

QUEEN ELIZABETH'S GRAMMAR SCHOOL FAVERSHAM



Information pack for candidates:

Head of Finance and Premises



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Information pack for candidates: Head of Finance and Premises

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Queen Elizabeth's Grammar School - Introduction

Queen Elizabeth's Grammar School is an 11-18 co-educational, selective school of 1159 pupils, with 300 in the Sixth Form. The school has expanded to six forms of entry in Year 7, 8 and 9 with a published admission number of 180 students. Other year groups have 5 forms of entry, around 150 students in Years 10 and 11. On average, 75% of the Year 11 cohort choose to stay on into the Sixth Form to enjoy a varied and successful programme. The majority of the school's intake travels from Faversham and the surrounding villages, with a number travelling from Whitstable. The school converted to Academy status in 2011.

Queen Elizabeth's was established in 1576 by a royal charter approved by Queen Elizabeth I. The original school from that era still stands next to our contemporary buildings. The present incarnation of the school was built in 1967, following the merger of the former boys' and girls' grammar schools in the town. We celebrated 50 years on the current site as a co-educational school in 2017.

The school's accommodation now comprises of, in addition to normal classrooms: an assembly hall, gymnasium, state of the art sports hall, ICT rooms, Library, eight laboratories - three of which have recently been refurbished, an art and technology centre, a sixth form and humanities centre, drama studio and music centre, extended and refurbished restaurant, as well as a theatre and a brand new 14 room teaching block.

The school is set in pleasant grounds close to the centre of Faversham, on the site of the historic Faversham Abbey. Playing fields adjoin the school on the northern and eastern sides. Faversham is a market town of 16,000 inhabitants serving a largely agricultural area and situated close to the Thames estuary, nine miles north west of Canterbury. It contains much of historic interest and still preserves a substantial number of mediaeval, Tudor and eighteenth century buildings.

The school has developed close links with partner schools in Europe. We have annual European exchanges, with links to schools in Cologne (Germany), Hazebrouck (France) and Madrid (Spain). Beyond the exchanges, trips are offered for each year group and over the course of the past few academic years, students have departed for the Sahara, India and the USA alongside a long list of countries in Europe.

A wide range of extracurricular and enrichment activities are on offer at the school, including; Music, Drama, Debating, including Model United Nations, STEM, FI in Schools - team 'Evolve' were crowned World Champions in Abu Dhabi in November 2019 and team 'Eclipse' finished sixth out of sixty-eight teams in the 2023 World Championships which took place in Singapore. We also offer the Duke of Edinburgh's Award, Robotics Club, Chess Club, Book Club and Gardening Club, alongside subject enhancement activities.

Sport is a large feature of the school and a whole host of accolades and awards are held, including district and county trophies in a number of sports. These include football, netball, athletics, rugby, rounders, trampolining and cross country. We also have individuals in the school who compete nationally in a range of competitive sports.

Queen Elizabeth's aims to develop not just the academic abilities of students but also their skills, talents, personal qualities and values, the very qualities that play such an important part in defining their future actions and success. The school functions as a community school, with extensive links to groups, societies and

organisations in the locality, nationally and internationally. Relationships with parents are strong and the school is well supported by a hardworking team of Governors, a Parents' Association and the Trustees of the School Foundation.

Queen Elizabeth's is proud to retain many of the characteristics of a traditional grammar school, however it is a forward looking school, keen to enhance the best new technologies and contemporary, effective approaches to teaching and learning whilst ensuring that the best elements of accepted good practice are retained. Staff are extremely hard working, dedicated and loyal both to the school and the wellbeing of their students. The atmosphere in the staff common room is highly professional and supportive, with an exceptionally positive team spirit.

Queen Elizabeth's Grammar School was last visited by Ofsted in March 2023, when it was judged Good overall with Outstanding Personal Development and Behaviour and Attitudes.

The school is seeking an enthusiastic new colleague who will be able to make a positive contribution to the school community. The ability to take part in the life of the school and to assist with extra-curricular activities is very welcome. The vacancy offers an exceptional opportunity for anyone who wishes to be part of a vibrant, dynamic and successful school.

In the interests of economy, applications will not be acknowledged and if you have not heard from the school within 48 hours of the deadline for applications, you should assume that you have not been successful.

Thank you for the interest shown.

Queen Elizabeth's Grammar School

Abbey Place, Faversham, Kent ME13 7BQ
01795 533132 office@queenelizabeths.kent.sch.uk

Dear Applicant,

Thank you for your interest in the post of **Head of Finance and Premises**. I hope you will take the time to read through the enclosed information and find it useful for planning your application, which we look forward to receiving by **midday** on Friday 19th June. Shortlisted candidates will be notified after this date and invited to interview on Thursday 25th June, timings to be confirmed.

The new **Head of Finance and Premises** will work closely with the Facilities, Health and Safety Co-ordinator, Data & Human Resources Manager and other key staff to cover all aspects of the business management functions for the school. The finance team also includes two experienced Finance Officers.

Applications are welcomed from a variety of areas, you must have a secure financial background. An accountancy qualification would be an advantage but is not essential. Experience in the education sector would be welcome, as well as those who have developed their skills within a school setting.

This post offers a unique opportunity for an experienced professional to extend the high academic standards and ethos which have been developed over a number of years at Queen Elizabeth's Grammar School.

This is an exciting opportunity to join a high-achieving and ambitious school, where our aim is to ensure that every child achieves the best possible outcomes. The post will require determination, attention to detail, creative thinking and teamwork skills. The successful applicant will find this a substantial stepping stone towards future posts and career opportunities in schools.

Please complete the application form, which can be found on the school website. We would also like you to write a supporting statement to accompany your application, addressing the person specification and job description, outlining how your experience has prepared you for this post.

Please send completed application forms to the school office at office@queenelizabeths.kent.sch.uk. If you have any questions regarding the vacancy, please contact Mr S Davison at sjd@queenelizabeths.kent.sch.uk.

Yours sincerely



Amelia McIlroy MA
Headteacher

Headteacher: Mrs A J McIlroy MA
Deputy Headteacher: Mr C J Wakefield BSc
www.queenelizabeths.kent.sch.uk
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Queen Elizabeth's Grammar School



Job Description - Head of Finance and Premises

Line managed by: Headteacher

Line manages: 2 Finance Officers, Facilities, Health and Safety Co-ordinator and Premises Manager

Hours: 37 hours per week, 52 weeks per year.

Role Requirements:

Main Duties

- To ensure the Academy Trust adheres to its' obligations under the Funding Agreement, Academy Trust Handbook and all other regulations as relevant.
- Liaise with the Headteacher to prepare an accurate balanced annual budget and 5 yr. budgets for approval by the Trust Board.
- Maintain a strategic financial plan that will indicate the trends and requirements of the Trust development plan and will forecast future year budgets.
- Upload the budget to the Hoge System/Finance Portal for ease of monitoring by finance and other stakeholders and monitoring of variances.
- Produce monthly management accounts in a timely manner including balance sheet, cash flows and KPI's to ensure accurate budget monitoring and present them to Headteacher, SLG and Governing Body.
- Be responsible for the management of the school accounting and premises function ensuring its efficient operation according to agreed procedures and to maintain those procedures by conducting an annual review to present to the headmaster and/or Board
- Help produce and update the risk register with the Headteacher and Governors
- Prepare the financial returns for DfE/EFSA within the statutory deadlines
- Responsibility for leading, managing and motivating the Finance staff and Premises staff, allocating tasks, monitoring performance, training and appraisal
- Ensuring the school achieves good value for money with all expenditure and contracts.
- Manage Insurance renewal and primary contact for claims and general insurance advice
- Supporting staff across the school to achieve the wider aspirations and goals of the leadership team and governors.
- Regular update of knowledge and skills with CPD and training

Accounting Finance

- Ensure compliance with the Academies Trust Handbook, identifying and implementing procedures as necessary
- Day to day management of the School Finance Office, ensuring effective oversight of all financial activity within the school ensuring that financial controls are maintained and reviewed
- Oversee reconciliations of all balance sheet accounts including Fixed Assets, Debtors and Creditors and maintain the Fixed Asset register. Maintain reconciliation documentation for all prepayments, accruals, creditors, PAYE, debtors and VAT accounts to maintain accurate accounting records.
- Monitoring spends on restricted funds such as SEN and Pupil Premium to meet funding conditions.
- Manage the process of the External Annual Audit and Internal Scrutiny, meeting all requests from the auditors for information. Recommendations made are implemented as soon as possible after audits. The reports should be presented to the Audit committee and Board
- Close down accounts at year end and prepare for the end of year audit
- Prepare and manage annual audit of Teachers' Pensions (EOYC) and the reporting for LGPS

- Management of monthly payroll service, providing paperwork to external payroll provider
- Cross checking for accuracy of draft payroll reports, ensuring all staff are paid accurately each month and meets current legislation (National Minimum Wage etc).
- Ensuing correct authorisation of payroll each month, ensuring adherence to timescales set by payroll provider
- Liaise with Teachers Pensions and Local Government Pension Scheme on all matters relating to monthly staff contributions
- Prepare for approval by the governors the annual 5 year budget for income and expenditure
- Act as a signatory on all bank accounts
- Management of any investments held by the school such as cash moved to a savings account for interest
- Preparation of regular cash flow forecasts to ensure that funds meet the school financial obligations are available in the current account
- Overseeing Trip costing and accounting

Premises

- Day to day management of the Premises Department, ensuring effective oversight of all premises activity within the school
- Ensure all health and safety guidelines are followed and that internal procedures meet the guidelines
- Manage the Premises Team and present feedback to SLG and Governors on the works being carried out to maintain the School Buildings and premises
- Oversee spending on premises activities are within budget and show good value to the school
- Maintain a maintenance program to follow ensuring that funds and manpower is available to provide this service and ensure flexibility to adjust this schedule to cope with site emergencies
- Monitor CPD/training for all the Premises Team and allow time for them to complete this training
- Contribute to the strategic planning and development of the school site, in conjunction with the SLG, and be proactive in identifying the most appropriate and effective solution to developing the facility needs of the school
- Contribute to the management of all site-related projects: from initial concept, through design and specification, to implementation and hand-over to the school
- Manage the costs of site-based projects with the Headteacher/Trust to both budget and specification.
- Implement the new Estate Strategy requirements for Dfe Reporting 2027
- Maintaining the climate action plan

Supporting the school

- Awareness of equality issues and health and safety regulations
- Be aware of and comply with school policies and procedures, included but not limited to safeguarding and child protection, health and safety, security, confidentiality, data protection and finance
- Produce or maintain policies and procedures relating to Finance and Premises Functions
- Contribute and actively promote the aims and ethos of the school
- Work as part of a team, appreciating and supporting the role of other people in the team
- Attend and participate in meetings as required.
- Be aware of Child Protection and Safeguarding requirements and work to establish a safe and secure environment for all pupils and staff at all times.
- Any other tasks, deemed appropriate to this position, at the discretion of the Headteacher

Any other tasks, deemed appropriate to this position, at the discretion of the Headteacher

To join us and be successful for the Head of Finance and Premises position you will need to undergo an Enhanced DBS Disclosure

Queen Elizabeth's Grammar School



Head of Finance and Premises – Person Specification

Before making an application candidates are asked to match their qualifications, experience, skills and abilities against the criteria listed below.

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualification	<p>Educated to a high standard; and are in the final stages of obtaining the required qualifications will be considered.</p> <p>Applications from candidates who have the relevant experience</p>	<p>Degree or professional qualification in accountancy or finance management (e.g. ACA/ACCA/ACMA/M AAT).</p> <p>School Business Manager Qualification (DSBM)</p>	Application
Experience	<p>Significant experience at a senior level which gives competency in delivering in the following areas:</p> <p>Strategic planning, leading and motivating, developing self and other staff</p> <p>Preparing and managing large, varied and complex budgets including short and medium term forecasting</p> <p>Presenting company management and statutory accounts</p> <p>Contract Management</p>	<p>Previous experience as a Senior Manager in a similar role or part of a role in another school or education establishment</p> <p>Experience of delivering training</p> <p>Experience of bid writing, gaining sponsorship and developing income generation opportunities</p> <p>Project Management</p>	Application
Specialist Knowledge	<p>Detailed working knowledge of the Academy trust handbook and the DfE Chart of Accounts</p> <p>An understanding of the Secondary School context to include relevant national strategies and initiatives, including safeguarding</p>	<p>Understanding of relevant legislation as it relates to secondary schools and of developing relevant policies to support this</p>	<p>Application</p> <p>References</p> <p>Interview</p>

<p>Personal Qualities</p>	<p>Full support for the aims, values and ethos of the school</p> <p>Ability to work independently, as a team leader or member.</p> <p>To deliver agreed objectives whilst working under regular pressure with occasional guidance from the Headteacher or Governors</p> <p>Enthusiasm, perceptiveness and a commitment to fairness</p> <p>A personal commitment to the highest quality and excellence that will match and extend the school's proven record</p>		<p>Application</p> <p>References</p> <p>Interview</p>
<p>Management Skills</p>	<p>Ability to lead and motivate large teams to deliver, often under the pressure of deadlines</p> <p>Ability to lead and manage change</p> <p>Respect for the professionalism of others</p> <p>Ability to prioritise, plan and react effectively</p> <p>Ability to think laterally, creatively and strategically to find effective solutions to complex problems and challenges</p> <p>To develop and implement programmes to deliver these solutions to deadline and on budget</p> <p>Consultative and analytical skills</p>		<p>Application</p> <p>References</p> <p>Interview</p>
<p>Communication Skills</p>	<p>Outstanding communication skills to a range of audiences</p> <p>Excellent presentation skills and the ability to adapt complex information for the appropriate audience</p> <p>Good networking skills</p> <p>Ability to chair and contribute to the success of meetings</p>		

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Future aspirations for the school

Queen Elizabeth's Grammar School is a forward thinking, successful and dynamic school with high aspirations for every member of the school community.

Looking ahead, the priorities for the future of the school are:

- To develop a culture of excellence through inspirational teaching, learning and assessment
- To further develop a culture of high aspiration, ensuring that every student has the best opportunities to achieve their personal career ambitions
- To develop a 'growth mindset' approach to teaching and learning, creating a culture of academic curiosity and personal resilience
- To further develop the collaborative 'can do' attitude of staff and students, to create a sustainable and productive culture of learning and success across the school
- That staff are well trained, managed and supported to achieve their best within a supportive and developmental learning culture, without excessive demands on workload
- To ensure the extra curricular offer remains varied and broad; providing a range of opportunities for every student to participate and challenge themselves
- That leadership across the board works to effectively support, encourage and celebrate all staff and students to perform at their best and to aim high
- For the school to develop beyond its boundaries, by working closely with other schools and taking a leading role in creating additional high quality provision across the community
- For students to feel engaged and motivated to help teach, support, develop and encourage younger members of the school community by taking on leadership roles
- To maintain a safe, trusting and happy environment for all students and staff
- To develop a cost effective but appropriate and challenging curriculum that offers choice and challenge whilst also preparing students for life beyond school
- To further develop the Queen Elizabeth's Grammar School Sixth Form Award to challenge and stimulate students at this important stage of their education
- To further develop the school alumni association, to encourage greater participation from former members of the community, including supporting school initiatives
- To continue to develop and improve the school's facilities by improving the quality of learning environments and enabling broader opportunities for all students
- To continue to develop the international outreach programme (and British Council's International Schools Award) by maintaining the current programme of international trips
- To continue to develop an international outlook; for students to see the world as their workplace and that no challenge is too big in terms of their future aspirations and realising their potential