

EXCELLENCE THROUGH ENDEAVOUR



The Richmond upon Thames School

Job Application Pack

Finance & HR Manager

Salary: £42,000-£48,000 dependant on experience

Closing Date: 21 February 2019

Start Date: April 2019





Dear Candidate

I am delighted that you have expressed an interest in The Richmond upon Thames School (RTS). We are a comprehensive secondary (11-16) academy which opened in the London Borough of Richmond upon Thames in 2017.

We are seeking a resilient and forward-thinking Finance and HR Manager to support me and my senior team to realise our Trust's vision that every student will leave RTS with excellent academic outcomes and a clear purpose for the next stage of their lives.

We have already established a vibrant, inclusive school that provides an excellent experience for every member of its community. With 285 students across Year 7 and 8 and next year growing to at least 435, the years which follow promise to be a very exciting time. Until 2021, when we are full, we will continue to grow into our permanent building and new sports centre. The school is uniquely situated on the Richmond Education and Enterprise Campus with Clarendon Special School, Richmond Upon Thames College, and from 2022, the Haymarket Media Group.

Starting a school from scratch is a once-in-a-lifetime opportunity that takes commitment, dynamism and a collaborative approach to working together to create something extraordinary. We recruit excellent staff and provide the professional development that they need to guide their endeavours for excellence as we know that building an exceptional school relies on our ability to inspire and nurture a phenomenal team of staff.

Working closely with me, you will help to shape the strategic direction of the school through your inspirational energy, moral purpose and courage in your ability. You will benefit from working with a strong and dedicated team of staff to excel and have an exceptional track record of establishing and refining highly effective Financial and Human Resources systems and procedures.

I hope that you will be able to see your place in this story and come forward to apply for this fantastic role.

Prospective candidates are welcome to come for an informal visit to the school before submitting their application. Alternatively, you are welcome to discuss any questions that you may have prior to submitting your application; contact Portia Ransley the PA to the Head Teacher on 0208 891 2985 or pa@rts.richmond.sch.uk to arrange a suitable time.

We look forward to receiving your application and wish you well with the process.

A handwritten signature in black ink, appearing to be 'K Dooley', written in a cursive style.

Kelly Dooley
Head Teacher - The Richmond upon Thames School

Application details

Thank you for your interest in our vacancy at The Richmond upon Thames School. Further details of this post, the school and the Trust are included in this pack and on our website. Details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school website.

www.richmonduponthamesschool.org.uk

School visit

Prospective candidates are welcome to come for an informal visit to the school before submitting their application. Alternatively, you are welcome to discuss any questions that you may have prior to submitting your application; contact Portia Ransley, PA to the Head Teacher on 0208 891 2985 or pa@rts.richmond.sch.uk to arrange a suitable time.

Supporting statement

You will be directed to respond to the following questions within the electronic application form. Please refer to the job description and person specification when responding to the questions. **We do not accept CVs.**

- Why is your prior strategic leadership particularly relevant to the context of the post?
- What attracts you to the Richmond upon Thames School and this particular post?
- Why are you uniquely qualified for this role?
- If appointed, how will you ensure the strategic management of the school's Finance supports all staff and students to excel and achieve?

Shortlisting

Due to the number of applications received we are unable to provide feedback to candidates who are not invited for an interview.

Interview

To be confirmed

Safeguarding

The Richmond upon Thames School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Our motto

Excellence Through Endeavour



Our school

RTS is a co-educational, non-selective and non-faith based school for 11-16 year olds and admits five forms of entry (150 children) per year.

The Richmond upon Thames School (RTS) provides an inspiring place for young people to learn and work purposefully towards achieving their best at all times. Our students are valued as individuals, recognised for their talents and challenged in their endeavours.

Our school encourages an atmosphere that rewards hard work and expects high academic achievement, but also provides an environment where children can develop as people and learn valuable life skills. Our students will emerge as confident, resilient individuals, who can build positive relationships and demonstrate commitment in everything that they do.

RTS strives to be a welcoming place where everyone is valued highly and where tolerance, honesty, cooperation and mutual respect for others are fostered. It provides equal opportunities for all children regardless of disability, gender, race, religion or beliefs. We also promote a shared sense of purpose with our students, teachers, parents, and Trustees, all working towards a common goal to make the best possible school for our children.

Our team of talented staff inspire and nurture students throughout their school life, delivering imaginative, stimulating lessons that keep every child engaged. The school is already characterised by its excellent working relationships with industry partners, giving students the best possible foundations for their future careers. Our partners help shape the curriculum and set real-world projects, will offer work experience and provide mentoring. Our unique access to real-world facilities through on-site partners, Harlequins, Haymarket Media Group and Richmond upon Thames College, offer students a huge range of opportunities that will transform their future employment potential and enhance both their personal and physical development.

As leaders in digital technologies, we give every student the opportunity for safe and responsible access to the latest digital devices and encourage them to become the developers, not just the consumers, of future technology.

As a new school, connecting with our local community is important to us. Through supporting local projects, our students are encouraged to participate in programmes that widen their experiences and teach them the value of helping others. The school will also serve as a learning hub, providing a range of before-and after-school clubs, holiday activities, sports facilities hire and adult evening classes.



Our campus and facilities

RTS is located in a new, purpose built building, and Clarendon School's secondary students are located in new accommodation adjoining RTS's building.

A newly built Richmond upon Thames College and Haymarket tech hub, for up to 20 of their technical staff, will together with the schools, make up the Richmond Education and Enterprise Campus.

Our outside spaces will include five multi-purpose sports pitches for hockey, tennis, netball and more direct access to 4G and grass pitches for rugby and football and a four-court Sports Hall.

The Campus approach will enable a new model of learning integrated with enterprise, delivering high quality education hand in hand with developing young people's skills, offering work opportunities and jobs. Our partners, Haymarket and Harlequins are both incredibly successful at home and globally and this will bring an exciting additional dimension to our school.



Richmond upon Thames College

"Over the next two to three years the College is undergoing a transformation to become a first class further education college and a major technical and professional hub for West London with a reputation for academic and vocational excellence. The College is delighted to be a founder member of a school which will provide a high quality education, with a curriculum co-designed with us and the other Campus partners to provide choice and successful progression to further and higher education."



haymarket®

Haymarket

"Having a clear understanding of what employers look for in a business professional is crucial for tomorrow's workforce. The Haymarket Skills Academy programme of media days, career support, work experience opportunities will help RTS students to maximise their potential."



Clarendon School

"A brand new, purpose built building will provide facilities and teaching spaces specifically designed for the particular needs of Clarendon School's pupils, including those with autism. Being co-located on the Campus with RTS and the College will provide opportunities for inclusion for students to and from each setting and improved transition arrangements post-16. It will also allow access to shared facilities and improved opportunities for sharing staff expertise between settings."



Harlequins

Harlequins

"Harlequins is immensely proud to be a part of RTS. As one of the school's partners, the Club will be working closely with the school to create a sporting programme for all age groups and levels across a range of sports to encourage participation and healthy living. There will also be a number of work placement opportunities with access to experts from the industry including health and nutrition, strength and conditioning, leadership and management. We are looking forward to working with the other partners to deliver an outstanding educational campus for 2017 and beyond."



Job Advert

Finance and HR Manager

Start date: April 2019 or soon after

We are seeking to appoint dynamic, committed and enthusiastic Finance and HR Manager to join the school as it enters its next phase of development.

The Head Teacher and Trustees of the Richmond upon Thames School are seeking to appoint a strategic thinking, highly motivated and conscientious Finance and HR Manager to join our dedicated team. We encourage applications from candidates who are self-motivated, have a team work ethos, present with the highest professional standards and will fully embrace 'the RTS Way'.

This role is an integral part of the business support staff team that makes a significant contribution to the progress, welfare and safety of our students. You will work closely with the Head Teacher, Trustees and Senior Leadership team, to ensure effective oversight of the school's finance and resources. Joining us in the early stages of our development provides excellent opportunities for career development. The building of our new sports centre will provide additional facilitation for the local community and our rapidly growing school.

Through our School Trust Partnerships, we will provide you with the support needed for your ongoing professional growth and development.

Prospective candidates are welcome to come for an informal visit to the school before submitting their application. Alternatively, you are welcome to discuss any questions you may have prior to submitting your application; contact Portia Ransley, PA to the Head Teacher on 0208 891 2985 or pa@rts.richmond.sch.uk to arrange a suitable time.

Closing date: 23:59 on 21 February 2019



RTS opened to 150 Year 7s in September 2017, growing by 150 year on year until full. We are an 11-16 mixed school with an open admissions criteria. The school will be co-located with the Haymarket Media Group tech hub, Clarendon School and Richmond upon Thames College on the Richmond Education and Enterprise Campus (www.reec.org.uk).

The Richmond upon Thames School Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be expected to complete an enhanced DBS check and to disclose any information relevant to Disqualification by Association.

Job description

Title:	Finance and HR Manager
Salary:	£42,000-£48,000 dependant on experience
Reporting to:	Head Teacher
Line management of:	In line with the job description

Overall Job Purpose

- Assisting the Trustees, Head Teacher and Senior Leadership team (SLT) in establishing the policies, systems and procedures which will ensure the school's resources are used effectively
- Advising on compliance with legislation and guidance, for example, HMRC, DfE
- Organising and managing the school's finances, in accordance with the Academies Financial Handbook, and administering pensions and payroll related functions
- To contribute to maximising resources through income generation
- To ensure expenditure decisions deliver the best value
- To contribute to strategic planning and decision making
- To provide leadership and management for Finance and HR functions of the school
- Supporting and encouraging the school's ethos and its objectives, policies and procedures

Human Resources

- Ensure all financial data required for payroll, teachers' pensions and local government pension scheme is kept up to date
- Maintain an up-to-date awareness of employment legislation
- Undertake the administration of staff recruitment from advertisement to contract
- Ensure staff contracts and job profiles are up-to-date
- Ensure personnel records are maintained on the school's management information system and manually as required
- Manage service level agreements that relate to personnel matters
- Communicate all relevant HR and Personnel information to staff
- Effectively line-manage facilities and finance staff, in accordance with the school's related policies and procedures
- Deliver the full range of HR support
- Maintain the single central record
- Oversee arrangements for the induction, identifying of training needs and the ongoing professional development of staff within his/her areas of responsibility
- Conduct appraisal of staff within his/her areas of responsibility

Finance

- Attend and prepare required reports, as directed by the Head Teacher and Finance and Resources Governors' Committee
- Draft, monitor and report on the annual budget and accounts in support of the school improvement plan in liaison with the Head Teacher, Trustees/Governors and Auditors
- Monitor expenditure in relation to best value
- Advise on and model the financial effect of changes to the school's policy and advise on the financial implications of any change or initiative
- Prepare income and expenditure reports in accordance with DfE financial regulations
- Ensure that the school's financial procedures manual is reviewed and updated as necessary and that the Schools' Financial Value Standard is maintained as per DfE requirements
- Pursue income generation opportunities including the preparation and submission of bids
- Provide timely and accurate reports and advice to budget holders
- Train staff responsible for holding budgets in the appropriate procedures
- Maintain effective communication with the Education Skills and Funding Agency (ESFA)
- Manage the annual audit process including the responsible officer visits
- Ensure the school meets all statutory requirements as set out in the Academies Financial Handbook
- Ensure accurate VAT accounting and payment, and that VAT returns are submitted as required
- Be responsible for cashflow projections and all elements of cash handling
- Maintain systems for parents' online payments
- Maintain FSM records, processing FSM eligibility and checking invoices from caterers

Job description (continued)

Finance

- Place all orders, ensuring they are processed using the school's computerised accounting finance package
- Be conversant with the principle of taxation applicable to the school and the financial implications of charitable status
- Manage and maintain a list of approved contractors and suppliers to ensure best value
- Manage and regularly maintain the school's asset register
- Maintain and oversee all bank accounts including the school's debit card/s, completing monthly reconciliations
- Monitor the payment of salaries by the school's payroll provider, liaising with the the provider as required
- Maintain all school insurances in all forms including assessments, claims and administration
- Negotiate and monitor all contracts, leases and relationships with external contractors and service level agreements (SLAs)
- Maximise investment returns and income generation; organising bids, sales, sponsorship and fundraising as appropriate
- Ensure all necessary returns, reports and documentation are completed accurately within the time constraints, including health and safety reporting requirements, claims, bids, reports to governors, and statistical returns (internal and external)

General duties

- Working with the Facilities Manager, develop, maintain and review the Facilities/Site Development Plan to provide a costed, prioritised, rolling programme of repairs and maintenance work
- Working with the Facilities Manager, ensure that orders received into school are delivered to the appropriate area/person as necessary
- Cost routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, fire fighting equipment, and results recorded

Notes

- Duties will be as set out in the above job description but please note that the school reserves the right to update job descriptions, from time to time, to reflect changes in, or to, the job.
- Post-holders will be consulted about any proposed changes.
- The list of duties in the job description should not be regarded as exclusive or exhaustive.
- There will be other duties and requirements associated with the job and, in addition, as a term of employment the postholder may be required to undertake various other duties as may reasonably be required by the Head Teacher.

Person specification

	Essential	Desirable
Qualification And Experience	<ul style="list-style-type: none"> • Financial qualification e.g. AAT, ACA, CIPFA • Educated to degree level • Experience of working at a senior level in a finance role • Experience of managing teams from multiple disciplines (e.g. Finance, Administration and Premises) and performance management • Experience in the use of IT based management information systems • Experience of planning and managing change 	<ul style="list-style-type: none"> • Experience of working in an education environment • Experience of Academies • Experience of managing building programmes • Trained in Safer Recruitment
Skills and abilities	<ul style="list-style-type: none"> • Able to demonstrate a high level of communication skills both orally and in writing • Able to think creatively to resolve problems and conflicts • Ability to be flexible and supportive of others • An awareness of the need for confidentiality • Excellent interpersonal skills • Excellent IT skills • Excellent organisational and administrative skills whether collaborating in a team or independently 	
Personal qualities	<ul style="list-style-type: none"> • Able to manage own workload, to delegate and to motivate and inspire others • Able to work calmly, to cope well under pressure and meet deadlines • Sense of humour • Energy and drive • Readiness to self-evaluate and willingness to learn • Committed to contributing to the wider life of the school 	

The Richmond upon Thames School

Egerton Road, Twickenham

Middlesex, TW2 7SL

Email: info@rts.richmond.sch.uk

Tel: 020 8891 2985

www.richmonduponthameschool.org.uk