



The Crossley Heath School Applicant Pack



To inspire each of our young people to flourish as an individual, to be curious, to be resilient and to love learning. We aspire for them to grow into articulate, independent future citizens and to become the leaders of tomorrow.



KINDNESS



COURAGE



EXCELLENCE

Director of Finance

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Welcome from the Head Teacher

Dear applicant,

We are delighted that you are interested in applying for the role of Director of Finance.

This is a rare and exciting opportunity to join us in a key leadership role to lead our financial strategy and management in line with the Academy Trust Handbook.

Joining a school with the history and heritage of Crossley Heath as we celebrate 160 years of education in our unique building is a really exciting time. The Crossley Heath of today still retains so much of the culture of inclusion, determination to positively shape the future and dedication to providing a rich academic education that can be found in reading about the school's origins.

Crossley Heath is a very special school community with our values at its heart. We have a long tradition and enjoy an outstanding reputation in the region and beyond. We offer a strong, supportive ethos, excellent CPD opportunities and a beautiful and unique environment in which to work.



Details of the application process can be found on page 11 of these documents. Please visit our website (www.crossleyheath.org.uk) to explore the school further. Please do not hesitate to get in touch with our Chief Operating Officer, Mrs Debbie Gallimore, (d.gallimore@crossleyheath.org.uk) if you require any further information in the first instance.

I hope you will take the opportunity to explore further and decide that this role is the right one for you and we look forward to receiving your application.

Dean Jones
Head Teacher



Who we are and what we stand for

At Crossley Heath we see ourselves as a school family. Our school building was founded as an orphanage and school 160 years ago and the spirit of inclusivity and social mobility on which we were founded lives strong today. The school evolved into an amalgamation of Crossley and Porter and Heath Grammar Schools allowing us to trace our heritage back to 1585 and the origin of the school motto 'Omne bonum ab Alto' meaning "all good things come from above" which can both have a spiritual dimension and remind us to be thankful to the generations before.

We are a selective grammar school for entry into Year 7 which means students of all backgrounds are welcome at our school, they just have to show the aptitude to excel on the entrance examinations. We are proud of our diverse student body and much higher proportion of students accessing Free School Meals than other grammar schools as inclusion is at the heart of our ethos. We have a thriving non-selective sixth form which is integral to the life of the school. We embrace and celebrate our wide ethnic and geographic diversity and endeavour to be a genuinely warm, inclusive and vibrant school community.

Our ambition is to inspire each of our young people to flourish as an individual, to be curious, to be resilient and to love learning. We aspire for them to grow into articulate, independent future citizens and to become the leaders of tomorrow. The vision for the school is rooted in our core values: Respect, Responsibility, Self-Belief, Purpose, Challenge and Aspiration. We are high performing with students achieving a high proportion of top grades at both GCSE and A Level. We are very proud to have been included recently in the top five of the Sunday Times Parent Power report for the best secondary schools in the north of England.

We have a vibrant House system which adds a strong sense of positive competition and affords students an opportunity to express themselves, demonstrate their talents, make lifelong friends and have fun. Indeed, many former students comment that some of their fondest memories are of taking part in activities for their House. Student leadership is a strength at Crossley Heath with all students, led by 6th form leaders, taking part in fundraising, Eco Schools, health and well-being initiatives. Extra-curricular activities, especially a wide variety of sports, are also a strength of the school as we have teams competing in rugby, football, netball, cricket and athletics throughout the year. Our school trips are many and varied across all subjects and with overseas trips ranging from Belgium to Berlin and Canada to China.

Partnership building is a Crossley Heath characteristic as we are a school family with highly supportive parents, carers and families, a vibrant local community and alumni who stay connected to our school for life. We care deeply about wellbeing and believe in being the friendliest and happiest school possible. Our staff are supported with a culture of listening, collaboration, commitment to professional development and an additional weekly free period on top of that typical in schools by way of a thank you for all that teachers do to support our wonderful students. Our students are the warmest and most welcoming people, they make being part of the Crossley Heath school family an absolute pleasure. Come along and see for yourself!





THE CROSSLEY HEATH SCHOOL

Savile Park, Halifax, HX3 0HG

Tel: (01422) 360272 | email: admin@crossleyheath.org.uk | www.crossleyheath.org.uk

Head Teacher: Mr Dean Jones MA

“The leading school for educational excellence, where we nurture happy students with strong values so they all contribute positively to society”

Director of Finance, Part-time (0.4 or 0.6 FTE)

Salary: £46,731 rising to £49,764 PO11-14 (SCP37-40) pro rata

From: As soon as possible

This is a rare and exciting opportunity to join us in a key leadership role to lead our financial strategy and management in line with the Academy Trust Handbook. In addition to managing the school’s financial sustainability, you will lead on the technical aspects of the role to ensure accountability for public money. Thus, candidates should be appropriately experienced and qualified, with a business or accountancy qualification.

We seek an analytical and strategic thinker who will help drive school improvement planning for all students and other stakeholders. The successful candidate will have strong interpersonal and communication skills and exceptional financial acumen. The ability to establish highly effective, collaborative working relationships with Trustees, the Head Teacher, colleagues and external agencies is essential.

This is an exciting time to join Crossley Heath school. Our vision is to be the leading school for educational excellence, where we nurture happy students with strong values so they all contribute positively to society. Our values being “Kindness. Courage. Excellence”. Your role as part of the senior leadership team can help facilitate this ambition. We are a very friendly, down-to-earth school with a diverse student population and we welcome applications from all sections of the community.

If you feel you have the right blend of skills, talents, experience and values to join our Crossley Heath family, we would love to hear from you.

Information about the school is available on our website together with further details about the post and an application pack. All completed applications should be returned to Mrs Gaynor Fisher, HR/Events Co-ordinator (g.fisher@crossleyheath.org.uk) by 8.00 am on **Monday 27 January 2025**. Interviews will take place week commencing **3 February 2025**.

We are committed to safeguarding children in all aspects of recruitment and selection. The appointment will be subject to pre-employment checks, including an enhanced DBS check.

We believe our staff are the school’s greatest asset. We have signed up to the Education Staff Wellbeing Charter with the aim of supporting the wellbeing and mental health of all staff.





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Job Title: Director of Finance
Status/Hours: Part Time
Line Manager: Head Teacher
Grade: PO11-14 (SCP37-40)

Strategic Role

- Hold responsibility for managing all aspects of the academy's operations relating to financial sustainability, effective business management and statutory compliance, in support of the school's published vision and strategy.
- Act as an effective and strategic member of the Senior Leadership Team, participating fully in the decision-making process and school improvement planning.
- Contribute to the formation, implementation and review of the School Improvement Plan.
- Promote value for money objectives and identify all possible revenue and capital income opportunities including catering and lettings.
- Lead strategic premises planning and development.
- Develop an investment strategy to maximise the return on the Trusts surplus reserves
- Take a lead role in relationships with external advisors including the Trusts auditors, bankers and insurers.
- Promote partnership working through effective networking, both locally and nationally.
- Actively promote the values and ethos of the school with all stakeholders.
- Keep up to date with new directives and other good practices as they effect the operations of the academy.

Finance

- Set and manage the annual budget, reviewing financial performance and preparing and presenting reports and proposals to the Senior Leadership Team, Head Teacher and Business & Resources Committee in line with EFA requirements.
- Provide information, guidance and advice on the financial and premises management of the school to the Senior Leadership Team and Governing Body and Academy Trust Board.
- Attend meetings of the Business and Resources Committee, providing reports as required.
- Benchmark the school against local and national data and analyse the data to monitor school performance and identify trends for further investigation.
- Ensure the staffing structure is within budget and is achieving value for money and that assets are best used to optimise learning outcomes across the academy.
- Research, generate and sustain income through entrepreneurial activity.
- Ensure that financial records and systems are in line with current legislation and the requirements of the Companies Acts, the EFA, Charities Commission, HM Revenue and Customs and Excise, TPA and other organisations as required.
- Develop an effective system of financial risk management, identifying where risks can be minimised or shared with insurers, ensuring insurance cover is in place in compliance with legislation to cover identified risks.
- Negotiate insurance arrangements and claims.
- Hold overall responsibility for all service purchases and contracts including use of tender procedures to comply with legislation, and negotiation with suppliers of goods and services to achieve best value for the academy, working as part of a buying consortium where beneficial.



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- Prepare, with the assistance of the Finance team and the academy's auditors, financial reports required for the preparation of final audited accounts including detailed fund accounting.
- Ensure the Trust has a rolling program of internal scrutiny audits.
- Monitor the academy's cashflow to ensure a strong financial footing, planning for anticipated problems and reconciling the bank account weekly.
- Ensure invoices are produced as required and deal with bad debts in line with the academy's policies.
- Identify and develop new and existing purchasing routes and strategies to ensure effective value for money.
- Line manage the Head of Finance (who in turn Line Manages the Finance Assistants)
- Negotiate insurance arrangements and claims.
- Undertake monthly internal testing of financial transactions through the accounting system for regularity and compliance with Financial Regulations i.e., quotes, regular authorisation timelines and report findings.
- Ensure capital spending expenditure is referred for Governing Body approval as required by standing instructions.
- Ensure all statutory filings to Government bodies are made on a timely basis
- Report financial performance to the SLT and Trustees on a monthly basis
- Ensure the financial control environment of the Trust minimises the risk of a misappropriation of funds whether by error or fraud

Premises and Asset Management

- Lead on all CIF funding applications and manage associated capital works following successful bids (with the Head of Estates).
- Monitor and manage the financial obligations of the school under the terms of building contracts (with the Head of Estates).
- Ensure capital spending expenditure is referred for Governing Body approval as required by standing instructions.
- Manage lettings of school facilities (rooms and resources) (with the Head of Estates).

Human Resources

- Carry out the performance management of designated staff.
- Ensure staff have proper access to the academy's pension scheme or TPS and that payments are received and made correctly.
- Ensure that an effective system is in place to deal with payroll, National Insurance, expenses, pensions and related human resources functions and produce required reports and returns as required to comply with legislation.
- Issue staff contract in relation to pay etc.
- In conjunction with the Senior Leadership Team, advise the appropriate pay scales for staff posts and when recruiting for new staff.
- Lead appropriate training for teaching staff re finance.
- Perform generic Senior Leadership Team roles which include duties, attendance at after school events, representing the school as required and taking responsibility for resolving immediate problems.



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Miscellaneous

- This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemised.
- The duties of this post vary from time to time as a result of new legislation, changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.
- Role as senior leader to undertake duties and responsibilities as required by role of the Senior Leadership Team of this school and reasonable requests by the Head Teacher.

NOTES

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification at any time after consultation with the holder of the post.
4. All staff participate in the school's performance management scheme.
5. S/he shall undertake any other duties as reasonably requested by the Head Teacher and consistent with the overall level, nature and grading of the post

We are committed to safeguarding children in all aspects of recruitment and selection. The appointment will be subject to pre-employment checks, including an enhanced DBS check.


JOB ROLE: Director of Finance (Part Time)

	Essential	Desirable	How Identified
Qualifications	Relevant degree in Finance or Business	Professional Finance Qualification ACA, ACCA, CIMA, CIPFA	AF
Experience	Significant Academy Trust experience	Senior Leadership Team experience	AF
	Leadership of strategic financial planning, budget setting/monitoring and procurement		AF/I
	Detailed fund accounting experience		AF/I
	Advising, and reporting to, senior colleagues and governors re academy finances.		AF/I
	Leadership of strategic premises/site planning	Working with external consultancy provider	AF/I
	Successful CIF application and other bid/grant sourcing and application		AF/I
	Management of resources, fixed assets and generation of income		AF/I
	Knowledge and skills	Thorough knowledge of academy funding (EFA), financial management, and reporting	
Up to date knowledge of policy, legislation, regulation and best practice relating to the finance operations of academies			AF/I
Ability to identify financial risks and respond appropriately			AF/I
Understanding of value for money and benchmarking principles			AF/I
Thorough knowledge of Health and Safety regulations and checks			AF/I
Ability to use a range of ICT and financial software packages			AF/I
Effective communication with people at all levels		Professional standard of report writing	AF/I
Ability to build productive and sustainable relationships with all colleagues/stakeholders			AF/I

Personal Attributes	Confidence to work autonomously and make decisions.		AF/I
	Ability to work under pressure, prioritise work and meet deadlines.		AF/I
	Willingness to self-evaluate and undertake professional development		I
	Willingness to network to gain knowledge and build partnerships		I
	Willingness to work flexibly to support the needs of the school and to support colleagues		I
	Commitment to equality of opportunity and respect for diversity		I
	Commitment to safeguarding		I



Why apply to Crossley Heath?

You will be joining a school which is all about putting staff and students first. There are numerous wellbeing initiatives and social events to enjoy each term.

We believe our staff are the school's greatest asset. We have signed up to the Education Staff Wellbeing Charter with the aim of supporting the wellbeing and mental health of all staff

Other benefits include:

- Free parking
- Free access to onsite Fitness Suite
- Automatic enrolment to the Teacher Pension Fund / Local Government Pension Fund
- Excellent CPD programme

How to Apply

Applications must be made using the school's application form. The application form requires the names of two referees, one of which must be your current or most recent employer. If you currently work in a school, this should be from the Head teacher.

Closing date: 8.00 am on **Monday 27 January 2025**. Interviews will be held W/C **Monday 3 February 2025**. Applications should be submitted by the deadline via email to Gaynor Fisher, HR/Events Coordinator, g.fisher@crossleyheath.org.uk

The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff are in a position of trust and therefore have a responsibility to promote and safeguard the welfare of children, young people and vulnerable adults in accordance with the nature of this post. The appointment will be subject to pre-employment checks, including an enhanced DBS check.

The Crossley Heath School
Savile Park, Halifax, West Yorkshire HX3 0HG
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email: admin@crossleyheath.org.uk
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