



King's
1502

Saxton Bampfylde



Appointment brief

Appointment of Director of Finance and Operations

March 2024

Reference: FBNWA

An introduction

The King's School in Macclesfield is a co-educational day school, educating girls and boys together from Pre-School to the Sixth Form (ages 3–18). There are around 1,330 pupils and around 250 staff in the Foundation; as such, King's is one of the largest HMC schools in the country.

King's was founded in 1502 by Sir John Percyvale and re-founded in 1552 by King Edward VI. It has enjoyed a distinguished history of providing high quality education for local children for over 500 years. The school is the oldest with links to the Merchant Taylors' Company; the school's founder having been Master of the Company before becoming Lord Mayor of London. In 2002, the school's Quincentenary was marked by a visit from HRH Her Late Majesty the Queen. Until 1978 King's served as a boys' county grammar school, accepting the majority of children through the Direct Grant Scheme. It is now completely independent, but retains the tradition of a local school serving its community and providing bursaries to support those whose financial circumstances would otherwise prevent their admission. After 400 years of boys' only education, the school originally admitted girls to the Sixth Form and, following the success of this, opened a Senior Girls' Division in 1993 on the site of the former Macclesfield Girls' High School, which also housed the Infant and Junior Division. The school operated from these two sites, with a third sporting facility at Derby Fields, until 2020 when it moved to a single, completely new, purpose-built campus on the outskirts of Prestbury. The campus boasts 80 acres of Cheshire countryside, modern and impressive indoor and outdoor learning facilities, as well as expansive sporting facilities.

The school is organised into three Divisions: the Infant & Junior Division, Senior Division and Sixth Form Division, and each has its own facilities and Principal who reports directly to the Head of Foundation. The school has a strong academic reputation and aims to combine the best of traditional academic values with a commitment to pupils' character and personal development. In 2023, the percentage of A*-B grades at A Level was 80%. The percentage of grades 9-7 at GCSE was 65%. Pupils benefit from the highly qualified and committed teaching staff, small class sizes and a disciplined learning environment. There is a strong commitment to extra-curricular activities and King's reputation for music, drama and sport is firmly established. King's is currently ranked fourth in the North West for academic results (Sunday Times ParentPower league table) and in the top 25 schools in the UK for sport (School Sport magazine). The current U14 rugby squad are national champions, 16 pupils are national champions in trampolining and the U14 netball squad and hockey squad both reached the national finals. A large number of pupils have gained national and international honours for sport. Interest in a wide variety of pursuits is actively encouraged, and all kinds of clubs and societies flourish. The school has excellent provision for outdoor learning, recently having won an award for its King's Compass programme, and is a Duke of Edinburgh operating authority in its own right. Residential trips and charity work form key parts of school life. King's also benefits from a large and supportive former pupils' community.

The school aims to create a caring, friendly community in which the pupils are encouraged to accept responsibility and to set themselves high standards. The quality of personal relationships is of a very high standard at King's; this was highlighted in the most recent ISI Inspection.



Ethos & Aims

Our Ethos : Learning and personal development are at the heart of our community. We seek to equip young people with the character and skills necessary to meet the challenges of an ever changing world.

We believe that education is about what happens in the classroom and more. We seek to produce courageous and responsible citizens who contribute to society through leadership and service.

Our Values : The values of love, compassion and mutual respect underpin all our activities and relationships.

Our Aims :

- to challenge our pupils to aspire, work hard and achieve
- to develop lively and enquiring minds
- to foster a friendly, polite and caring community
- to support parents in raising ambitious and well-rounded individuals

Governance

The School is governed by a Board of Governors, which consists of nominated and appointed Governors. Nominations are made by the Lord Lieutenant, the Bishop of Chester, the University of Manchester and Cheshire East Local Authority. We have 15 individuals on the Board of Governors, each serving a term of at least five years.

The Governing Body is non-executive in nature, but plays a central part in:

- setting the School's overall strategic direction;
- deciding policy and future development plans;
- agreeing the Strategic Plan;
- monitoring progress against the School's established aims and targets;
- supporting and challenging the performance of the Head, the DFO and the staff as a whole;
- and upholding good governance and working towards the success of the School.

Strategic Development

Making a Difference – Strategic Plan 2022-27

During the last three years, The King's School has successfully navigated many significant challenges. Some of these have been very exciting for the School's development, including the move to our new campus and the transition to full co-education. Other challenges have presented less welcome demands such as responding to the pandemic. It was hugely rewarding to receive the recognition of the school's achievements contained in the recent ISI Inspection Report.

Extensive work has already started on the next phase of the school's development from 2022 - 2027. The views of our many key stakeholders have been sought, including the wider community, pupils, parents, staff, governors and the Senior Management Team. The outcome of this work has been captured in our strategic plan for the next phase of the school's development.

The school continues to be ambitious in the pursuit of its aims and we are very excited about this next stage of development. The plans will have a significant impact on the provision for our pupils whilst also seeking to prioritise our sense of community and to have an impact beyond our own school gates.



The role

The Director of Finance and Operations (DFO) is ultimately responsible for the successful management of the finances, operations and non-educational aspects of the school. In addition, the DFO makes a leading contribution to the school's strategic direction and supporting the School Aims. The DFO also acts as Clerk to the Governors.

The role is a complex remit spanning finance, HR, legal matters, estate management, health and safety, as well as oversight of our non-educational business interests. The DFO is a member of the Senior Management Team and is responsible to the Head of Foundation for day-to-day matters concerned with the running of the school. The DFO also works very closely with the Governor who is Chair of the Finance and General Purposes Committee, and the Governing Body more generally.

KEY RESPONSIBILITIES

- Responsibility for the financial reports and accounts for the school, trading company and investment portfolio. Maintaining adequate cash flow projections for the current and future years.
- Formulating a financial plan that supports the school's strategic vision for the future.
- Meeting all legal statutory and fiscal requirements relating to the Charity and its subsidiary activities.
- Developing and driving forward opportunities to increase revenue streams, including lettings programme and capitalising on assets and infrastructure to introduce new revenue earning opportunities.
- Having overall responsibility for all support functions, except IT support, admissions, development and fund raising, and departmental secretarial support (these functions are given oversight by other members of SMT).
- Ensuring that those reporting to the DFO are given clear responsibility for the management and delivery of their areas and supported in achieving their targets.

Leadership and Management

- Inspiring and leading all staff, with a focus on support staff; coaching and supporting them, facilitating and encouraging strong working relationships across the School.
- Providing effective leadership and taking overall responsibility for the day-to-day operations of the support functions, building strong professional teams and creating a culture of excellence and continuous improvement.
- Making routine submissions to, and delivering high-quality reporting to, the Governors on matters related to finance, human resources, property management, pay and conditions and health and safety.
- Embedding a culture and ethos of service excellence in pursuit of the School's vision and values.
- Overseeing support staff appointments as appropriate.

Financial Management

- Line management of the Finance Department including the School Accountant.
- Advising on all financial matters within the School and ensuring that the long-term strategic objectives of the School are reflected in detailed financial projections, cash flows and appropriate funding is available from the School's bankers.
- Ensuring that the financial controls are robust and appropriate to the needs of the school, reviewing costs and implementing efficient practices while maintaining the quality of education.
- In consultation with the school's SMT, producing detailed annual budgets for all departments for consideration by the Finance and General Purposes Committee of the Governing Body
- Preparing and regularly updating long-term financial projections for the Foundation to include profit and loss, capital expenditure and cash flow forecasts.
- Preparing termly management accounts and investigation of any over-spend, discrepancies or anomalies with management and departmental heads.
- Timely reporting of statutory requirements, administration of the School's pension schemes.

Estates and Catering Management

- Line management of the Estate Manager and through them the support functions including Maintenance, Grounds, Caretakers, Cleaning and Security.
- Ensuring effective project management, particularly in relation to Capital Expenditure projects and refurbishments.
- Overseeing initiatives to reduce the Foundation's environmental footprint and energy consumption.
- Ensuring insurance cover is always appropriate and in place.
- Oversight of the external catering contractor to ensure the delivery of an effective and efficient catering facility for all pupils, staff and visitors including budgetary control, stock management, and ensuring kitchen health and hygiene regulations are met.
- Ensuring effective contract management and that the awarding of all operational contracts to external suppliers is handled appropriately and offers the School excellent value for money.

Human Resources

- Together with the HR Manager and external support, advising the Head of Foundation and SMT on all employment matters and ensuring a consistent approach to the management of people issues in line with the School's aims and values.
- Ensuring that the employment policies are legally compliant and are appropriate to recruit and retain top quality staff.
- Keeping staff reward and benefits under review across the School.

Risk Management and Compliance

- Ensuring that the School has effective risk management strategies which enable it to respond effectively to situations, always ensuring the safeguarding and health and safety of pupils and staff and the reputation of the School.
- Through the Health & Safety Committee ensuring that the School complies with all Health and Safety legislation and formulation/review of the School's policies and procedures, as necessary.
- Ensuring that the School has appropriate insurance cover for all key insurable risks.
- Maintaining the school's risk register.

Data Protection

- Ensuring the School meets all requirements of data protection legislation.

Clerk to the Governors

- Providing company secretarial and administrative services for the Governing Body.
- Maintain all Governors documents including terms of reference, signed minutes etc.
- Keeping Governors abreast of relevant changes in company and charity law as well as developments and best practice within the education and charity sectors.
- Administering the Charity on a day-to-day basis, in accordance with the requirements of the Charity Commission.
- Ensuring that the Governors complete all required training and maintaining records of their CPD.



Person specification

The following key attributes are required for the role:

Experience

- A proven track record of successful business leadership with evidence of successfully developing, managing, and facilitating change through outstanding leadership and effective management
- A high level of proven business acumen
- Strong financial awareness and the ability to balance the delivery of programmes against the realities of a budget
- Experience of engaging and building relationships with key internal and external stakeholders
- Demonstrable experience of successfully developing, implementing and monitoring strategic plans
- Ideally have experience of, and knowledge about, health and safety

Skills and Attributes

- Strategic thinker with strong analytical skills
- A strong understanding of the current and future economic, political and societal challenges facing the independent school sector, with an innovative approach to dealing with these challenges successfully
- Highly efficient time management and organisational skills
- Emotional intelligence, a sense of humour and empathy
- Ability to influence change and steer new ways of working
- Strong interpersonal skills
- Excellent communication skills (both written and verbal)
- Personal resilience and the ability to help others develop it
- Have a passion for working in education and educational issues
- Strong delegation skills, together with the awareness and understanding of what can and cannot be delegated
- Excellent decision making and problem-solving skills
- Strong IT skills

Terms of appointment

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

The package will include 50% fee remission from Year 3, private family healthcare and pension.

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to The King's School Macclesfield on this appointment.

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

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 closing date for applications is midday on **Monday 15th April 2024**.

* 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.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Safeguarding Policy and the School's Safer Recruitment Policy are available on the school website.

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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