



**HOLYPORT
COLLEGE**



**DIRECTOR OF FINANCE AND OPERATIONS
Candidate Information**

WELCOME

Welcome to Holyport College. I hope, as you read on and learn more about this very special school, you will be as excited as I am about joining the Holyport team and the opportunity to shape its future.

The Director of Finance and Operations (DFO) is responsible for leading the finance and operations functions of a large, complex, business with an £8m turnover and 120 staff. However we are not just a business; we are a vibrant, ambitious school, an inclusive community and a charity which shapes the lives of hundreds of young people.

Holyport College was the country's first state boarding free school, opening in 2014. It is a distinctive, fully subscribed secondary school with over 600 pupils, over 200 of which are boarders. It has a comprehensive intake at Year 7. It actively promotes social mobility and has an outstanding record of supporting the most vulnerable. Many of the pupils progress to our high-performing Sixth Form. The College is a vibrant, ambitious and inclusive community where young people thrive. They follow an aspirational academic curriculum alongside an exceptional co-curricular offering that is equally valued by the College and made possible by the extended school day. You would be joining a remarkable staff team who all care deeply about the College.

Holyport College operates as a Single Academy Trust but has a unique strategic and very close working partnership with its nearby sponsor, Eton College. With the help of a strong boarding ethos, it has managed to create a "joyous place to learn" which offers students the best of both state and independent education.

The departing DFO, Roz Doctor, will leave the College in an excellent position after her three years of service: the College's financial position is healthy and well managed, the estate is well maintained. Looking forward, whilst financial control and financial planning are very important, so is the capability to support colleagues as a key member of the leadership team and to play a lead role in strategic initiatives. This is a particularly exciting time for us and I look forward to working very closely with the appointed candidate to build on achievements to date and develop and deliver an exciting new vision for Holyport College.

If this is a school and a role that excites you and you believe you have the requisite skills, experience and dynamism, we would be delighted to hear from you.

Alastair Ingall
Headteacher



HISTORY AND OVERVIEW

Holyport College (pronounced Hollyport) is a state boarding and day school for boys and girls aged 11–18 located in Berkshire. It was the first state boarding free school in the UK, and it is currently full to capacity, catering for just over 600 pupils, more than 200 of whom board. The doors opened to its first students in September 2014, with the Sixth Form provision beginning in September 2017.

Years 7–11 are non-selective, but the Sixth Form, with over 200 pupils, is academically selective. Holyport College is a state school but, like some other state boarding schools, has a long school day for everybody, finishing at 5.00pm. The extended day affords the opportunity to offer a huge range of co-curricular activities to suit all tastes, with participation in the programme compulsory for all students. Whilst the College has certain elements which are deliberately modelled on a traditional private boarding school, the aim is to emulate the best of both the state and independent sectors. In terms of funding, approx. 50% comes from state, and approx. 50% comes from boarding fees. Recent government publications state that, as a state school, our boarding fees will not be subject to VAT.

Holyport College is exceptionally proud of its close partnership with Eton College which aims to become the gold standard by which other state and independent school collaborations are judged. Through this partnership, the lives and education of every student at Holyport College are significantly enriched on a regular basis. Eton College, founded by Henry VI in 1440, is situated just a few miles away from Holyport, near Windsor. Whilst Holyport College may be a relatively new school, it is fortunate to be able to draw on Eton's heritage and experience. The partnership has allowed Holyport to forge links at a number of levels, including governance, the sharing of facilities, the creation of enrichment opportunities, the establishment of an educational research and innovation centre at Holyport and through positive staff and student interactions. That said, Holyport College is not Eton College. It has a unique and strong personality of its own which is distinctive, exciting and a little bit quirky.

Holyport continues to develop and improve at a remarkable pace and current initiatives include:

- ◆ the introduction of iPads for every student, starting in September 2024.
- ◆ the building of three new Eton Fives courts, due to open in September 2024.
- ◆ The development of a new Performing Arts Centre, planning application presently under consideration by the local planning authority.
- ◆ The imminent launch of The Holyport College Foundation, incorporated in November 2023, which is intended to raise funds for grants, items, services and facilities for the College and its pupils.

The College is located on Ascot Road in Holyport, a suburban village in the parish of Bray, about two miles south of Maidenhead town centre in leafy Berkshire. It is well connected: located 4 minutes from the M4 (junction 8/9) and 7 minutes from Maidenhead railway station (Elizabeth line and GWR)

“Aspires to being a carefully orchestrated melting pot of abilities, ethnicities and social backgrounds, and comes darn close.”

THE GOOD SCHOOLS GUIDE



BOARDING

Holyport feels like a fully integrated boarding and day school, not – like many schools – a day school with a few boarders. Day and boarding pupils are treated alike (with all day pupils staying late and doing most of the same activities as boarders). It also helps that all pupils are assigned to a House – boys' boarding Houses are joined by girl day pupils and vice versa. About half of our boarders are in school all weekend, when there are plenty of activities to keep them busy.



There are almost equal numbers of boy and girl boarders. Some are relatively local, others are from further afield, including overseas. They are housed directly above the classrooms, with the biggest dormitories housing up to six younger pupils, whilst Sixth Form boarders share double rooms. Boarders have access to a kitchen on their corridor, and Sixth Form students also have their own living room on their corridor. The College has a dedicated, onsite medical centre staffed by a full-time nurse.



With more than one-third of students living on site, boarding is very much at the heart of the College community and strongly reflects its values and ethos. Holyport's modern boarding model seeks to replicate the family atmosphere of a home, where relationships are familiar in nature and the environment relaxed and stable.



GOVERNANCE & LEADERSHIP

The Board of Governors is responsible for the strategic direction and general policy of the College, as well as approving its operational plans, monitoring progress and ensuring appropriate and efficient use of funds. The majority of Governors are appointed by the members of the Holyport College Academy Trust. There are also parent, staff and co-opted Governors. They come from many walks of life and include representatives from the worlds of education, business, HR, IT, property, healthcare and the law. They meet at least four times per year and have established seven sub-committees, each with its own specific terms of reference, which also meet regularly. The Governors are supported by the Clerk to the Governors who takes minutes and organises meetings. The DFO works particularly closely with the Finance Committee, the Audit and Risk Committee and the Strategy Committee.



The DFO will also work with the Directors of the Holyport College Foundation (currently five governors of the College) which, as well as having responsibility for fundraising activities, has input into the allocation of boarding bursaries.

The DFO will also work closely with the executive senior leadership team attending all Senior Leadership Team (SLT) and Extended Leadership Team (ELT) meetings. The SLT includes two Deputy Headteachers and three Assistant Headteachers in addition to the Headteacher and DFO. Two Associate Assistant Headteachers complete the ELT.



THE ROLE

The DFO is a key member of the College Senior Leadership Team and will work closely with the Headteacher, the SLT and the Governing Body to develop and deliver the College's strategic vision.

The DFO is appointed by the Headteacher, in consultation with the Governing Board. The post-holder attends meetings of the Governing Body and many sub-committee meetings but reports on a day-to-day basis to the Headteacher.

The DFO is responsible for the efficient and effective leadership and management of the support functions of the College including finance, estates, housekeeping, catering, IT, health and safety and risk management, compliance, admissions and marketing, commercial activities and, in a shared capacity, HR.

Candidates should be able to demonstrate proven ability of leadership and financial control within multi-disciplinary organisations, managing people and resources effectively, strategic planning as well as inspiring and motivating others. They will need to demonstrate commercial common sense, high energy and agility with the facility to execute key initiatives that will drive the College's success.

Although prior experience in the education sector would be of benefit, it is not essential. However, candidates must be able to understand Holyport College's unique position as a single academy trust and state boarding school within the educational landscape. This will include a genuine interest in education as well as personal behaviours that demonstrate kindness, respect and inclusivity.

The responsibilities outlined in the job description are not exhaustive but are indicative of the requirements of this significant and wide ranging role.



JOB DESCRIPTION

Staff Leadership & Management

- ◆ Provide outstanding leadership to the College's support staff team. Lead by example: be an inspiring leader, bring out the best in the team, and facilitate strong working relationships between the teaching and support staff.
- ◆ Directly line manage the Finance Manager, Estates Manager, Housekeeping Manager, Admissions Registrar and IT Manager.
- ◆ Oversee the recruitment, professional development and performance management of the College's support team. The management and development of people is a key aspect of the role.
- ◆ Ensure that the College continues to evolve its policies and practice with changes to regulation and best-practice to be fully compliant with legislation. This will require the post-holder to maintain an up to date knowledge of statutory requirements (including those related to Academies outside of LA control and state-funded boarding provision), for financial, health & safety, employment, data protection etc.

Strategic Leadership

- ◆ Be a dynamic member of the Holyport College Senior Leadership Team, not just representing the support functions but helping to shape the strategic direction of the College.
- ◆ Work with the Clerk to the Governors to support the work of the governance committees.
- ◆ Work proactively with the Headteacher in the management of all capital projects, including liaison with the design and construction teams as appropriate.

Commercial Enterprise, Development and Marketing

- ◆ Explore opportunities for promoting the business potential of the College
- ◆ Explore avenues for additional funding e.g. grants, bids and courses offered that generate additional income further to enhance the College both as a community resource and in building additional capacity to support students' learning and progress
- ◆ Develop a marketing plan, in consultation with other key staff, that ensures a positive and prominent presence of the College within the local and national education community. This will include the College website.
- ◆ Co-ordinate and facilitate any Fundraising by the College.
- ◆ Manage all financial aspects of the Holyport College Foundation, including donor gifts, gift aid, expenditure, accounting and audit.

Finance

- ◆ Plan and manage the financial performance of the College.
- ◆ Advise the Headteacher and Governing Body on all matters relating to financial strategy to ensure the long-term stability of the College and the impact of their decisions on the College's financial position and commercial matters.
- ◆ Ensure the College Financial Management Manual is kept up to date and its procedures are followed and ensure any annual updates from the ESFA are incorporated.
- ◆ Lead in planning and developing the business potential of the College and establishing a network of business contacts.
- ◆ Advise the Headteacher, SLT and Governing Body on investment and financial policy, evaluating potential projects and opportunities for the future development of the College.

Work with the Finance Manager and finance team to:

- ◆ Provide the Headteacher and Governing Body with appropriate regular, accurate and timely information about the College's finances, including management accounts and cash flow forecasts, budget, and variance reports, including outside normal reporting timeframes as circumstances require.
- ◆ Oversee all administrative and financial returns required for official bodies including ESFA and DfE to ensure the efficient and appropriate operation of the College.
- ◆ In partnership with the Headteacher, senior leadership team and the governing body, prepare five-year, three-year and annual budget plans for consideration, compliant with ESFA requirements for academy schools as set out in the current Academies Financial Handbook.
- ◆ Lead and develop the finance team, establishing effective and robust systems of financial management and controls, benchmarking, monitoring of income and expenditure.
- ◆ 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 audit.
- ◆ Analyse boarding fees and costs, including benchmarking, and work with the Headteacher to make recommendations to the Governing Body to set these.
- ◆ Oversee the ongoing maintenance of the Asset Register.
- ◆ Ensure payroll is executed efficiently.
- ◆ Ensure fair but robust debtor management.
- ◆ Manage effective procurement arrangements and review and negotiate tenders and contracts to ensure best value (including energy and utilities) in line with the College scheme of delegation.
- ◆ Act as Company Secretary and Chief Financial Officer for the College supported by the Clerk to the Governors who assists with the administration.

JOB DESCRIPTION

Estates, Facilities and Housekeeping

- ◆ Develop and drive forward the estates master plan, planning and delivering any capital projects
- ◆ Manage the relationship and contracts between the College and its catering service provider (Thomas Franks) to ensure quality of delivery and value for money.

Work with the Estate Manager and Housekeeping Manager to:

- ◆ Ensure the estate is fit for purpose, and that the premises and facilities are able to fully support the curriculum and boarding requirements of the College.
- ◆ Ensure that the grounds look their best and the College is well presented at all times.
- ◆ Manage appropriate facilities management and estate functions within the College, meeting regularly with relevant personnel and suppliers to support, action plan and review progress.
- ◆ Ensure there is a rolling programme of refurbishment and maintenance across the College to include a planned preventative maintenance schedule to ensure that all statutory and required health and safety maintenance is carried out in a timely manner.
- ◆ Manage the procurement of external contracts, researching best value, working with building consultants who draft specifications, and monitoring performance to ensure effective service delivery.
- ◆ Oversee College lettings, liaising with the Estate Manager, Housemasters and others regarding operational issues to maximise income generation.
- ◆ Develop sustainability within the College as part of developing efficiency and effectiveness
- ◆ Ensure effective management of school transport arrangements.

Admissions

- ◆ Oversee the delivery and development of pupil recruitment and marketing to ensure that the College remains fully subscribed, particularly in boarding.
- ◆ Support the Registrar to provide a high-quality, efficient and effective admissions process.
- ◆ Work with the Registrar to collate and analyse admissions data to inform planning.
- ◆ Oversee bursary applications, ensuring robust processes are in place for the financial assessment

Safeguarding

- ◆ Holyport College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Other

This job description is not a comprehensive statement of duties but sets out the main expectations of the post. The post holder will be expected to carry out such duties as may reasonably be required by the Headteacher from time to time in order to secure the College's success.

Risk Management, Compliance and Health & Safety

- ◆ Devise and implement comprehensive and robust procedures and systems for risk assessment and management within the College including ownership of the risk register.
- ◆ Ensure and demonstrate compliance with all relevant applicable laws and regulations.
- ◆ Ensure that the College has appropriate arrangements in place, including policies, procedures, equipment, training and funding, to ensure compliance with all health and safety regulations, including statutory testing and fire regulations.
- ◆ Liaise with the local authority RBWM who provide health and safety advice and support and carry out annual fire/health and safety audits.
- ◆ Act as the College Health & Safety Officer, prepare records as required and report to the Governing Body on health and safety matters.
- ◆ Promote a positive health and safety culture throughout the College including presenting staff training as appropriate.
- ◆ Work with the Data Protection Officer (outsourced to Satswana) and other members of the SLT to ensure that the College is compliant in all matters relating to Data Protection including responses to Freedom of Information and Subject Access

IT

Work with the Network Manager to:

- ◆ Ensure the safe and cost-effective provision, delivery and development of the IT infrastructure, data and services to support high-quality teaching and learning and administration.

HR

- ◆ Work with the HR Officer and the RBWM's HR support services to ensure that College's HR function is effective in all areas.
- ◆ Work with the Designated Safeguarding Lead (DSL) and the HR Officer to ensure that the SCR is complete including for contractors and visiting staff.
- ◆ Facilitate and encourage positive employee relations across all staff.

PERSON SPECIFICATION

The Headteacher and Governors are seeking to appoint a DFO with vision, commitment and the highest level of personal integrity who will work with all members of the Holyport College 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 many of the following:

Qualifications and Experience

- ◆ The successful candidate may emerge from within or outside of the educational sector
- ◆ Proven and successful background in finance.
- ◆ 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 building and/or land development projects
- ◆ Experience of utilising assets to maximise income generation
- ◆ 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

Skills and Knowledge

- ◆ A good educational record to degree level or equivalent
- ◆ A professional qualification in finance, e.g. Chartered Accountant or equivalent
- ◆ An understanding of school financial and commercial matters
- ◆ An understanding of Holyport College's unique position as a single academy trust and state boarding school within the educational landscape.
- ◆ Computer literate and a confident user of IT for communications, financial and management purposes
- ◆ Commercial common sense (business acumen) to be able to assist the Headteacher and Governors as the school develops

Leadership Style and Personal Attributes

- ◆ 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.
- ◆ 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 Headteacher, 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



REMUNERATION AND TERMS

The successful candidate will be offered a competitive salary commensurate with experience .

The post holder will be enrolled in the Local Government defined benefit pension scheme.

29 days of annual leave, in addition to statutory bank holidays, are available to be taken in the school holidays or such other times agreed with the Headteacher.



“The extended day – 8.30am to 5pm for all pupils, boarding and day – is the School’s secret sauce... The long afternoon allows time for a phenomenal co-curricular programme with offerings ranging from mindful colouring to real tennis, Young Enterprise to ballet.”
GOOD SCHOOLS GUIDE

“A school with the modest aim of transforming lives. Much has been invested in this school - not just money but reputations. So far, so excellent”.
GOOD SCHOOLS GUIDE

APPLICATION PROCESS

Interested candidates are invited to contact the College to arrange an informal, confidential discussion about the role by emailing careers@holypportcollege.org.uk.

Closing date: 9.00am on Monday 23rd September 2024

Applications should be submitted by email to careers@holypportcollege.org.uk and must include:

- ◆ A fully completed support staff application form which can be downloaded from The College website [here](#)
- ◆ Completed References & Monitoring and Equal Opportunities forms, also available on the College website
- ◆ A covering letter addressed to Mr Alastair Ingall, Headteacher. The letter should explain your reasons for applying. It should not be longer than two sides of A4.

The process is as follows:

- ◆ When you submit your application, you will receive an email of acknowledgment from The College confirming that we have received it. If you have not received an acknowledgment within two working days of your application, please email us at careers@holypportcollege.org.uk or call [01628 640 157](tel:01628640157)
- ◆ Longlist interviews will take place remotely during the two weeks following the closing date
- ◆ Shortlist interviews will take place at the College on Thursday 10th October when candidates will be given a tour of the College.

DISCLOSURE AND BARRING SERVICES

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

SOCIAL MEDIA

The College will undertake appropriate social media checks for all candidates invited to interview.

EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

In compliance with the Department for Education's safer recruitment guidance, the College will contact referees if you have been shortlisted for an interview.

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and Volunteers at Holyport College.

