



INTELLEGO

EDUCATION

APPOINTMENT OF

Director of Finance & Operations, Madrid

April 2025

Saxton Bampfylde

EXECUTIVE SUMMARY

Intellego Education, led by distinguished educationalist, Dr Stephen Spurr, is building a high-quality family of premium schools in Europe. As part of this strategy, Intellego Education has formed a partnership with a top UK independent school.

The intent is to open schools in several European capital cities to complement Intellego's schools in other locations. The first school under this partnership will open in Madrid in September 2026. Accordingly, Intellego and its partner school are seeking an exceptional, founding Director of Finance & Operations, to support the Head in the growth of the school.

This is an exciting opportunity to be involved in the development of a brand-new K-12 school in the centre of Madrid. The campus is already in existence, and a nearby premium bilingual nursery and early years school, belonging to Intellego, will act as an initial feeder school. The school will cater for pupils aged 5/6 to 18, leading to IGCSEs and the IB Diploma.

The Director of Finance & Operations will lead on the establishment of and then the ongoing financial and operations management of the new school, reporting directly to the Head and supported by the central operations of Intellego Education. The Director of Finance & Operations holds full financial responsibility for the school, as well as responsibility for a range of areas of the school's operational management, which include (but may not be limited to) finance, estates, catering and compliance.

The role requires an entrepreneurial mindset as well as a thoughtful, details-oriented approach to effective management of these critical areas to ensure not only that the operation of the school runs to the highest possible standards and meets all financial, regulatory and legal requirements, but also that every aspect of those operations serves to support the school in its strategic ambitions.

INTELLEGO EDUCATION

Intellego Education is led by its Chairman, Dr Stephen Spurr, and Chief Executive Officer, Peter Burdon. Dr Spurr has spent all of his career in world leading education, including being Chief Education Officer with Inspired Schools, Head Master at Westminster School in London and Clifton College in Bristol, and Head of Classics and a House Master at Eton College. Peter Burdon has spent many years in education with major school groups like Nord Anglia Education and GEMS Education, as well as advising investors and operators on school improvement.

Intellego was launched in 2024 with a vision of curating a high-quality family of European schools through a combination of acquisitions and new developments, drawing upon the insight and experience that the organisation's leaders have developed during their careers. They are backed by HIG Realty, who bring a wealth of real estate development experience as well as the focus and funds to invest in socially beneficial companies.

Intellego aims to instil the highest educational standards and a broad holistic curriculum in all their schools, with a belief that all children can perform highly with the right opportunities to learn, teachers who inspire and motivate them, and parental support. Intellego already has schools in the United Kingdom and Italy with opportunities in train to extend their footprint in Spain, in addition to the Madrid School, as well as Portugal, Poland and Greece.

Our School Partnership

Intellego has formed a partnership with an internationally recognised leading UK independent school. With an enviable track record of delivering outstanding schools, this UK independent school's innovative approach to education and collaborative approach to working in a group, ensures that each new addition is recognisably comparable to the UK school.

Each school, whether in the UK or overseas, is a happy place, with a warm, inclusive and respectful community. Pupils actively seek opportunities to demonstrate their commitment to social responsibility, alongside engagement with a rich extracurricular offering. The importance of kindness is evident in the way pupils interact with each other, their teachers and the wider school community.

Exam results across the group of schools are excellent, born out of an educational ethos that promotes academic ambition and a love of learning from Nursery pupils, right through to the Sixth Form leavers. This is one of the reasons why pupils are highly successful at achieving places in many of the world's top universities.

Both Intellego and our school partner share a common philosophy, and the successful candidate will benefit from the appropriate support and experience that this incredible partnership brings.

Details of our school partnership will be announced during the course of this recruitment process.

THE SCHOOL

Primacy of the Classroom – The Heart of a Successful School

The school will engender an ethos amongst its pupils and staff where academic success stems from the development of a life-long love of learning and outstanding pastoral care, where individuality is celebrated, and where the importance of kindness is embedded within the school community.

The Spanish language, history and culture is also central to the curriculum, where pupils participate in a range of cultural events and activities to further their understanding of, and respect for, the rich heritage of the country in which they live.

Junior School (Years 1 - 6)

In Key Stages 1 and 2, pupils follow the International Primary Curriculum (IPC), enhanced in line with our aspirational outlook, and modified to reflect the location and international mix of pupils attending the school. Pupils are taught by talented, enthusiastic class teachers, with a significant emphasis on English, mathematics and Spanish language development. Specialist teachers work with children across specific subject areas such as drama, music, dance, art and design, computing and technology, languages, physical education and swimming.

Middle School (Years 7 to 9)

Pupils move into the Middle School in Year 7, where the curriculum is underpinned by the English National Curriculum and enhanced with the incorporation of many elements of our partner school, such as public speaking and entrepreneurship, while also continuing with the specialist subjects from the Junior School.

The curriculum is academically rigorous and designed specifically for pupils learning in an international community, whilst maintaining a strong local context. In Year 9 pupils also lay the foundations for successful transition to IGCSE, familiarising themselves with the specialist subject matter and terminology and making informed subject choices.

Senior School (Years 10 to 13)

iGCSE (Years 10-11)

On moving into the Senior School in Year 10, pupils begin the iGCSE syllabuses for which they sit the examinations at the end of Year 11. After the examinations and before the end of that year, pupils begin the transition to the IB Diploma, to familiarise themselves with its structure and approach to teaching and learning, and to enable them to be fully informed when choosing their Higher and Standard Level subjects.

The IB Diploma (Years 12-13)

From the start of Year 12 all pupils enjoy the benefits of the *The Diploma Club and Study*. This special feature is a multifunctional space designed both for the quiet, independent study and relaxed social events appropriate for the school's senior pupils. It is also the base from which the IB Co-ordinator and Tutors provide academic assistance and university and careers guidance.

At the end of Year 13, pupils will sit their IB examinations and can expect to be well-supported on pathways to world-class universities in Spain, elsewhere in Europe, the UK, USA and beyond.

The Co-Curriculum - Life Beyond the Classroom

The Arts

Artistic endeavour encourages the pupils to be curious, courageous and original, and in doing so, enlivens and complements the academic life of the school. The school campus has performance and rehearsal spaces for art, music, dance and drama for pupils of all ages, in keeping with the educational philosophy that every pupil should be involved throughout their school career in the creative and performing arts.

Sport

Our 'sport for all' ethos supports our top athletes in addition to allowing all pupils to experience, enjoy and succeed in a wide variety of team and individual sports. The school benefits from both the first-class facilities on the school campus and access to a wide array of further sports facilities nearby. Our schools operate competitive fixture programmes, giving pupils the opportunity to participate in matches both locally and further afield.

Activities

Co-curricular activities on offer beyond timetabled lessons reflect the diverse skills, interest and enthusiasms of our community. From robotics, to creative writing, to academic societies, to Model United Nations, each individual pupil is able to try something different and develop new skills while also strengthening current talents and taking them to new heights.

Social Responsibility

Social responsibility and community service are essential elements of our make-up. We believe everyone from an early age can play an active part in society, and we encourage all our pupils to become involved with community and global initiatives, helping and thinking of others and developing those qualities of kindness and respect fundamental to our ethos.

In this way also, by the time pupils reach Years 12 and 13 they are fully equipped to make the most of the opportunity offered by the community service element of the IB Diploma's CAS programme.

Campus and Facilities

Opening in September 2026, the school community will be based in the heart of Madrid, with the Spanish Royal Family as the school's neighbours.

The 6,500m² purpose-built campus is currently undergoing a comprehensive refurbishment to create a modern, inspiring environment for learning and growth.

- Contemporary classrooms and specialist teaching spaces designed to support a rigorous, co-educational academic programme and reflect the exceptional quality of our academic staff
- Indoor-outdoor learning and play areas thoughtfully integrated across the campus to enrich both pupil and staff experiences
- A comprehensive suite of co-curricular facilities, including a performance hall, music rooms, and dedicated studios for drama and dance
- Well-resourced libraries, with bespoke educational resources and equipment for all age groups
- A Design and Technology Centre, incorporating modern product design and Maker Space equipment
- Extremely well-appointed urban campus sports areas including:
 - a running track
 - several multipurpose courts including tennis, basketball and football
 - an indoor gym
 - expansive outdoor, age-specific play zones
 - both natural and cultivated gardens, used as living classrooms
- Integrated partnerships with a range of other nearby sporting and cultural facilities are also being developed.

LIVING IN MADRID

Celebrated for its history, art, cuisine and quality of life, it is no surprise that Madrid is such a popular city to live.



Rich Cultural Heritage: Madrid is steeped in history and culture, offering world-class museums like the Prado and Reina Sofia, as well as vibrant cultural events throughout the year.



High Quality of Life: Madrid consistently ranks among the top cities globally for quality of life, offering a great balance between work and leisure.



Excellent Transport System: The city boasts one of Europe's best public transport systems, making commuting easy and efficient.



Pleasant Climate: Madrid enjoys a mild climate with plenty of sunshine, making it ideal for outdoor activities year-round.



Green Spaces: Despite being a bustling city, Madrid is home to numerous parks and gardens, such as Parque del Retiro and Parque del Oeste, providing ample opportunities for relaxation.



Gastronomic Choice: Spanish cuisine is a highlight, including local specialties like callos a la madrileña and cocido madrileño, alongside a diverse range of international dining options.



Vibrant Leisure and Nightlife: Madrid offers an unparalleled leisure attractions for families and nightlife experience, ensuring there's always something to do.



Exceptional Architecture: Iconic landmarks like the Temple of Debod and Plaza Mayor, showcase the city's architectural diversity.



Career Opportunities: Madrid is a hub for business and innovation, hosting many multinational companies across various sectors.



Multicultural Environment: With a large expat community, Madrid provides a welcoming and diverse environment where people from all backgrounds can feel at home.

THE ROLE

The Director of Finance & Operations will play a key role in driving the opening of the school as well as the organisational growth of the school over the next 5 years and beyond. This pre-opening phase will consist of a c.12-month phase helping to implement the following key workstreams:

- Coordination of the hiring and onboarding process
- Procurement of and negotiation of key relevant contracts (e.g. catering, cleaning, IT)
- Assisting the admissions and marketing function and pupil recruitment efforts
- Managing the pre-operational implementation budget and establishing effective and regular reporting of financials and KPIs

The post holder will report to Intellego Education's Head of Operations, until the Head of School has taken up their post.

Key Tasks & Responsibilities

Pre-operations

- To work closely with Intellego Education to help put in place the necessary contracts, processes, procurement and systems to launch the school in September 2026.
- The post holder will be given substantial support and resource, acting as Intellego's 'eyes and ears on the ground.'

Strategic Planning

- To work with the Head, Senior Leadership team and central services team to develop a clear strategy for the school, to ensure its sustainable development, and to support its long-term strategic goals.

Staff Management and Oversight

- To manage a small finance and operations team, including accounting, facilities, estates & maintenance etc., and to ensure that the team is appropriately staffed and motivated to deliver its objectives over the long term.
- To help select, appoint, manage non-teaching staff of the finance and operations team in accordance with the school's policies and procedures.

Financial Management

To be responsible for all aspects of financial management of the school through the effective management of the finance and accounting team. Specifically, the DFO is responsible for:

- Advising on general financial policy within the school.
- Advising on the level of tuition fee and additional charges in the next academic year.
- Preparing annual estimates of income and expenditure, to include the preparation of departmental budgets within the school, and present them for the approval of Intellego Education by the agreed time each year.
- Monitoring income and expenditure in relation to budget by the use of a management accounting system and presenting regular monthly reports to Intellego Education.
- Keeping the accounts of the school and preparing annual Statements of Financial Activity (SOFA) and Balance Sheets in accordance with the Statement of Recommended Practice (SORP).
- Maintaining a rolling five-year financial forecast and linked cashflow projection.

Management of Finance and Accounting

Management of the finance and accounting to ensure the following duties are executed in an effective and timely manner:

- The effective management of invoicing and collection of all fees and extras.
- The management of fee debtors in accordance with delegated powers.
- All payroll functions.
- Taxation matters generally.
- The scrutiny and passing for payment of all invoices received in the school.
- The administration of pension schemes for teaching and non-teaching staff.
- The management of the Fees in Advance Scheme.
- The keeping analyses of costs and other statistical records.
- The preparation of financial appraisals of particular projects.
- The administration of schemes for the payment of scholarships and bursaries.

General Management and Administration

- Responsibility for managing the HR functions of the school through the effective management of the HR Manager.
- To ensure, together with the designated safeguarding lead, that the Single Central Register is maintained correctly through regular reviews.
- To ensure that the school has adequate insurance cover at all times to include employer's liability, buildings and contents, third party liability, personal accident, travel, business interruption and other relevant cover.
- To oversee and manage effectively those responsible for purchasing all goods and services for the school.
- Arranging via the school surveyors for buildings and contents to be revalued at an appropriate frequency.

Oversight of Catering

- Overseeing the catering operation and ensuring that the contractor provides a high-quality service in accordance with the contract specification at reasonable cost, including maintaining the catering areas so they meet the requirements for food and hygiene safety.

Estate Management & Security

Responsible for Estate Management, with responsibilities including the following:

- Planned and routine maintenance of School buildings over the long term. Preparation of maintenance schedules and keeping of records.
- The installation and maintenance of equipment for the detection, warning, protection and escape from fire. To ensure the necessary fire risk assessments are carried out.
- Overseeing the cleaning operation and ensuring that the contractor provides a high-quality service in accordance with the contract specification.
- The maintenance of the lighting and ventilation in all School buildings.
- The maintenance and efficiency of the plant and letting of energy supply contracts. Promotion of energy and resource conservation.

- Drawing up outline specifications for new buildings and capital projects and acting as Client Representative on the Design Team.
- Upkeep of playing fields, athletics facilities, courts, gardens and grounds.
- The swimming pool and its plant, with the need to ensure that proper safety procedures are enforced, particularly out of School hours and during the holidays.
- Advising on and taking the appropriate security measures to protect the security of staff and pupils, and school buildings.

IT Services & Data Protection

Responsible for IT services with responsibilities include the following:

- Management of IT services;
- Reviewing practices to ensure that there is sufficient forward-scanning of potential use, and usage, of IT within the school;
- Developing new hardware, software, processes and procedures for security, efficiency or compliance and to support agreed objectives;
- Ensuring the school meets all requirements of data protection legislation.

Risk and Compliance

At a high level, ensure that there are processes and procedures in place to identify and manage risks, and to optimise the School's compliance with its regulatory responsibilities. These will include:

- Maintaining the school's risk register and ensuring it is reviewed frequently by the SLT and by board oversight;
- Compliance with Health & Safety legislation;
- Compliance with Data Protection legislation.

PERSON SPECIFICATION

Candidates will be expected to bring the following:

Skills and Knowledge

- An ACA/CPA (or equivalent) qualification
- Relevant professional qualifications and experience in substantial senior leadership roles
- Financial literacy (including budgeting, financial planning and reporting)
- Strong analytical skills and the ability to easily assimilate data and present information clearly
- High level of attention to detail
- Commerciality, including management and delivery of projects, and ability to drive growth
- IT literate
- Fluent English and Spanish

Personal attributes

- Strong inter-personal skills and high levels of emotional intelligence including quality of communication and negotiation skills
- Approachable, diplomatic and adaptable when engaging with different stakeholders with the ability to forge effective and long-lasting relationships
- Managerial acumen to ensure co-operation and personal development of staff
- A visible member of the SLT who will engage in a breadth of School life
- Personal integrity and sound judgement

TERMS OF APPOINTMENT

A competitive salary will be offered depending on the skills and experience of the successful candidate. In addition, the package of benefits will include a relocation allowance, an accommodation allowance, fee remission, private medical insurance and flights. More details will be shared with candidates progressing to the final round of interviews.

HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to Intellego Education on this appointment.

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

Click on the 'apply' button and follow the instructions to submit an application and complete the online equal opportunities monitoring* form. The covering letter should be addressed to Dr Stephen Spurr, Chairman, Intellego Education. This letter should explain your reasons for applying and the relevance of your experience.

The closing date for applications is midday on Friday 23rd May 2025.

*The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application.

Preliminary interviews with Saxton Bampfylde will take place during w/cs 2nd, 9th, 16th June. Interviews with Intellego will take place during w/c 30 June (online) and w/c 7th July (in person). These dates may be subject to change.

Safeguarding and equal opportunities

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Any offer of employment will be subject to successful completion of pre-employment checks, including an enhanced DBS disclosure, the receipt of satisfactory references, our pre-employment medical questionnaire, relevant original ID documentation and examination certificates. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

We are committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective and promotes equality of opportunity.

Data Protection

According to GDPR guidelines, Saxton Bampfylde Ltd 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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