



Orley Farm School

Appointment of Director of Finance and Operations

May 2018

Dear Applicant,

Orley Farm School is an extraordinary place of learning! We are set in a highly competitive part of London where expectations are always leveled at doing and being our very best. However, do not be fooled into assuming that our parents are part of the dinner-set who focus on superficial veneer-thin aspirations. The DNA of this school runs very deep as we approach our 175th anniversary and it is founded in developing remarkable young people, not simply the one-dimensional 'academic' child. We are equally focused on developing the social, physical, creative, emotional and spiritual child alongside our academic challenge because we know that this leads to enriched learning. It is also the right thing to do in a world that tends to only value short-term highs; we are in this for 'life', as I want our pupils, staff and parents to look back on their Orley years as a time of wonder and inspiration!

As a school we have been in a very fortunate position investing the best part of £10 million over the past four years. As I write, we are in the final stages of putting together a large landscaping project in the meadow that will surround a multipurpose hall and entrance to our Pre Prep. This is to ensure that we are the first choice Pre Prep in NW London, offering an amazing outdoor learning experience to complement our commitment to a broad and balanced curriculum. At the other end of the age scale, we are looking to build a Junior Common room for our older pupils that will also act as a foyer to the school theatre. However, there are far more ambitious plans that will form part of our 175th celebrations that will truly embed Orley Farm within the local community making us a hub for developing young people. In my opinion, too many prep schools talk about such ventures but rarely see them through and I would hope that we will offer a new model for private school partnerships within their immediate settings. I have a wonderful leadership team with a good balance of skills, absolute respect for our values, exceptional drive and work ethic and above all, a sense of fun as we love what we do! I am looking for an outstanding leader who wants to inspire 137 colleagues, 500 girls and boys, and 700 parents!

Orley Farm is rapidly approaching its 175th Anniversary and it is a school with a quite extraordinary story. In 1850 it opened with a roll of 14 pupils with a very clear intention – to prepare young people to lead happy, fulfilling and purposeful lives. In order to achieve this you have to surround young learners with adults who share a sense of service, duty, commitment and above all, care for this vision.

'It takes a village to raise a child'

Orley Farm School inspires everyone to achieve in every aspect of their educational experience, pupils, staff and parents included! Our focus is on the individual and their passions and this is at the heart of all that we do, in order to unlock further learning and develop new skills.

A very strong part of our vision is how we sit in our community. We talk about the bonds of family within our school and this is certainly evident in the relationships across and within the school. However, over the coming decade, we are looking to grow deeper roots into our immediate community. We are blessed with an extraordinary setting and facilities within a stone's throw of London. Our school community has a strong foundation in 'giving', as this goes back to those founding values in developing happy, fulfilling and purposeful lives – for pupils, staff and parents! Hence, the role of Director of Finance and Operations will be a cornerstone in helping this to happen.

I was so fortunate in my early years as an art teacher and Housemaster to work for a Head who expected me to make mistakes, learn from them but to always aim for the stars! I hope that having the opportunity to visit our website and peruse our prospectus will give you further insight into what an extraordinary place this is with infinite opportunities. Initiative and Risk Taking are two of our ten unique 'Thinking Skills' and if the attached role and description of our community excites you, then I do hope that we hear from you!

Yours faithfully,



Tim Calvey
Headmaster





Job Description

Title Director of Finance and Operations

Reports to Headmaster

The Director of Finance and Operations will liaise regularly with the Headmaster and will be responsible to him for day-to-day matters concerning the running of the school. He/she will be a member of the Senior Leadership Team and will work closely with the School Governors. They will also be responsible to them for the direction and leadership of all operations.

The Role

We are looking for a person who is excited by and, who truly connects with the school's values and vision; this role is likely to be the cornerstone in making our ambitious future dreams possible. The successful applicant will need to have a creativity coupled with the diligence to complete those steps. We have a £7 million turnover and the desire to make every pound work for the educational future. Parents work hard to meet fees as they value education – we must keep this at the forefront of our minds in the decisions that we make. We have a strong support team with leaders currently covering Accounts, Catering, Facilities, Grounds, HR, IT and Maintenance. This role will focus primarily on leading the financial arm of the school but will also manage day-to-day operations.

Strategic Role

As well as having an exceptional eye for detail, the Director of Finance and Operations will be a dynamic, ambitious and forward-thinking individual with an entrepreneurial outlook to support the Headmaster and Governors in the development and implementation of the school's Strategic Development Plan relating to the school's finance, property and business matters.





The Director of Finance and Operations will also be responsible for the following areas:

Finance

- Financial planning, including the preparation of short and long term budgets and forecasts.
- Overseeing the preparation of annual financial accounts, statutory returns and the audit process.
- Ensuring adherence to the school's Financial Regulations and Procedures and advising on general financial policy within the school.
- Assessing bursary applications and regular review of bursaries granted.
- Preparing financial appraisals of projects and financial models to support strategic planning.
- Monitoring of financial performance, maintaining cash flow projections and reporting thereon.
- Advising on VAT, Tax, PAYE and benefit in kind issues.
- Management of additional revenue, including lets and rental income.
- Keeping the school accounts and preparing statements of financial activity (SOFA) and balance sheets in accordance with the charity's Statement of Recommended Practice (SORP).
- Overseeing the payment of salaries and the administration of staff pension schemes.
- Overseeing the preparation of pupil bills and collection of all fees and extras.
- Scrutinising payment of invoices.
- Production of statistical data and analyses.

Human Resources

- Acting as advisor to the Headmaster, HR Administrator and Governors on all staff employment issues with specific responsibility for ensuring compliance with all relevant aspects of the employment law and procedure.
- Overseeing the recruitment process and the preparation and implementation of support staff contracts.
- The assessment and implementation of pay scales in conjunction with the Headmaster.
- The production of the Staff Handbook in conjunction with the Headmaster.
- Responsible for ensuring the Single Central Register is up to date and compliant at all times.
- Conduct appraisals for support staff and identification of areas which would benefit from training.





General Management and Administration

- Ensure compliance with GDPR.
- Management of the Health & Safety Policy.
- Ensuring the school has adequate insurance cover at all times.
- Overseeing all areas of legal compliance such as employment law and procedures, licensing and liaison with statutory bodies.
- Make statutory returns to the Charity Commissioner.
- Ensuring compliance with the regulations for the operation of minibuses, driving training, servicing and vehicle inspectorate tests.
- Implementation, as appropriate, of the recommendations of reports from such bodies as the Independent Schools Inspectorate (ISI).
- Overseeing the management of all non-academic departments.
- Carry out the duties of Company Secretary to South Hill Estates (Harrow) Ltd, as well as maintaining the relationship with residents of the Estate and dealing with any issues such as maintenance of boundaries, roads and rights of way.
- Overseeing the marketing function of the school.
- Management of school supplier contracts and negotiation of new contracts.



Grounds, Buildings and Facilities

- Overall responsibility of major and minor projects including drawing up specifications for new buildings, obtaining tenders and planning permission; liaison with architects, consultants, contractors and other authorities for the planning of new buildings.
- Direction and oversight of the in-year maintenance activity for school buildings, facilities and school properties.
- Management of school properties and staff accommodation.
- Direction and oversight of the grounds, facilities, maintenance and catering operations.
- Management of all energy and utilities usage.

Clerk to the Governors

The Director of Finance and Operations has the role of Clerk to the Governors. He/she is responsible for arranging and attending meetings of the full Board and its Sub-Committees. The Clerk to the Governors is responsible for assisting the governors in the proper performance of the following responsibilities:

- Preparation of agendas and papers.
- Advising and attending all Governors' meetings and Sub-Committee meetings.
- Appropriate induction of Governors.
- Advising on the recruitment and ongoing training of Governors.
- The selection of appropriate advisors, including lawyers, accountants and bankers.

You may also be required to undertake such other comparable duties as the Governors and Headmaster requires from time to time.





Person Specification

The Governors and Headmaster are seeking to appoint a Director of Finance and Operations with vision, commitment and the highest level of personal integrity who will work with all members of the Orley Farm School community in its continued development. Candidates must be able to demonstrate excellent judgement, outstanding communication skills and strong managerial capabilities.

Ideally the successful candidate will have the following skills and experience:

Experience

The successful candidate may emerge from within or outside of the educational sector but must have a proven and successful background in finance. In addition, he/she should understand the role of an independent school.

- Proven track record of leadership and senior management.
- Senior level experience of financial management and budgeting in a comparably sized organisation.
- Experience of management of major building and/or land development projects.
- Experience of utilising assets to maximise generation of income.
- Evidence of planning and thinking strategically and contributing to discussions on strategy and priorities.
- Track record of working successfully with a diverse range of stakeholders.
- Experience of working with regulations.
- Computer literate and a confident user of IT for communications, financial and management purposes.
- Business acumen to be able to assist the Headmaster and Governors as the school develops.





Qualifications

- A professional qualification in finance as well as a good level of education.

Personal Attributes

- A strong understanding of all financial and commercial matters.
- Committed team player with a collegiate and collaborative approach together with an ability and willingness to create a working environment in which staff are empowered to take decisions.
- Good sense of humour and the ability to create a working environment in which people work hard and enjoy being part of the team.
- Develops strong and positive relationships with all key stakeholders including the Headmaster, Governors, staff, parents and local residents.
- Personal strength of character through transparency, integrity and fairness. Has a strong sense of personal accountability.
- Strong listening and communication skills, both written and oral.
- Personal energy and enthusiasm, with a positive outlook.
- A capacity for strategic thinking but also a strong grasp for detail.

Remuneration Package and Terms of Employment

- Salary will be between £65,000 and £75,000, dependent on experience.
- Private healthcare is included.
- 25 days of annual leave are available to be taken in the school holidays or such other times agreed with the Headmaster.
- An offer of employment will be subject to a probation period of 12 months. During the probationary period, employment will be subject to termination of two months' notice on either side.
- Breakfast and lunch is provided free of charge in the school's dining hall during term time and a sandwich lunch is provided during school holiday periods.





The Application Process

Suitability for the post will be measured through the application form, interview process, supporting evidence, e.g., certificates, and references undertaken.

The school's independent advisor for the appointment process is David Williams of Bursarsearch (www.bursarsearch.com).

Applications should consist of a covering letter, the school's application form and a CV. Please email these directly to David Williams at david@bursarsearch.com.

If you have any questions or would like to discuss the role further, please contact David Williams on 07713 091657.

As the information contained in the application form is used during the selection process, it is essential that you complete all sections as fully as possible. If you need more space, please continue on a separate sheet of paper.

Closing date for applications: Wednesday 6th June 2018 at noon

First round interviews: Thursday/Friday 14th/15th June 2018

Second round interviews: Monday 25th June 2018

The closing date for applications is Wednesday, 6th June 2018 at noon.

First round interviews will take place on Thursday/Friday, 14th/15th June 2018 and will be with David Williams and a member of the support staff and will include a tour of the school.

Second round interviews will be with the Headmaster, Tim Calvey, and members of the Governing Body and will take place at the school on Monday, 25th June 2018. The interview process will include a task/short presentation and an opportunity to meet with staff.

Orley Farm School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).





Orley Farm School

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