

THE CROSSLEY HEATH SCHOOL



**Director of Finance
CANDIDATE PACK**



KINDNESS



COURAGE



EXCELLENCE

Director of Finance

CONTENTS

Welcome from the Head Teacher	Page 3
Information about the school	Page 4
Advertisement	Page 5
Job Description	Page 6
Person Specification	Page 9
How to Apply	Page 11



WELCOME FROM THE HEAD TEACHER

Welcome! My name is Dean Jones and I am the Headteacher here at The Crossley Heath School. It's a privilege to lead this remarkable school. Crossley Heath is steeped in rich history that dates back to 1585 with education taking place on this site since 1864 when the building was founded as an orphanage and school. This heritage provides the basis of inclusivity and social mobility that we still have at the heart of our ethos. We are an inclusive school family, building on our proud heritage to achieve our vision to be **"The leading school for educational excellence, where we nurture happy students with strong values so they all contribute positively to society"**. We believe in realising every student's potential to change the world for the better. Promoting values of kindness, courage and excellence from our students.

One of the most wonderful features of Crossley Heath is our warm, vibrant school culture, with a rich diversity of students from all backgrounds. We have aspirational classroom environments, a house system allowing all students of all ages to collaborate and compete, as well as commitment to a vast range of extra-curricular opportunities through clubs, sports and trips across the country and the world. This sense of care and community extends to our dedicated staff, who are passionate educators committed to the students and school we serve. If you are a hard-working individual who thrives in a collaborative and supportive environment, I encourage you to explore the exciting opportunities at Crossley Heath School. We are always seeking talented individuals to join our team and contribute to the ongoing success of our students.

We are delighted that you are interested in applying for our Director of Finance. Details of the application process can be found on page 10 of these documents. Please visit our website (www.crossleyheath.org.uk) to explore the school further. Please do not hesitate to get in touch with the Chief Operating Officer, Mrs. Debbie Gallimore, (d.gallimore@crossleyheath.org.uk) if you require any further information in the first instance.

I hope you will take the opportunity to explore further and decide that this role is the right one for you and we look forward to receiving your application.

Dean Jones M.A.
Head Teacher, The Crossley Heath School



INFORMATION ABOUT THE SCHOOL

WHO WE ARE AND WHAT WE STAND FOR

At Crossley Heath we see ourselves as a school family. Our school building was founded as an orphanage and school 160 years ago and the spirit of inclusivity and social mobility on which we were founded lives strong today. The school evolved into an amalgamation of Crossley and Porter and Heath Grammar Schools allowing us to trace our heritage back to 1585 and the origin of the school motto 'Omne bonum ab Alto' meaning "all good things come from above" which can both have a spiritual dimension and remind us to be thankful to the generations before.

We are a grammar school for entry into Year 7 which means students of all backgrounds are welcome at our school, they just have to show the aptitude to excel on the entrance examinations. We are proud of our diverse student body and much higher proportion of students accessing Free School Meals than other grammar schools as inclusion is at the heart of our ethos. We have a thriving sixth form which is integral to the life of the school. We embrace and celebrate our wide ethnic and geographic diversity and endeavour to be a genuinely warm, inclusive and vibrant school community.

OUR VISION: We truly look forward to welcoming students to The Crossley Heath School and championing their success throughout every moment of their time with us. We are **a school with a heart** and consider our staff, students and their families to be a school family. Our vision is to be **the leading school for educational excellence, where we nurture happy students with strong values, so they all contribute positively to society.** The happiness of our students really matters to us. We know that academic achievement will give them the brightest choice of future careers which will allow them to be happiest. Our aspiration is for our students to spread happiness too as positive role models for our values of kindness, courage and excellence. Our students will influence society for the better, leaving our school committed to making the world a better place.

OUR VALUES: **Our values are kindness, courage and excellence.** Crossley Heath students have the kindest manners, support others in a spirit of philanthropy and are inclusive in welcoming all people into our school family. We stand up courageously for what is right, celebrate the diversity of people from all backgrounds, recognise that the resilience to bounce back from failure is central to success in life and we develop the confidence to help influence the world to become a better place. Excellence is our goal, excelling academically through hard work, giving our all to sports and the arts, seizing every opportunity to shine.

OUR PURPOSE: **Unlocking potential; building leaders of the future.** We are a grammar school with the purpose of promoting the highest achievement and most aspirational future destinations for our students. In this way we are an engine for social mobility as we unlock the potential of the most academically able students, regardless of their background, to achieve the highest of goals. Our heritage has blessed us with a truly unique building and a spirit of philanthropy, such that we have a desire to promote the welfare of others through giving our time to support and fundraise for charities helping the most vulnerable in our local community. We are here to develop students with the strength of character, aptitude and positive commitment to sharing happiness as leaders of the future.

We have a vibrant House system which adds a strong sense of positive competition and affords students an opportunity to express themselves, demonstrate their talents, make lifelong friends and have fun. Indeed, many former students comment that some of their fondest memories are of taking part in activities for their House. Student leadership is a strength at Crossley Heath with all students, led by 6th form leaders, taking part in fundraising, Eco Schools, health and well-being initiatives. Extra-curricular activities, especially a wide variety of sports, are also a strength of the school as we have teams competing in rugby, football, netball, cricket and athletics throughout the year. Our school trips are many and varied across all subjects and with overseas trips ranging from Belgium to Berlin and Canada to China.

Partnership building is a Crossley Heath characteristic as we are a school family with highly supportive parents, carers and families, a vibrant local community and alumni who stay connected to our school for life. We care deeply about wellbeing and believe in being the friendliest and happiest school possible. Our staff are supported with a culture of listening, collaboration, commitment to professional development and an additional weekly free period on top of that typical in schools by way of a thank you for all that teachers do to support our wonderful students. Our students are the warmest and most welcoming people, they make being part of the Crossley Heath school family an absolute pleasure. Come along and see for yourself!



KINDNESS




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EXCELLENCE

ADVERTISEMENT

THE CROSSLEY HEATH SCHOOL

 Savile Park, Halifax, HX3 0HG

 (01422) 360272

 admin@crossleyheath.org.uk

 www.crossleyheath.org.uk

Head Teacher: Mr. Dean Jones M.A

Director of Finance, Part-time (2/3 days per week)

Salary: £52,805 rising to £54,972 PO11-14 (SCP 42-45) pro rata

From: As soon as possible

This is a rare and exciting opportunity to join us in a key leadership role to lead our financial strategy and management in line with the Academy Trust Handbook. We are a single academy trust with a strong and established finance team overseeing operational financial procedures. This role is one of strategic guidance and oversight control and suitable, therefore, for a candidate wishing to work 2/3 days per week.

In addition to managing the school's financial sustainability, you will lead on the technical aspects of the role to ensure accountability for public money. We seek an analytical and strategic thinker who will help drive school improvement planning for all students and other stakeholders. The successful candidate will have strong interpersonal and communication skills and exceptional financial acumen. The ability to establish highly effective, collaborative working relationships with Trustees, the Head Teacher, colleagues and external agencies is essential.

This is an exciting time to join Crossley Heath school. Our vision is to be the leading school for educational excellence, where we nurture happy students with strong values so they all contribute positively to society. Our values being "Kindness. Courage. Excellence". Your role as part of the senior leadership team can help facilitate this ambition. We are a very friendly, down-to-earth school with a diverse student population and we welcome applications from all sections of the community.

If you feel you have the right blend of skills, talents, experience and values to join our Crossley Heath family, we would love to hear from you. Information about the school is available on our website together with further details about the post and an application pack. All completed applications should be returned to Mrs Debbie Gallimore, Chief Operating Officer, (d.gallimore@crossleyheath.org.uk) by 8.00am on **Monday 14 April 2025**. Interviews will take place on **Friday 25 April 2025**.

We are committed to safeguarding children in all aspects of recruitment and selection. The appointment will be subject to pre-employment checks, including an enhanced DBS check.

We believe our staff are the school's greatest asset. We have signed up to the Education Staff Wellbeing Charter with the aim of supporting the wellbeing and mental health of all staff.



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JOB DESCRIPTION

Job Title: Director of Finance Status/Hours: 2/3 days per week (part time) – full time
Line Manager: Headteacher
Grade: Special A, SCP 42-45

Role Summary

The Director of Finance is responsible for all the academy's business operations including finance, asset and risk management, procurement and contracts management, capital planning and statutory compliance.

Core purpose

- To be a strategic leader, responsible for upholding and articulating the vision, values, and ethos of the academy.
- To act as the academy's chief financial officer ensuring statutory compliance.
- To support the Headteacher in ensuring that the academy remains a viable entity in the short and long term through rigorous strategic, financial and operational processes and systems.
- Ensure financial compliance with statutory and legal requirements as well as being responsible for financial management and reporting of the academy's financial matters to the senior leadership team and the governing body.
- Develop and maintain the inhouse finance procedures manual that sets out the academy's financial procedures, combining best practice and adhering to ESFA requirements including the academy trust handbook.
- Support the Headteacher in developing, implementing and monitoring the academy's business plan, using sound financial and budget modelling and benchmarking to enable strong decision-making.
- Abide by the framework for ethical leadership in education and the seven principles of public life (The Nolan Principles).
- Ensure the academy's senior leaders, Headteacher and governing body members are kept up to date with the latest ESFA changes and other statutory guidance through detailed reports and regular briefings.
- Modelling and actively promoting commitment to the academy's values and commitment to ethical governance, leadership and practice across the organisation.
- Supporting a safe, inclusive and positive culture across the academy.
- Act as an effective and strategic member of the Senior Leadership Team, participating fully in the decision-making process and school improvement planning.
- Lead strategic premises planning and development.
- Promote partnership working through effective networking, both locally and nationally.

Financial Management, Audit and Risk

Be accountable for maintaining robust financial management of the academy ensuring the academy meet its statutory financial obligations through:

- Working with internal and external audit procedures including liaising with the academy's accountants and auditors, ensuring all points raised are addressed in a timely manner and appropriate improvements to procedures actioned.
- Advising and supporting the Headteacher in their duties and responsibilities to ensure statutory compliance.



- Reviewing academy policies, processes and procedures to ensure academy wide compliance with various external regulations including ensuring all forms and returns required regarding VAT, PAYE, ESFA, DfE, HMRC, Charity Commission and Companies Acts, and other relevant legislation are prepared and submitted in the formats specified and by the relevant filing deadlines.
- Monitoring expenditure and income and reporting on a monthly basis to the Headteacher and the Governing Body submitting reports regarding the academy's financial position in line with the academy's scheme of delegation and identify any potential financial risk with recommendations to rectify.
- Monitor in-year and cumulative reserves, approving spending from reserves where appropriate and reporting to the Governing Body and Business and Finance Committee Members.
- Ensuring that annual accounts are externally audited, presented and adequately supported by academy information including the maintenance of effective systems of internal control.
- Supporting the Headteacher in delivering the academy's stability and growth strategy, leading any future bids, due diligence processes, building and other projects enabling risk mitigation and best value for money.
- Supporting the Headteacher and other Academy Leaders in continually developing and maintaining the Risk Register, and monitoring to identify any potential risk and provide guidance and support to help minimize potential risk.
- Set and manage the annual budget, reviewing financial performance and preparing and presenting reports and proposals to the Senior Leadership Team, HeadTeacher and Business & Resources Committee in line with EFA requirements.
- Attend meetings of the Business and Resources Committee, providing reports as required.
- Benchmark the school against local and national data and analyse the data to monitor school performance and identify trends for further investigation.
- Ensure the staffing structure is within budget and is achieving value for money and that assets are best used to optimise learning outcomes across the academy.
- Ensure that financial records and systems are in line with current legislation and the requirements of the Companies Acts, the EFA, Charities Commission, HM Revenue and Customs and Excise, TPA and other organisations as required.
- Negotiate insurance arrangements and claims.
- Ensure the Trust has a rolling program of internal scrutiny audits.
- Line manage the Head of Finance (who in turn Line Manages the Finance Assistants)
- Ensure all statutory filings to Government bodies are made on a timely basis
- Report financial performance to the SLT and Trustees on a monthly basis
- Ensure the financial control environment of the Trust minimises the risk of a misappropriation of funds whether by error or fraud

Premises and Asset Management

To support the Headteacher in enabling a robust academy wide assessment management programme through:

- Monitor and manage the financial obligations of the school under the terms of building contracts (with the Head of Estates).
- Working in conjunction with the head of estates lead on identify condition of improvement fund(CIF)/Capital Grant opportunities and oversee the preparation of grants and bids, providing support and guidance in the assessment management processes
- Ensure capital spending expenditure is referred for Governing Body approval as required by standing instructions.

Procurement and Contract Management

To support the Headteacher in ensuring that all academy wide and school procurement processes adhere to public sector and EFSA guidance on procurement and contract management through:

- Ensuring the academy is fully compliant to regulatory procurement through the development and implementation of the academy wide procurement strategies and processes
- Ensuring the academy works within project requirements and scope agreed for each procurement project, aligned to available funding, and with appropriate contingency in place before work commence whilst ensuring that delegated contracts are managed appropriately.
- Ensuring that Best Value for Money principles are applied throughout the academy.
- Continually develop and maintain the Contracts Management Record from ensuring all academy wide adherence to procurement and contract management processes.

Other Responsibilities

- Carry out the performance management of designated staff.
- Ensure that an effective system is in place to deal with payroll, National Insurance, expenses, pensions and related human resources functions and produce required reports and returns as required to comply with legislation.
- In conjunction with the Senior Leadership Team, advise the appropriate pay scales for staff posts and when recruiting for new staff.
- Perform generic Senior Leadership Team roles which include duties, attendance at after school events, representing the school as required and taking responsibility for resolving immediate problems.

Miscellaneous

- This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemised.
- The duties of this post vary from time to time as a result of new legislation, changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.
- Role as senior leader to undertake duties and responsibilities as required by role of the Senior Leadership Team of this school and reasonable requests by the Head Teacher.

NOTES

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification at any time after consultation with the holder of the post.
4. All staff participate in the school's performance management scheme.
5. S/he shall undertake any other duties as reasonably requested by the Head Teacher and consistent with the overall level, nature and grading of the post

We are committed to safeguarding children in all aspects of recruitment and selection. The appointment will be subject to pre-employment checks, including an enhanced DBS check.



PERSON SPECIFICATION

Director of Finance

	Essential	Desirable	How Identified
Qualifications	Qualified accountant (minimum ACA, ACCA or CIMA).		AF
	Degree or equivalent qualification in finance or related area.		AF
Experience	Academy Trust experience	Senior Leadership Team experience	AF
	Leadership of strategic financial planning, budget setting/monitoring and procurement		AF/I
	Detailed fund accounting experience		AF/I
	Leadership of strategic premises/site planning	Working with external consultancy provider	AF/I
	Successful CIF application and other bid/grant sourcing and application		AF/I
	Management of resources, fixed assets and generation of income		AF/I
	Leading and scrutinising budgets with ability to make recommendations for improvement.		AF/I
	Developing, implementing and training colleagues of financial controls, systems and processes and holding colleagues to account at all levels.		AF/I
	Handling procurement processes and contract management including the monitoring and scrutiny of KPIs.		AF/I
	Working with various regulatory agencies and auditors.		AF/I
Knowledge and skills	Thorough knowledge of academy funding (EFA), financial management, and reporting		AF/I
	Up to date knowledge of policy, legislation, regulation and best practice relating to the finance operations of academies		AF/I
	Understanding of value for money and benchmarking principles		AF/I
	Thorough knowledge of Health and Safety regulations and checks		AF/I
	Effective communication with people at all levels	Professional standard of report writing	AF/I
	Ability to build productive and sustainable relationships with all colleagues/stakeholders		AF/I



PERSON SPECIFICATION

Director of Finance

	Ability to analyse risk and make recommendations for improvement		AF/I
	Excellent project management skills		AF/I
	An understanding of the academy's compliance and safeguarding responsibilities		AF/I
	Strong leadership and line management skills		AF/I
	Excellent analytical and problem-solving skills		AF/I
Personal Attributes	Confidence to work autonomously and make decisions.		AF/I
	Ability to work under pressure, prioritise work and meet deadlines.		AF/I
	Willingness to self-evaluate and undertake professional development		I
	Willingness to network to gain knowledge and build partnerships		I
	Committed to the ethos and values of The Crossley Heath School and acts accordingly.		AF/I
	Be a visible and high-profile role model with a professional approach that demands excellence, confidence, trust and respect of The Crossley Heath School and the wider community.		AF/I
	Committed to working to The Nolan Principles - The Seven Principles of Public life.		AF/I
	High expectations of self and professional standards.		AF/I
	Committed to the safeguarding and development of The Crossley Heath School's Pupils and communities it serves.		AF/I



WHY APPLY TO CROSSLEY HEATH?

You will be joining a school which is all about putting staff and students first. There are numerous wellbeing initiatives and social events to enjoy each term.

We believe our staff are the school's greatest asset. We have signed up to the Education Staff Wellbeing Charter with the aim of supporting the wellbeing and mental health of all staff

Other benefits include:

- ✦ Free parking
- ✦ Free access to onsite Fitness Suite
- ✦ Automatic enrolment to the Teacher Pension Fund / Local Government Pension Fund
- ✦ Excellent CPD programme

HOW TO APPLY

Applications must be made using the school's application form. The application form requires the names of two referees, one of which must be your current or most recent employer. If you currently work in a school, this should be from the Head teacher.

Closing date: 8.00 am on **Monday 14 April 2025**. Interviews will be held **Friday 25 April 2025**. Applications should be submitted by the deadline via email to Debbie Gallimore, Chief Operating Officer d.gallimore@crossleyheath.org.uk

The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff are in a position of trust and therefore have a responsibility to promote and safeguard the welfare of children, young people and vulnerable adults in accordance with the nature of this post. The appointment will be subject to pre-employment checks, including an enhanced DBS check.



The leading school for educational **excellence**, where we nurture **happy** students with strong values so they all contribute **positively** to society.

