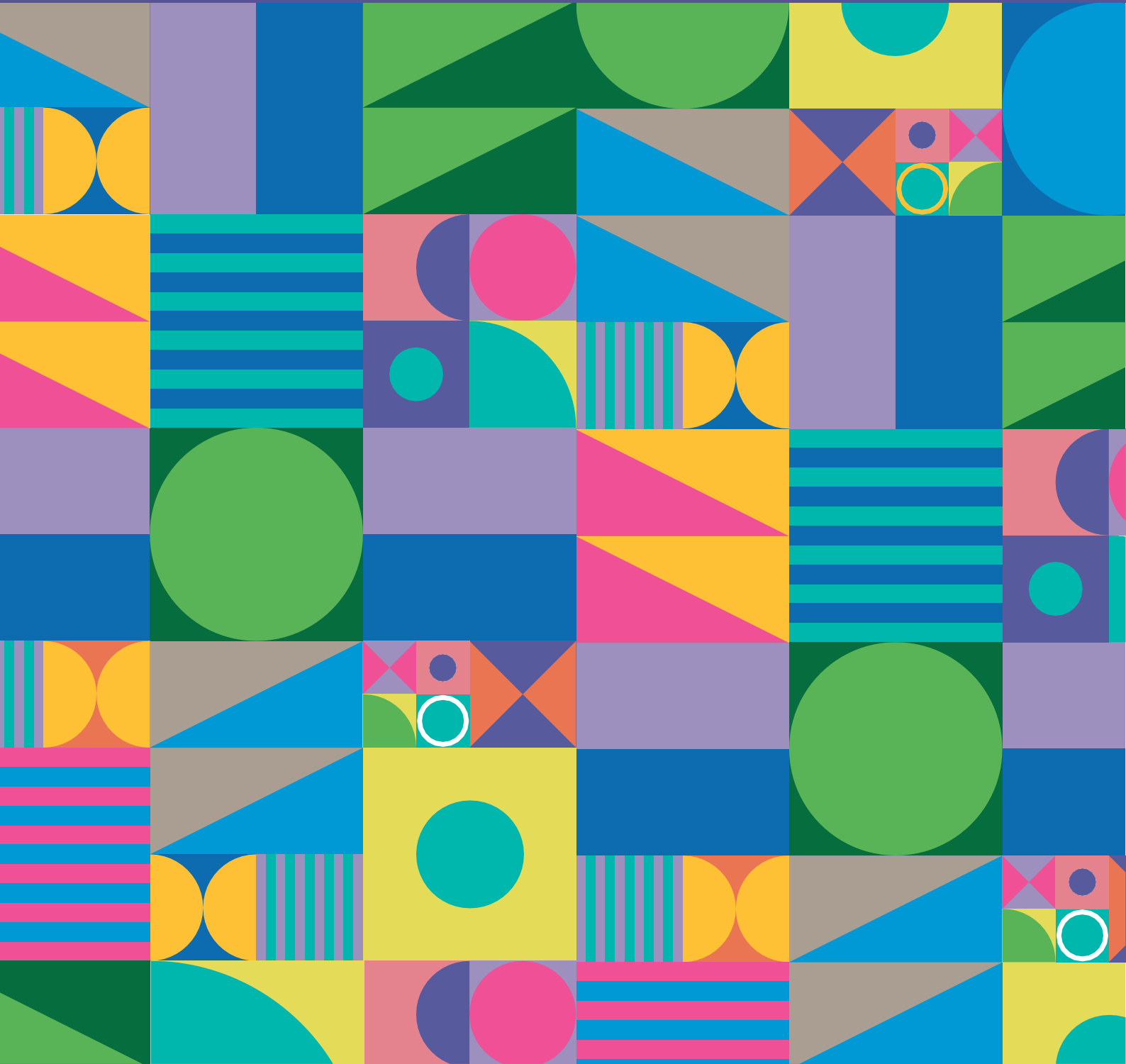


FRENHAM HEIGHTS

DIRECTOR OF FINANCE AND OPERATIONS (DFO)
START DATE: JANUARY 2025



OUR HERITAGE

Frensham Heights was founded in 1925 by educationalists Beatrice Ensor and Isabel King with the aid of a generous benefactor, Edith Douglas-Hamilton. They were passionate about offering an alternative style of education with the child at its heart. A school and a community based on mutual respect, tolerance and generosity of spirit, which would educate the whole child – mind, body and spirit; and it has been so ever since.

The founders were not alone in this aspiration. Many other schools were founded around the world during this period as part of the Progressive Education Movement which sought to offer something uniquely different to the formal, instructional style of teaching found in most traditional state and private schools.

Schools were founded as compassionate communities not only under the strong belief that educating the whole child was essential, but also as democracies with children taking an active part in their education – championing independent thought, exploration, and student voice.

Even through a war and more recently through a pandemic, Frensham has sought to lead with compassion and with a belief in each child and the good of humanity at its heart.

PROGRESSIVE EDUCATION TODAY

Although rare in this country, Progressive Schools are thriving around the globe. The School is immensely proud to be a member of the international Progressive Education Network. This is important to us not only because the School genuinely believes this style of education offers children a better chance of happiness and success, but also because it holds Frensham Heights to account as a school and as educators. By promising to uphold not only the School's founding ethos, but also the PEN principles, Frensham Heights has a better chance of continuing to offer the best possible opportunities for the students.

As many more conventional schools catch on to the importance of the 'soft skills' and creativity, that have been intrinsic to schools like Frensham from the beginning, the School must continue to set an example and pioneer education. Frensham must keep moving forward to provide the most dynamic, inspirational Progressive curriculum that it can.



OUR VALUES:

Frensham Heights' values are:

ORIGINALITY OF THOUGHT - where the School embraces creativity and encourages everyone to foster their boldness and innovation, seeking opportunities locally and globally to discover and bring fresh thinking to the community.

SPIRIT OF TOGETHERNESS - where the School nurtures a community spirit. Relationships are the foundation of the School and its success, built on genuine mutual respect, compassion and kindness. Frensham embraces freedom with a firm understanding of its responsibility towards the community.

RESPECT OF INDIVIDUALITY - the School celebrates its authenticity and is a place where students can be true to themselves. Frensham Heights will support all to have the confidence to stand for something and be the person they truly want to be.

COURAGE TO TRY - fuelling personal dedication and aspiring the very best students can be, fully committing to learning, proactively seeking improvement and working collaboratively for the benefit of the whole community.



DIRECTOR OF FINANCE AND OPERATIONS

WELCOME :

Dear Candidate,

I am delighted that you are considering applying for the role of DFO at Frensham Heights School. Since joining this community in April this year, I have been blown away by the warmth, ambition and heart of this truly wonderful school. With its beautiful estate, unique philosophy and dedicated staff team, this is also a school with incredible potential and, as it enters its second century, the DFO will play an integral role in supporting me to realise this.

Reporting to the Head, the DFO is a new role and the successful applicant will be a key member of the school's Executive Leadership Team. Not only will they have a strong background in financial management but they will also be able to respond dynamically to the needs of a rapidly changing organization; they will be an excellent communicator who is able to make difficult decisions when required, and to act with compassion and integrity in all that they do.

As Frensham Heights enters its second century, this is an incredibly exciting time to join the school. The experienced board have recently approved a new ten year strategy which focusses on redefining all that makes a Frensham education so distinctive. In line with this, we are at the beginning of an extensive programme of refurbishment to ensure that our facilities reflect the distinctiveness of our educational offer and the DFO will play a key role in this.

It is no secret that the next few years could well be challenging ones for independent schools. Frensham Heights is in a resilient position with healthy reserves and strong student numbers however, as we address and overcome these challenges, the DFO will be crucial in supporting me to plot a path for our future. I believe that honesty, integrity and kindness are fundamental to successful leadership and am looking for a DFO who shares these values, who enjoys thinking outside the box and who will enjoy getting stuck into all aspects of school life.

If you'd like to know more, I'd love to arrange a chat.

Best,

Ben

RESPONSIBILITIES:

STRATEGY

- In conjunction with the Head, develop and implement the long-term strategy to achieve the mission, vision and values of the school as agreed by the governing body
- Work in close partnership with the Head and the Executive Leadership Team to implement the strategic plan, particularly in respect of finance and support operations
- Contribute beyond the core functions of the school's finance and operations brief as a business planner and commercial thinker, ensuring that the school seizes commercial opportunities that the rapidly evolving external landscape presents educationally, politically and economically
- Provide to the Head and Governors adequate information to enable them to monitor performance against annual plans and strategic targets

LEADERSHIP AND MANAGEMENT

- Lead by example: be a compassionate and supportive leader of staff and facilitate and encourage strong working relationships between the teaching and support staff
- Ensure that the support operations are effectively and efficiently staffed and resourced and that staff have appropriate skills
- Ensure that all members of support staff are appropriately appraised and supported in line with the school's processes
- Act as line manager for an agreed portfolio of support staff including the DFO's PA, Finance Manager and Operations Manager

FINANCE

- Work with the Head to manage the financial performance of the school
- Advise the Head and Governors on all matters relating to financial strategy to ensure the long-term stability of the school and the impact of their decisions on the school's financial position
- Deliver financial results as agreed by the Governors Ensure effective finance and resource management
- Provide the Head and Governors with appropriate, regular and accurate information about the school's finances, including management accounts and cash flow forecasts, budget and variance reports including outside normal reporting timeframes as circumstances require
- Advise the Head and Governors on investment and financial policy, preparing feasibility studies for potential projects and the future development of the school and its enterprises
- Ensure the statutory accounts and audits are completed in an effective, efficient and timely manner
- Ensure that a robust system of internal controls is in place and operates effectively, including fraud prevention and internal auditing
- Analyse school fees and costs, including benchmarking, and work with the Head and Governors to set fee levels and provide insight into the schools' pricing strategy
- Oversee the maintenance of the Asset Register
- Ensure fair but robust debtor management, including meeting with parents when necessary
- Oversee bursary applications, ensuring sensitive but robust processes are in place and make recommendations for awards to the Head
- Manage relationships with key external services including the bank, auditors and insurers
- Manage effective procurement arrangements and review and negotiate tenders and contracts to ensure best value

FACILITIES

- Oversee capital projects, including the feasibility, design, specification, planning, tendering and delivery to cost, time and quality, including overseeing the work of external contractors
- Negotiate and manage the catering contract to ensure the high quality provision of catering services and value for money
- Oversee the work of the Operations Manager and Estates Bursar to ensure that facilities are always well presented, serviceable, safe and compliant with regulations, including health and safety, fire and the Independent Schools Standards, liaising with expert external consultants as appropriate
- Ensure the appropriate arrangements for the security of the site
- Ensure there is a rolling programme of refurbishment and maintenance across the school
- Improve energy efficiency and seek to integrate sustainable solutions and practices across the school
- Ensure the work of the Housekeeping team meets the needs and standards required by the organization
- Negotiate and manage energy and utility contracts
- Ensure effective management of school transport and arrangements for vehicular traffic to, from and within the site

HEALTH AND SAFETY

- Chair the School Health and Safety Committee and working with the Operations Manager and Estates Bursar to ensure that the school is fully compliant with all appropriate legislation with regards Health and Safety
- Monitor School Health & Safety policy, reviewing the contents on an annual basis, and making appropriate recommendations to the Governors.
- Monitor the practical implementation of the health and safety policy and making appropriate recommendations to the SMT, School Health & Safety Committee and Governors.
- Monitor health and safety training ensuring that an appropriate training programme is in place to meet the needs of the School.
- Establish a process for the completion and regular review of risk assessments.
- Review the results of all audits, safety reports and risk assessments to ensure that:
 - They have been properly completed.
 - That agreed recommendations have been appropriately actioned.
 - Highlighting any funding issues to the Governors.
- Establish a timetable for safety auditing.
- Review all accident reports.
- Assist in the investigation of all accidents and dangerous occurrences.
- Investigate complaints by employees regarding health, safety and welfare matters.
- Report any accident/occurrences to the Health & Safety Executive that fall under the Reporting of Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR).
- Ensure that appropriate fire drills are undertaken.
- Ensure that Health & Safety training is properly recorded.
- Ensure the safe recruitment of staff.

HUMAN RESOURCES

- Oversee the school's HR function and record keeping, working with the HR Manager to advise governors and the Head on policy, strategy and technical aspects of HR
- Work with the HR Manager to ensure HR policies and procedures are maintained in line with sector best practice and that working practices are consistent with them
- Work with the Head to review and advise on remuneration and reward strategies
- Facilitate and encourage positive employee relations across all staff
- Ensure compliance with all aspect of employment law and the relevant sections of Keeping Children Safe in Education and the Independent Schools Standards including the Single Central Register

SCHOOL ADMINISTRATION

- Direct the work of the School Administrators
- Oversee all resources, consumables and non-consumables
- Manage the photocopying contracts

ENTERPRISES

- Support the Operations Manager in developing the school's enterprise function in the following areas:
 - Advise the Enterprises Committee on enterprise policy
 - Produce a long-term enterprise strategy in conjunction with the Enterprise Director
 - Ensure that proper accounts are kept and that reports of material and financial affairs of FH Enterprises Ltd are produced to the Directors in accordance with the regulations
 - Scrutinise and pass for payment all invoices and statements of account
 - Keep analyses of costs and other statistical records
 - Prepare long-term assessments of future financial performance of FH Enterprises Ltd
 - Produce and sign contracts on behalf of the directors for letting activities
 - Manage letting activities, including marketing
 - Manage the external use of the Theatre
 - Direct the work of the Enterprise Director

SAFEGUARDING AND WELFARE OF CHILDREN

- Frensham Heights is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The school's Child Protection and Safeguarding Policy can be found on our website.

The list above is not exhaustive. Elements of this job description may be changed by the Head from time to time following regular reviews of progress. The post-holder will be expected to comply with any reasonable request by the Head to undertake work of a similar level that is not specified here.

DIRECTOR OF FINANCE AND OPERATIONS

PERSON SPECIFICATION :

The successful candidate will feel a strong sense of connection to the atmosphere and ethos of Frensham Heights, its students, staff, and senior leaders. S/he will have a proven track record of managing people, finance, and resources in a large and complex setting and be able to deliver change through outstanding leadership and effective collaboration.

The successful candidate will possess the following experience, knowledge, skills, and personal attributes:

EXPERIENCE.

- Education to degree level or equivalent.
- Proven and successful background in finance and, ideally, a professional qualification in finance (e.g. Chartered Accountant or equivalent)
- Demonstrable senior leadership experience, including the recruitment, performance management and development of staff.
- A proven capacity to contribute strategically to the wider development of an organisation while retaining a strong grasp of operational detail.
- Proven experience of managing a range of support services to an exceptional standard.
- Experience of change management and of optimizing ways of working
- Experience of driving efficiencies
- Experience of driving commercial growth

KNOWLEDGE AND SKILLS.

- Highly developed interpersonal and communication skills.
- Strong financial literacy with first class analytical skills and the ability to develop long-term financial plans.
- Experience in building development and working with a design team.
- A good knowledge of Health & Safety and Data Protection management.
- Excellent knowledge of IT and the changing impact of technology in education and business.
- An appreciation of the paramount importance of safeguarding in schools.

PERSONAL ATTRIBUTES

- Comfortable operating in a high-performing, challenging environment, and the willingness to be creative in ensuring its ongoing success.
- An accomplished communicator at all levels, able to balance robustness with discussion and diplomacy, and able to manage sometimes conflicting priorities.
- The ability to lead by example, empower others, and command respect, both within Frensham Heights and in the wider professional area.
- The ability to work both independently and as a key team member, with a purposeful and collegiate leadership style.
- A flexible, visible, and solution-focused approach, combined with a keen eye for detail and the ability to manage a significant and varied workload.
- A strong sympathy with the School as an academic environment, a charity, and a business; commitment to the values and ethos of Frensham Heights as a progressive and liberal, co-educational day and boarding school.

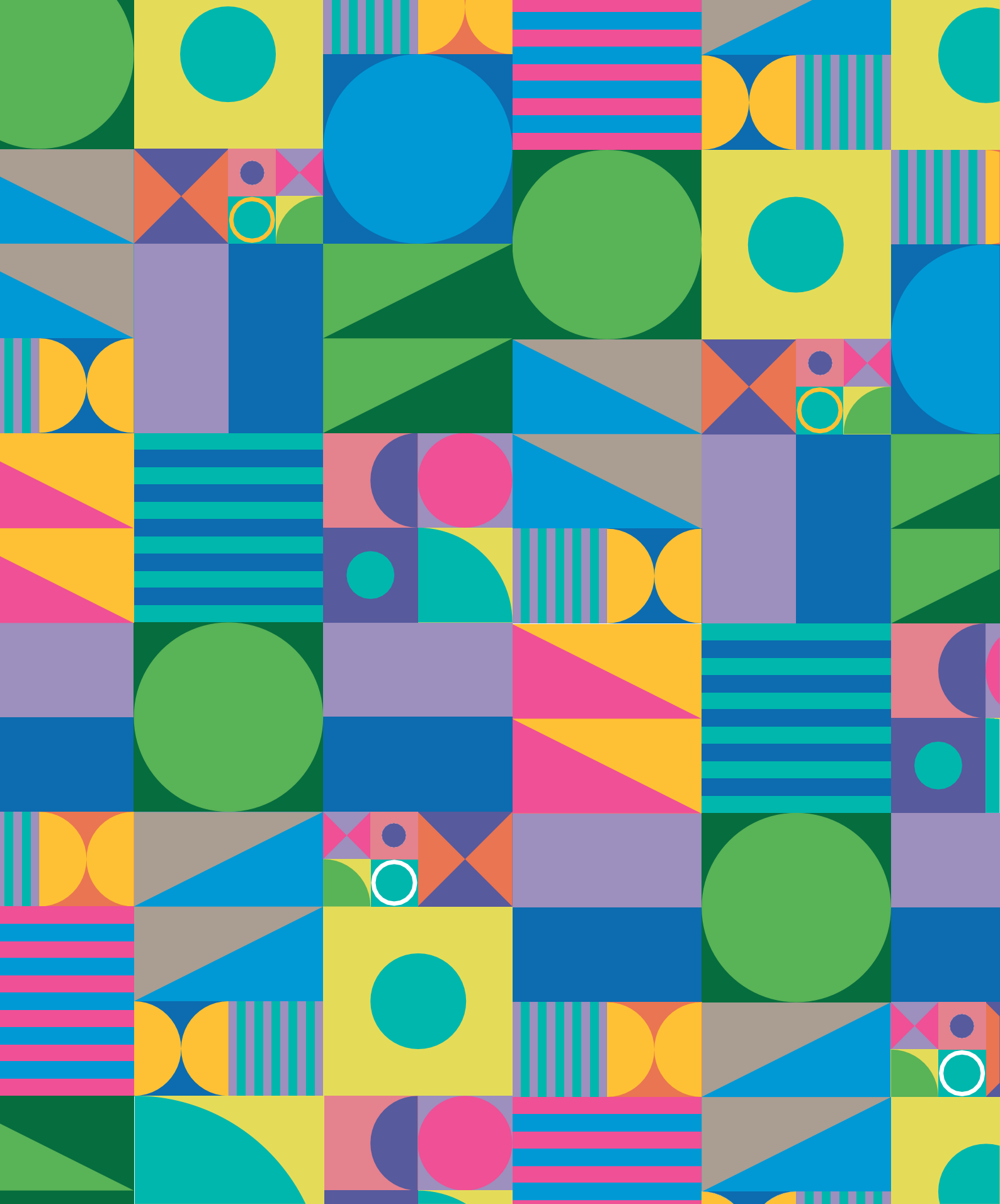
REMUNERATION

Competitive salary commensurate with skills and experience. 12% employers pension contribution. Death-in-Service at three times annual salary. Private medical insurance. Accommodation if required. Fee concession.

If you'd like to discuss this role further with the Head or arrange a visit to the school then please contact Lindsey Boyce (Head's PA) on head@frensham.org

Closing date: Monday 23rd September 2024





**FRENSHAM
HEIGHTS**

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