



## Candidate Information

### Appointment of Head of Business Management & Development

January 2022 or as soon thereafter

Thorpe House School Trust  
Oval Way, Gerrards Cross, Buckinghamshire SL9 8QA.  
01753 882474

[ndavidson@thorpehouse.co.uk](mailto:ndavidson@thorpehouse.co.uk)

[www.thorpehouse.co.uk](http://www.thorpehouse.co.uk)

Registered in England: Charity N° 292683



## Background information on Thorpe House School

Thorpe House School was founded in 1923 as a traditional boys' day preparatory school. In 2006 it extended its age range to take boys up to the age of 16. In September 2012 it incorporated its partner Pre-Prep School, Kingscote School, fully within the school. This has created a unique through school, educating boys between the ages of 3 and 16 within three sections.

The Lower School (Years 1-5) operates on its own site. The Middle and Upper schools operate on the main site. There are usually two or three parallel classes in each year group. The senior school is over-subscribed and we regularly have waiting lists for Year 7 entry. Although we are broadly non-selective, boys do have to meet a basic entrance requirement to maintain the excellent achievement of boys at GCSE.

In terms of facilities, we have a seven-acre games field with pavilion, a covered swimming pool allowing all-year round use and a new multi-purpose hall which will increase opportunities for sport and afford additional classroom space. We are currently investigating Sixth Form provision to build on the success enjoyed at GCSE and this project will be an important area of strategic involvement for the Head of Business Management & Development.

At the beginning of the autumn term, we have 263 pupils enrolled at the school and 32 full time members of the teaching staff plus 10 part-timers. The administrative staff currently comprise a Bursar, Bursar's Assistant, Matron, HR Officer/Clerk to the Governors, Registrar/Headmaster's PA and a Receptionist. There is also a facilities manager, two facilities officers and two minibus drivers on the payroll with the catering operation contracted to Holroyd Howe.

The Christian-based ethos and nurturing environment at Thorpe House gives our boys the platform they need to experience success. As an independent boys' school, we pride ourselves in offering an education tailored to the way in which boys learn, whilst also providing a learning journey suited to the needs of each individual in our care.

Our educational approach encourages boys to be responsible members of their local and global community. Our staff are committed to providing boys with the encouraging guidance and support they need to achieve their individual potential.

Kindness, compassion, respect, politeness and resilience are traditional values that we expect all boys at Thorpe House to adhere to and our school motto, 'To strive, to seek, to find and not to yield', highlights the importance of hard-work and tenacity.

The environment in which the boys learn also plays a key role in their development and at Thorpe House we provide a warm, vibrant and caring family environment with welcoming staff who work in partnership with parents, a boy-centred teaching and learning environment, small classes and excellent pastoral care. We are proud of our reputation for providing learning experiences that are pivotal to the excellent GCSE grades our boys achieve at 16. However, whilst this is very important to us, it is not the sole measure of our accomplishments. We are confident that by the time they leave us each pupil is a young man well prepared to cope with the many and varied challenges of modern life.

Please visit [www.thorpehouse.co.uk](http://www.thorpehouse.co.uk) for more detailed information about Thorpe House School.



## The Role of Head of Business Management & Development

**The Governors and Headmaster of Thorpe House School invite applications for this exciting opportunity to join a vibrant independent school in Buckinghamshire. We are seeking a highly motivated appointee with a proven ability for financial and operational management.**

The post is a full-time position with six weeks' paid holiday. Holiday must be taken at times which are agreed with the Headmaster and might be either during or out of term time according to pressure of work at particular times of year. Formal hours are 08:30 to 17:30 with an hour for lunch, but there are days when attendance at meetings is required beyond 17:30.

Salary will be in the region of £50-£60K per annum depending upon the experience of the chosen candidate. The school operates a pension scheme which all eligible non-teaching staff may join. Lunches are provided daily during term time and tea and coffee are provided throughout the day.

There is no staff accommodation available for this post. There is a 60% discount available on fees for sons of the appointed person if places are available and they pass the entrance assessments.

### **Guidance for applicants**

Suitability for the post will be measured through application form, interview, supporting evidence (e.g. certificates, portfolios, etc.) and references. Applications **must** consist of a Thorpe House completed application form and covering letter. As the information contained on the form is used during the selection process, it is vital that applicants complete all sections fully. If there is not enough space on the form, please continue on a separate sheet, writing your name on each additional sheet.

Please email the completed application form and covering letter to Mrs Nikki Davidson at [ndavidson@thorpehouse.co.uk](mailto:ndavidson@thorpehouse.co.uk) or post, marked 'Addressee Only', to:

The Governors' Appointment Committee  
c/o Mrs Nikki Davidson  
Thorpe House School  
Oval Way  
Gerrards Cross  
Bucks SL9 8QA

The Governors' Appointment Committee will comprise members of the Governing Body, the Headmaster and the Deputy Headmaster.

If selected for second interview, all candidates will be expected to give a presentation to the Board which will be in the presence of members of the Senior Leadership Team (SLT). The SLT consists of the Headmaster, Deputy Headmaster, Bursar, Director of Curriculum and Head of Lower School.

Thorpe House reserves the right to close applications early and make an appointment at any stage.

**Closing date for receipt of applications is noon on Friday, 22<sup>nd</sup> October.**

**First interviews will be held on Tuesday, 9<sup>th</sup> November.**

**Second interviews will be held on Wednesday, 17<sup>th</sup> November.**

Thorpe House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any appointment made will be subject to pre-employment checks, including the right to work in the UK, references, verification of relevant qualifications, enhanced DBS and/or police check(s), prohibition from management, medical declaration and childcare disqualification checks.



## **Job Description for Head of Business Management & Development Reporting to the Headmaster and Designated Governor(s)**

### **Responsibilities:**

The Head of Business Management & Development is responsible for the financial and operational administration of the School, ensuring financial stability and sustainability. He/she is accountable to the Headmaster for day-to-day matters concerning the running of the school and, in regular liaison with the Headmaster, is also responsible to the Governors for the financial and material state of the School.

### **Strategic Role:**

The Head of Business Management & Development is required to support the Headmaster and Chair of the Governors with the development and implementation of the School's Strategic Development Plan and, in particular, all elements of the plan relating to the School's finance, property and business matters. The appointee will be a member of the Senior Leadership Team.

### **Finance:**

- Responsible for the invoicing and collection of fees;
- Financial planning, including the preparation of short and long-term budgets and forecasts and investments;
- Preparation and monitoring of risk and asset registers;
- Production of statistical data;
- Preparation of financial models to support strategic planning;
- Payment of all salaries and wages;
- The assessment and implementation of pay scales for all staff (except the Headmaster and the Head of Business Management and Development) in conjunction with the Headmaster and HR;
- Monitoring of financial performance and reporting thereon;
- Exercising financial control of all expenditure, current and planned;
- Assessing bursary applications and regular reviewing of bursaries granted;
- Preparation of annual financial accounts, statutory returns and the audit process;
- Managing the Early Years Government funding of Early Years;
- Responsible as the Money Laundering Officer for the School's policies;
- Advising on VAT, Tax, PAYE and benefit in kind issues;
- Reporting as required to the Finance and Estates Committee and the full Board;

- Advising and attending all Governors' meetings and sub-committee meetings as required;
- Administering pension schemes for teaching and support staff;
- Control of all income and expenses;
- Approval of costings for trips/activities;
- Management of additional revenue, including lets;
- Debt recovery; attend court, file papers.

#### **Grounds, Buildings and Facilities:**

- Overall supervision of major and minor projects; working with Facilities Manger to ensure Health and Safety compliance and adherence to budgets and deadlines.
- Direction and oversight of the in-year maintenance activity for buildings and facilities;
- Site security;
- Direction and oversight of the grounds and maintenance operations;
- Direction of all school purchases and repairs;
- Management of all energy and utilities usage;
- Careful planning with regard to alterations to old buildings and planning laws.

#### **Commercial:**

- To actively seek opportunities for additional revenue from commercial activities by the use of school facilities and accommodation when not required for core school use;
- The negotiation of contractual terms for and management of all commercial activities.

#### **Legal and External Accountability:**

- Overseeing and accountability for areas of legal compliance, in particular health and safety management, accounting, money laundering, copyright, data protection, licensing, Charities Commission, employment law and liaison with statutory bodies;
- Ensuring the school has adequate insurance cover at all times;
- The selection of professional advisers, including lawyers, accountants and bankers; maintaining good working relationships with these bodies;
- Dealing with all legal matters that affect the School with the assistance of appropriate professional advisers and appropriate staff;
- Working closely with the Headmaster, SLT and other appropriate staff to ensure that the school has up-to-date policies in place as required by the Independent Schools' Inspectorate.





## **Person Specification for Head of Business Management & Development**

This demanding and exciting role calls for an exceptional candidate who needs to be a leader, good communicator and negotiator, an excellent organiser, a strong administrator and have a proven record of effective financial management and the leadership of teams within a service environment. The successful candidate will be flexible, energetic, creative and willing to go the 'extra mile'. He or she will be positive, open minded, team spirited, hardworking and be ready to develop and learn professionally.

### **Qualifications**

A good general level of education will be essential.

### **Knowledge and experience**

The successful candidate may emerge from within or outside the educational sector but must have a proven and successful background in finance/accounting, including planning and control, general management and revenue generation.

He or she will also have an awareness of some of all of the following:

- Company and charity law;
- Contract, health and safety and employment law;
- Project management;
- Monitoring health and safety matters;
- Leading teams providing support functions;
- Marketing

### **Aptitudes and skills**

The successful applicant should be able to present evidence of the following qualities either through their written application, their references or at interview:

- Leadership
- A high level of attention to detail
- The ability to meet deadlines
- Strong interpersonal skills and team-working abilities
- Excellent oral and written communication skills
- A good level of ICT competence
- Flexibility with regard to working hours which may include some early evenings to attend meetings and occasional open days on Saturdays
- A sense of humour and a can-do attitude to work.

