



# Chief Operating and Finance Officer Candidate Pack

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Helping Schools / Trusts appoint the best Senior Leaders

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# Welcome from the Principal



Thank you for your interest in this post. Choosing the right school in which to work is a very important decision, and the aim of this application pack is to provide you with sufficient information to support your consideration of whether you would be happy and motivated working with us over the coming years, to shape the future of our school and inspire our students to make academic progress that is within the top 20% of all schools nationally.

Chipping Campden School is indeed a very special place – unlike any other. What makes our school so special is its culture and ethos; something that has been grown since the school's formation in c.1440, enabling students to feel empowered in their learning and inspired to excel. The school has a very special place in my heart, having served at the school between 2003 and 2011 as a Teacher of mathematics, Head of Year and latterly Assistant Headteacher. Without doubt, having the opportunity to return to the school as Principal in 2023 is the proudest moment of my career. Having taught and led in a variety of other schools across the country, when I drive to Chipping Campden School each day, I know that I am very privileged to be coming to such a special place, with so many amazing people.

When you take a walk around our school, it is impossible not to feel a palpable buzz of excitement. There are so many opportunities for students to flourish, whether that be representing our school on the sports field, performing on stage in our state-of-the-art Performing Arts Centre, leading one of our Student Parliament Ministries or completing the Duke of Edinburgh Gold Award; our offering of co-curricular and extra-curricular activities is enormous.

This post provides a unique opportunity to make a transformational impact to the lives of the young people we serve. If you decide to apply to support me in leading our school, you will be an exceptional candidate with a relentless desire to contribute towards sustainable school improvement. The successful applicant will fulfil an integral position amongst a cohesive and ambitious Senior Leadership Team (SLT), who are incredibly driven to further develop and enhance our school over the coming years. Moreover, you will be joining a committed team of staff who make it their business to excite and inspire our students, providing them with the very best opportunities to be successful.

If you are confident that you have the skills, drive and vision to make that a reality, we sincerely hope that you will apply.

Gareth Burton  
**Principal**



# Staff Benefits



Every school is unique and ours is no exception. One of our unique selling points is the relatively high average length of service of our staff, and relatively low rate of staff turnover. Neither of these are by chance and are the product of staff feeling trusted, empowered and recognised for leading the roles they do. We feel that a mark of the outstanding school we are is symbolised by the number of staff who choose to send their children to be educated with us.

Below is a list of just some of the 'pull factors' that contribute to making our school a great place to work:

- An average of 17.4 students per teacher (full-time equivalent)
- An ipad to use in school and at home, to enable seamless remote working, using cloud-based technology.
- Commitment to staff wellbeing through a variety of internal practices, designed to recruit and retain the very best staff.
- Complimentary use of the school sports facilities, including gymnasium, swimming pool and fitness equipment.
- Comprehensive range of staff social events throughout the year.
- Cycle to Work scheme
- Focused weekly SLT meetings, which run to time and have a cut-off of 6:00pm – without fail!
- Freshly prepared and cooked food available on site
- Generous allocation of directed time- for the 2023/24 year, all teaching staff have at least 14% of the timetabled week allocated as non-contact periods; more for TLR postholders.
- Health and wellbeing support including access to an Employee Assistance Programme (including partners and dependents), confidential counselling services and support from our Staff Wellbeing Group, who meet regularly to ensure that our staff wellbeing is prioritised.
- Outstanding, tailored CPD
- Pension Scheme membership (Teachers Pensions or Local Government Pensions Scheme)
- Support in completing relevant external leadership development programmes.
- The school is located within the beautiful Cotswold town of Chipping Campden, with friendly businesses, including a wide range of restaurants and pubs.



# Job Description



**Post Title:**

Chief Operating and Finance Officer

**Responsible to:**

Principal

**SLT responsibility for the following areas of provision:**

Capital development of school estate  
Catering  
Cidermill Theatre  
Finance  
HR  
IT  
Marketing  
Risk  
Site maintenance  
Sports Centre

**Direct line management responsibility for the following staff:**

Assistant Principal (Systems and Operations)  
Finance Director  
HR Manager  
Theatre Manager

**Working hours:**

Full time

**Salary/Grade:**

Leadership pay spine: L16 (£68,400) – L20 (£75,331) Potential enhancement for exceptional candidate

**Notice period:**

3 months

## Main purpose

- Assume delegated strategic responsibility from the Principal for the commercial and strategic business operations of the school.
- Act as Chief Operating and Finance Officer (COFO) for the school.
- Responsibility for the leadership, management and development of the staff for whom this role has line management responsibility.
- Strive to ensure that all staff, for whom the postholder has line management responsibility, model the school's ethos and culture.
- To promote the school's aims and priorities, and to achieve targets in line with the school's strategic framework.

## Key responsibilities

### Capital estate and facilities development

- Strategically conceive and develop funding opportunities for capital development projects as agreed with the Principal and in-line with the Trust Development Plan.
- Coordinate the preparation and delivery of bids for large-scale capital estate and facilities development projects, as agreed with the Principal and in-line with the Trust Development Plan.
- Manage and coordinate capital developments across the site, in a way that minimises the impact on the smooth operation of the school.

### Catering

- Working with the Assistant Principal (Systems and Operations), strategic leadership of the catering facilities to maximise profit whilst maintaining healthy food choices.

### Cidermill Theatre

- Strategic leadership of the Theatre to ensure that it remains financially viable and offers an outstanding programme of events to our local community and beyond.
- Attend the Cidermill Theatre Charity Incorporated Organisation (CIO) Board meetings.
- Ensure that the Theatre is able to operate seamlessly alongside the operational running of the school.



## Finance

- As Chief Operating and Finance Officer (COFO) for the school, ensure that the school is fully compliant with all aspects of the Academy Trust Handbook at all times.
- Ensure the School's annual returns are filed with Companies House in accordance with statutory requirements.
- Ensure completion of annual auditor's report and that this is filed with Companies House together with relevant financial statements.
- With the support of the Clerk to the Governing Board, ensure accurate recording of current members and trustees at Companies House, and all associated documents.
- Ensure the maintenance and security of the company's legal documents, including the certificate of incorporation recording the formation of the company and articles of association.
- Attend all Full Governing Body meetings and all meetings of the Governors' Resources Committee.
- To ensure the school has rigorous and robust financial systems, with high levels of control.
- To support the Principal in the preparation of an annual budget and rolling 3-year budget forecast.
- Responsibility for all procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- To monitor and evaluate these budgets, providing the Principal with regular updates regarding areas of significant overspend or underspend, whether this be projected or actual and in consultation with the Principal, agree any corrective action necessary.
- To provide specific expertise as required to the Governors and SLT regarding long-term financial management.
- Advise the Principal and Governors about types of investments which are appropriate for the school, taking account of risks, views of relevant stakeholders and identify possible and suitable providers in order to maximise the return on investment.
- Responsibility for the completion of the school census.
- Drive strategic revenue generations cross the School



## HR

- Ensure that safer recruiting processes are appropriately implemented and recorded accurately.
- Working with the HR Manager, maintain the school's Single Central Register and advise the Principal of any related issues.
- Ensure that the HR function adequately supports the needs of the school's SLT in the recruitment and retention of staff.
- Ensure that agreed, regular HR reports are produced and shared. (Inc. pay and absence management)
- Ensure that the school's HR function is able to support the needs of staff, including contribution towards the school's Staff Wellbeing Group.
- Respond to ad-hoc requests from the Principal relevant to the dynamic nature of this area of the school's provision.

## IT

- Working with the Assistant Principal (Systems and Operations), strategic leadership of the school's IT Network, supporting systems (inc. digital learning strategy) and school website.

## Marketing

- Strategic leadership of all external marketing of the school (inc. documentation and events).

## Risk

- Work with the Principal and Governors to ensure that the school's Risk Register is regularly reviewed and up-to-date.
- Act as Data Protection Officer (DPO) for the school and oversee GDPR.
- Ensure that the school has adequate and appropriate insurance arrangements (inc. Risk Protection Arrangements – RPA) to support its operations.





# Job Description



## Site maintenance

- Working with the Assistant Principal (Systems and Operations), strategic leadership of the school site and facilities, to include:
  - Follow sound practices in estate management and grounds maintenance.
  - Ensure that buildings and grounds are maintained in a safe and tidy condition.
  - Ensure that the building is secured effectively both during the school day and also outside normal working hours.
  - Delegated responsibility for emergency evacuation/lockdown procedure.
  - Creation of a Net Capacity Statement according to need or opportunity.
  - Oversight of the Site Team's preparation for school events.
  - Responsibility for the operation and provision of school vehicles.

## Sports Centre

- Working with the Assistant Principal (Systems and Operations), strategic leadership of the Sports Centre facilities to maximise profit whilst maintaining an outstanding offer of sports facilities for our school and local community.

## Additional

- Lead by example, holding and articulating clear values, moral purpose, and focusing on providing excellent education for all students.
- Build positive relationships with all members of the school community, showing positive attitudes to them.
- Work within the SLT in a way that is supportive of other members of the team.
- Keep up to date with developments in education and relevant research.
- Seek training and continuing professional development to meet own needs.
- Support an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Work with the school's governing board as appropriate.
- To carry out any other reasonable duties requested by the Principal.
- The duties in this job description may be modified by the Principal, in consultation with the postholder, to reflect or anticipate changes in the job, commensurate with the salary and job title.



# Person Specification



Education and Qualifications	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Relevant educational qualifications at school/college	E	A
Recognised accountancy qualification (ACCA, CIMA or CIFA)	E	A
Recognised School Business Management qualification (Eg. Diploma for School Business Leaders – level 4 or above) or working towards this	D	A
Educated to degree level	D	A
Membership of the Institute of School Business Leadership	D	A
Professional Knowledge and Experience	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
A strong background in financial management, including budgeting, reporting and forecasting	E	A/I
Evidence of strategic and operational management, and leadership	E	A/I
Broad awareness of HR related issues	E	A/I
Experience in project management and a track record of delivering large-scale capital development projects	E	A/I
Good understanding of procurement, contracts, risk-assessment, health & safety and traded services	E	A/I
Experience of working with external agencies, (inc. regulatory and compliance)	E	A/I
Ability to competently use Management Information Systems	E	A/I
Ability to use the suite of Microsoft Office applications, including Word, Excel and Powerpoint	E	A/I
Previous experience of working as a School Business Manager	D	A
Good understanding of education sector funding, working conditions and pensions	D	A/I
Firm knowledge of effective financial procedures, controls, employment law, facilities management and legal compliance	D	A/I
Experience of successful, public sector funding bids	D	A/I
An understanding of the role of school governance	D	A/I
Knowledge and understanding of relevant safeguarding legislation	D	A/I
Understanding and awareness of the current Ofsted framework	D	A/I

# Person Specification



Traits and Competencies	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Outstanding oral communicator	E	I
Written communications are appropriate for the intended audience, grammatically correct and showcase high levels of written literacy	E	A/I/R
Confidently communicate with audiences of varying sizes, articulating content with passion and clarity	E	I/R
Ability to delegate effectively and hold staff to account.	E	I/R
Demonstrate dynamism and creativity in solving problems	E	A/I/R
Motivate and inspire individual colleagues and teams	E	I
A 'self-starter' with the ability to prioritise effectively and meet deadlines	E	I/R
Outstanding levels of EQ and self-awareness	E	I
Strong demonstrable strategic commerciality and commercial awareness	E	A/I
Someone who: <ul style="list-style-type: none"> <li>• is reflective, with high levels of personal resilience and able to accept constructive feedback from others in order to further improve performance</li> <li>• prioritises 'the team' above 'self', and contributes wholeheartedly to the life, culture, spirit and ethos of our school</li> <li>• thrives on challenge, with the necessary drive and determination to get a job done.</li> </ul>	E	I

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## How to Apply

If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant at Academicis: Rebecca Beach:  
rbeach@academicis.co.uk or 01223 907979 / 07733 628155

Please email your application to:

**Rebecca Beach: [rbeach@academicis.co.uk](mailto:rbeach@academicis.co.uk)**

**Closing date:** 19th February 2024

**Shortlisting date:** 21st February 2024

**Interviews: W/C 26th February 2024**

**Start date: Spring 2024**



### **Chipping Campden School**

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