academic curriculum and extra-curricular programme.

You will be able to appraise critically/intellectually what we believe we are 'after' by reviewing the JD and the Person Spec. However, it will only be by visiting us and really experiencing the 'look-and-feel' of both Prep and Senior Schools that you will give us the opportunity to convince you that this is the place for you to continue your own professional journey as the next stage of your career.

I believe firmly that what is on offer would be rewarding, challenging and hugely enjoyable.

With very best wishes,

*Nick Gregory*

Headmaster



# Purpose, Vision and Aims for Pupils

## Purpose

Inspire and educate every individual in mind, body and soul.

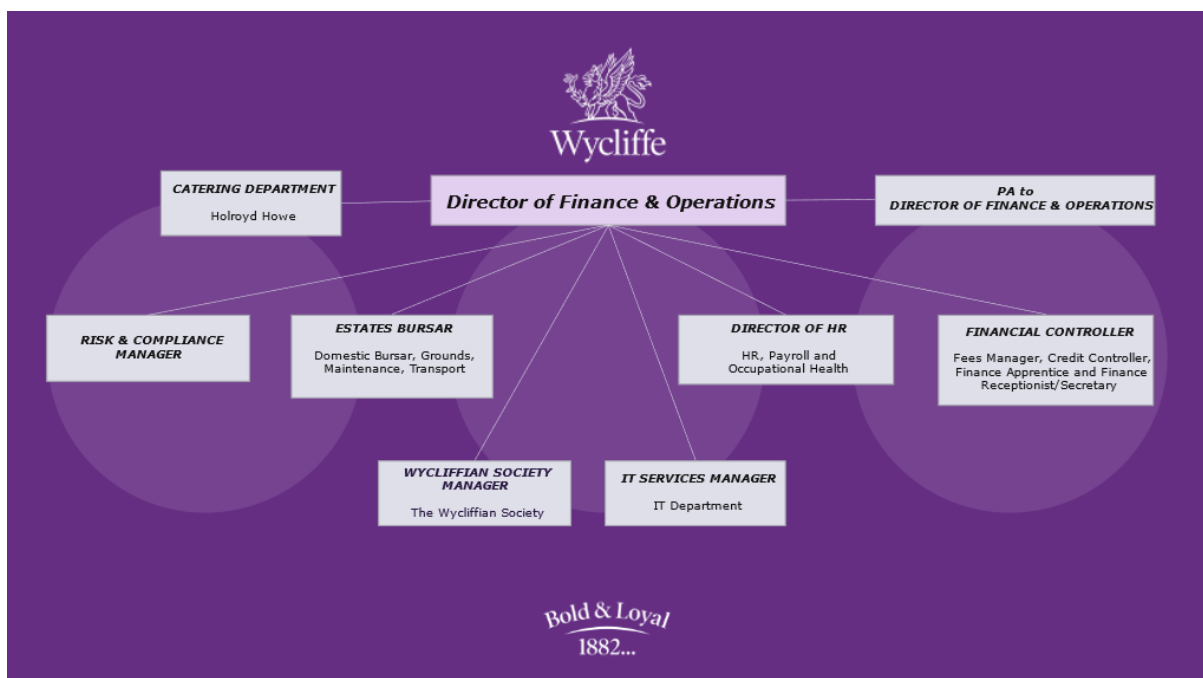
## Vision

Wycliffe will promote a 'pioneering spirit' and encourage individuals to flourish and embrace their futures as global citizens.

## Aims for Pupils

1. Achieve their full academic, spiritual, physical and creative potential
2. Behave with unassuming confidence, showing generosity of spirit, respect for others and appreciation of diversity
3. Cultivate social and environmental awareness and an understanding of their role as global citizens
4. Develop skills, self-knowledge and resilience to face positively all future challenges
5. Exhibit creativity, innovation and independence in their approach to learning and to life
6. Feel happy and secure

# Governance Structure



# Senior School

Wycliffe is a thriving, non-selective, coeducational Day and Boarding school (ages 3-18) set within the heart of the Gloucestershire Cotswolds. It comprises a Prep School (from The Nursery Class up to Year 8) and a Senior School (Years 9 to 13) and is referred to as 'the College' when being considered as a whole. Physically, the 52-acre site comprises three main parts: the Senior School, the Prep School and The Berryfield (the main Senior School sports ground for boys' sport, located two minutes from the Senior School site across a residential road). The College has excellent links to London both by road (just off Junction 13 of the M5) and also by rail (Stonehouse to Paddington in 100 minutes) and is within half an hour of the amenities offered in Cheltenham, Gloucester and Bristol.

When describing the Senior School, the Head (Nick Gregory) often uses the phrase that we are "just the right size" and explains that he feels that we are big enough to have facilities that are impressive enough to 'surprise' some/many and yet small enough for every single pupil truly to be known and valued. Typically, pupil numbers (Year 9 and above) just exceed 400, with an 'average' year-group size being 70-80 pupils. Senior School Day numbers have increased by more than 30% in the past five years (several of whom then also 'flexi-board' a couple of nights each week). And Boarding for Forces families is a very important part of what makes Wycliffe 'Wycliffe' and has been especially vibrant of late (with children typically joining in the Prep School and staying on all the way through to A Levels).



In the Senior School pupils can choose from an exceptionally broad and wide-ranging curriculum offer, comprising 20 options at GCSE and 28 in the Sixth Form including three BTECs (Business; Sport; Digital Media). The College has an excellent reputation for supporting pupils with Special Educational Needs and holds CReSTeD accreditation. In addition, the Wycliffe experience is more than what happens in the classroom: with more than 60 activities running every week of the year, pupils have the opportunity to stretch their 'pioneering spirit'. Whether it is on stage, in the Choir, on the sports field, up a mountain or on a river, Wycliffe aims to give every pupil the opportunity to pursue an interest outside of the classroom. Both the CCF and the Duke of Edinburgh Award scheme are very strong. The College's wonderful sports facilities include a floodlit

Astroturf, Squash Courts, a modern purpose-built Sports Hall with two full-sized Basketball/Netball Courts, Rugby and Cricket pitches, Tennis Courts, a Boat Club for Rowing (some 15 minutes away at Saul Junction), a Swimming Pool (located at the Prep School) and a fully-equipped gym. There are eight Houses (three for boys, three for girls and two co-ed); each has its own character and celebrates the diversity of its residents. All Houses offer exceptional facilities for study. Having been a Candidate School since 2020, Wycliffe became a Member School of Round Square in 2022 (alongside schools like Gordonstoun and Felsted) and continues to build and develop its provision in line with the Round Square 'IDEALS' (International Understanding, Democracy, Environmental Stewardship, Adventure, Leadership, Service).



# The Prep School

Wycliffe Prep School educates boys and girls aged 3 to 13. Founded in 1928 as a Prep School to Wycliffe College the College aims to provide an all-round education with an emphasis on creating an environment where they are safe and happy. Children may board from Year 3 with both full-time and flexi-boarding offered. There is a full weekend programme, with regular trips and activities. The curriculum offers in each subject the best rigour and challenge to develop each pupil for the next stage of their education. Based largely on the National Curriculum pupils are given a firm foundation preparing them for the early stages of GCSE. The College's CREStED accreditation recognises the way we develop the skills of our pupils with specific learning difficulties. Wycliffe Prep School has outstanding facilities including Tennis courts,

Astroturf and extensive games pitches. On site there is a fantastic Studio Theatre, a small gymnasium and an indoor Swimming Pool. We have frequent access to the Sports Centre at the Senior School and encourage the pupils to use these facilities for Badminton, Squash, Basketball and Cricket. For Pre-Prep pupils there is also the Donald Clark Adventure Playground. An exceptional, state-of-the-art classroom block (intended mainly for Year 7 and 8 pupils), Etheridge Hall, was opened in 2015. Wycliffe Nursery Class takes pupils from aged 3 and has full access to the College's facilities and play areas. The pupils enjoy being part of the wider Wycliffe community and take part in College assemblies, plays and many other activities. For further information about the College, please visit [www.wycliffe.co.uk](http://www.wycliffe.co.uk)



# The role

## PURPOSE OF POST

The Director of Finance & Operations will work closely with the Head to help develop and execute the strategic vision of the Head and Council of Trustees. This individual has specific remit to shape strategy for financial, property/estates, operations, IT and HR matters feeding into the Head's overall vision. This position is part of the seven strong Leadership Team of the College.

The Director of Finance & Operations is appointed by the Council of Trustees and is responsible to them for the conduct of the financial affairs and business management of the College as well as in their role as Clerk to the Council. In the day-to-day management of the College the Director of Finance & Operations reports to the Head and will also work closely with the Head of the Prep School, to support that school in delivering its aims.

## KEY RESPONSIBILITIES

### Leadership and Management

- Work with the Head and other members of the Leadership Team to develop and deliver the strategic plan for the College, whilst creating and modelling a culture of effective and strong team work;
- Provide a commercial perspective on all decisions made by the Leadership Team; encourage business-like and commercial attitudes in those involved in delivering all operations;
- Build, lead and develop an effective, professional and cohesive management team comprising all the Support staff;
- Develop and maintain a culture of excellence and customer service across the teams managed by the Director of Finance & Operations;
- Carry out regular reviews of those who report to the Director of Finance & Operations, overseeing the management, performance and succession planning within those departments;
- Ensure there is a culture of continued professional development where training and development takes place as appropriate.

### Finance and Business Planning

- Contribute to the strategic direction of the College working with the Head and the Council of Trustees; involvement in the development of the strategic plan, assisting both Heads in the maintenance and delivery of this;

- Ensure the financial strategy of the College is achievable and sustainable, meeting current and future financial and business needs of the College;
- Support the Council of Trustees by providing necessary financial information and advice;
- Ensure that there is robust planning, control and management of all the financial affairs, including payroll, credit control and liaising with all budget holders in a timely manner over future budget needs;
- Oversee the preparation of financial budgets and rolling financial forecasts, including detailed scenario planning the future financial performance of the College. Make proposals for annual budgets, staff pay and parent fee levels and planned capital expenditure; as part of this, and working closely with the two Heads, the Director of Finance & Operations will oversee the administration of College fees, including policies and procedures relating to the awarding of Scholarships and Bursaries, with particular oversight of the financial management of the total expenditure in this area;
- Play the principal role in negotiating contracts for the supply of external services to the College, including but not limited to utilities, insurance, IT services, consumables, legal services, other professional services and maintenance contracts. This also includes the management of the catering contract where the Director of Finance & Operations is the College's direct link (and reporting lines are through him or her) with the catering contractor.

### **Estate Management, Security and Transport**

- Manage the Estates team, including an Estates Bursar, who will oversee the day-to-day management of the estate and its security;
- Work with the Estates Bursar to ensure:
  1. all new buildings and capital projects are managed in an appropriate, safe and financially secure fashion, with agreed KPIs and regular appraisal;
  2. there is planned and routine maintenance of the estate, and that there is the necessary focus on maintenance schedules, compliance with all relevant Health & Safety Legislation, National Minimum Standards of Boarding and ISI Regulations;
  3. the management of and letting of property, including staff accommodation and facilities open to the public is carried out in a legal and effective manner;
  4. appropriate security measures are in place to protect the security of staff and pupils, and College buildings;
  5. ensure all domestic operations are delivered to a high quality in a cost-effective manner.
- Ensure effective and safe operation of Wycliffe's transport department, with a focus on delivering outstanding and flexible customer service.

### **Other Functional Responsibilities**

- Oversee the delivery of catering in the College, ensuring there is regular oversight and assessment of the provision to ensure it is fit for purpose; this includes managing the current contract with external providers;



- Lead and oversee the HR and payroll function, providing others in the College with appropriate support and advice;
- Develop and lead initiatives to drive employee engagement and well-being initiatives;
- Assume responsibility for Data Protection, including being the College's named Data Privacy Officer;
- Oversee the delivery of IT service, including the College's internal IT function and all aspects of external IT support, in line with a clear ICT strategy;
- Identify and develop opportunities to maximise the commercial letting of the College's premises when not in use by the pupils;
- Value the importance of working in partnership with those involved in the marketing of the College and its Admissions team, including supporting them with the delivery of meaningful data analysis, key performance indicator reports and dashboards;
- Assume line management responsibility for the member of staff who leads relations with the alumni body (The Wycliffian Society Manager) and be the principal contact between the Leadership Team and this group, attending meetings with the TWS Management Committee, supporting initiatives as appropriate and overseeing activities that have an impact on the operation of the College.



## Supporting the work of the Council of Trustees

- Support the work of the Council of Trustees and its sub-committees and other linked bodies, through attendance at key meetings and provision of information and advice as required; this includes full Council meetings and requires the Director of Finance & Operations to liaise closely with key Trustees involved in these groups;
- Act as Clerk to Council and be responsible for the preparation of papers, and be the key communication link with Council including President and Vice-Presidents and manage the compiling and signing off of all formal minutes of meetings;
- Be responsible for the co-ordination of induction of new Trustees and logging all training and development appraisals;
- Act as Company Secretary for all College entities;
- Work with administrative staff to provide information requested by the Council of Trustees for the efficient management of Wycliffe's financial and other administrative purposes to support the effective pursuit of Wycliffe's educational and pastoral goals;
- Be a named Trustee for Wycliffe College Foundation (a separate legal entity), organise and attend regular Trustee meetings.

## Safeguarding, Risk Management and Compliance

- Ensure the management of risk is effective and is monitored on a regular basis, chairing the Compliance Team and other compliance related committees as necessary;
- Ensure the College and its subsidiary entities have adequate insurance cover at all times;
- Ensure all legal statutory and fiscal requirements relating to the Charity and its subsidiary entities are discharged appropriately, included, but not limited to, the preparation of Statements of Financial Activity (SOFA) and balance sheets in accordance with the requirements of the charities' Statement of Recommended Practice (SORP);
- Understand and comply with the College's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children;
- Work with the College's legal advisers, seeking advice when required and acting as a first point of contact in general with all legal matters;
- Understand and comply with the College's Health and Safety statement;
- Ensure the College complies with its legal and constitutional financial obligations, including the identification and management of financial risk by involvement with and scrutiny of the Risk Register.

# Person Specification

The Director of Finance & Operations at Wycliffe needs to support the Head and be an active presence in all areas of College life in order to ensure that the College's strategic aims can be met. The Director of Finance & Operations will be a strong communicator, who is able to drive performance in financial and operational terms. They will be capable of conceptual and strategic thinking and able to make decisions in situations involving uncertainty. The successful candidate will want to be a visible presence with staff from all sections of the College and be keen to lead and embrace change. They will be someone who is comfortable challenging the status quo and will have a desire to ensure that there is a culture of ongoing improvement.

The ideal candidate is likely to demonstrate all or most of the following experience:

- Proven track record of leadership and senior management in a complex professional structure;
- Senior level experience of financial management and budgeting in a comparably sized or larger organisation;
- Development of strategy, policy and leadership in the implementation of strategic change;
- Management and leadership of a diverse team;
- Experience of commercial operations, be it in a purely commercial environment or a not for profit one;
- Previous experience in a school is helpful, but not a requirement. However a strong commitment to education and to independent education in particular is essential.

## Personal attributes

- Confident, professional, highly credible presence;
- Collegiate and collaborative approach that ensures non-teaching/support functions are a core and valued part of the College;
- Ability and willingness to create a working environment in which staff are empowered to take decisions and enjoy being part of the team;
- Drive for continuous improvement of all systems and processes and dynamic focus on delivering excellent customer service (both internally and externally);
- Development of strong and positive relationships (including with the Council of Trustees, the Head, Head of Prep and other staff);
- Personal strength of character demonstrated through intellect, integrity and fairness;
- Strong commitment to safeguarding and welfare of children and young people, understanding its essential importance in a modern-day, independent school;
- Willing to be part of the Wycliffian community and get to know pupils and staff (and their families).



# Terms of appointment

Salary will reflect the seniority of the role and will depend on skills and experience.

Holiday entitlement: 30 days per annum plus public holidays.

Accommodation on offer is an off-site, three-bedroom family home ("Beech Leaves") within easy walking-distance of both Prep and Senior Schools.

Our School Fee Concessions are as follows: The Nursery Class through to Year 5 inclusive – 40%; Year 6 onwards – 60%.

Pension: the post holder will be automatically enrolled into the qualifying works pension scheme with a maximum employer contribution of 10%.

# How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Wycliffe College on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **FAWED**. Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring form. The form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

The closing date for applications is noon on **Friday 7<sup>th</sup> April 2023**.

## Next steps

Candidates selected for the shortlist stage will be invited to the College on Thursday 27<sup>th</sup> April where they will have an opportunity to meet with Nick Gregory (Head), Simon Lloyd (Chair of Trustees) and David Munns (Saxton Bampfylde), as well as undertaking a brief tour of the site with Tom Wood (the current post-holder). Candidates then taken forward will be invited to attend the final stages, again on-site, to take place on Friday 12<sup>th</sup> May.

## KCSIE online checks

In line with the latest KCSIE guidance, Saxton Bampfylde will conduct a search of online records that are publicly available on shortlisted candidates. These checks are used only to meet the intended purpose of the KCSIE's recommendation in relation to whether an applicant is suitable to work with children and young people. All data will be held in line with data protection regulations.

## 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.

Saxton Bampfylde

An aerial photograph of Saxton Bampfylde cricket ground. The ground is a large, green field with a central rectangular pitch area. Several players in white uniforms are visible on the field, some standing and some in motion. The ground is surrounded by a dense line of trees and a residential village with many houses. In the background, there are rolling hills under a clear sky. The text 'Saxton Bampfylde' is overlaid in the top left corner in a white, serif font with a decorative underline.

# Saxton Bampfylde

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