

COMMERCIAL OPERATIONS MANAGER

St Bede's School, East Sussex (HMC)



St Bede's is a highly successful co-educational boarding and day school located on two sites, offering a distinctive education for 1,300 pupils from the age of 2 to 18 years old.

The Preparatory School overlooks the sea at Eastbourne while the Senior School is seven miles inland set in the Sussex countryside near Hailsham.

The schools share a distinctive ethos which is dynamic and forward thinking, creating opportunities for pupils to achieve their full potential whether that be in the academic, sporting, the arts or creative arenas.

Day pupils come from Upper Dicker and neighbouring parts of East Sussex, while boarders have homes throughout the United Kingdom and in many other countries. Many local children have previously been at local preparatory schools, while others join from maintained sector schools.

Parents choose the school because of its non-selective approach, and for its readiness and ability to provide an education that meets the needs of almost all teenage pupils. Each school runs a full and comprehensive coach and minibuss service throughout the region.

The schools have a distinctive character and ethos which is dynamic and forward thinking and places great emphasis on pupils achieving their full potential whether that be in the academic, sporting, the arts or creative arenas.

Senior students have the opportunity to explore their skills and interests through a vast choice of clubs (over 100) and GCSE or Sixth Form options

within a friendly and vibrant environment and supported by state of the art resources. Prep School pupils have an equally stimulating learning environment with many new classes and well equipped science and IT rooms.

The Senior School's excellent facilities include a new sports hall, a breathtaking new boarding house, a wide array of other sports facilities, horse stables, new class rooms and a dance studio. The Prep School is just starting an ambitious expansion of its teaching facilities and in a year the Pre-Prep will undergo a significant modernisation. In addition, both schools are consistently maintained to high standards.

The St Bede's Trust is looking to recruit an outstanding Commercial Operations Manager for January 2009 following the retirement of the current Bursar, Mrs Tricia Russell, after eighteen years of loyal and outstanding service.

THE ROLE

- Financial leadership for all aspects of accounting, budgeting, finance and income
- Management of administrative staff, leading on human resource and employment matters, implementing CRB policies
- Support for the Head's vision and the school's strategic development and expansion

An excellent remuneration package and benefits are available for the best candidate.

The closing date is Monday 29th September 2008.

THE SUCCESSFUL CANDIDATE WILL DEMONSTRATE:

- Successful senior management experience with both commercial and financial acumen, preferably possessing a professional or business qualification. This should be coupled with dynamic and inspirational qualities as a leader and motivator
- A mature and incisive grasp of management issues, understanding the importance of change management and blended with the capacity to communicate succinctly and engage with all sections of the school community.
- Flair for income generation and all entrepreneurial activities, with the capacity to extend traditional boundaries and reach out to new ones.
- Analytical mind, capable of independent research, experienced and adept in IT applications.
- Proven people management experience and a strategic thinker with excellent analytical and communication and team playing skills while remaining genuinely sensitive to the ideas and needs of others and remaining at all times loyal to and supportive of both Heads
- A clear understanding and interest in the education of young people and in particular remain sensitive to the distinctive values and culture that pervade St Bede's School in a manner that expresses total integrity and probity
- Mental and physical robustness with absolute reliability and integrity.

JOB SPECIFICATION

Title

- Commercial Operations Manager

Reports To

- Headmaster

Relationships

- Chairman of Governors
- Finance & Development Committee
- Head of Prep School
- Governors
- Clerk to Governors
- Facilities Manager
- Marketing
- All Staff
- Parents
- Pupils

Responsible for

St Bede's Trust

- Accountant (full-time)
- Purchase Ledger Clerk (full-time)
- Billing and Fees Assistant (full-time)
- Accounts Assistant
- General Accounts Support (2 x part-time)
- ICT Manager (full-time)
- Health & Safety Manager (full-time)
- Fire & Safety Manager (part-time)

Prep School

- Financial Manager (full-time)
- Accounts Assistant (full-time)

Purpose of Position

- To ensure high quality financial administrative And Human Resource management of the Trusts assets.

Accountabilities:

1. To ensure the effective management of all aspects of the Trust's business.

This includes:

- Advising on general financial policy within the Trust.
- Preparing annual estimates of income and expenditure to include the preparation of departmental budgets within the Trust (in consultation with the Head and Senior Staff)
- Monitoring income and expenditure in relation to budgets and presenting regular management reports to the Headmaster and the Governing Body (Finance Committee and full Board)
- Keeping the accounts of the Trust and preparing Statements of Financial Activity and Balance Sheets in accordance with the Charities Statement of Recommended Practices
- Maintaining cash flow projections for the current and future years.
- Advising on potential investments.
- Preparing student bills and collecting all fees and extras.
- Ensuring all invoices are scrutinised and passed for payment.
- Preparing forecasts for future financial performance of the Trust.
- To investigate all ways in which the Trust can be financially efficient.
- Preparing financial appraisals of particular projects.
- Overseeing the school financial audit.
- Advising on taxation matters generally.
- Advising on the financial implications of the charitable status of the Trust.
- Dealing with the school's income tax and rating assessment.

- Overseeing the management of the Trust's subsidiaries.
- Advising on Bursary awards by assessing parent's income.
- Payment of all salaries and wages including PAYE, Superannuation and National Insurance Contributions.
- Administering pension scheme for teachers and non-teaching staff.

2. To ensure effective management of the Trust's Human Resource.

This includes:

- Ensuring compliance with all relevant aspects of employment law including but not exclusively, employment protection, equal pay, minimum wage, working time directive and discrimination on the grounds of sex, race or disability.
- To act as the Headmaster's advisor on employment matters including disciplinary and grievance procedures.
- Ensuring all staff have contracts of employment and keeping the Trust's standard contracts up-to-date as new legislation takes effect.
- Ensuring all staff are CRB checked.

3. To ensure various administrative tasks are completed:

- Oversee the work of the Trust's Health and Safety officer.
- To ensure the Trust has adequate insurance cover at all times, to include employers liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover. Professional advice should invariably be sought.
- Arranging for staff accommodation and dealing with the letting of Trust property to Trust employees and Third parties; ensuring that the appropriate leases and licences are signed by the Tenants.
- Overseeing the letting of Trust premises to outside organisations.

- Acting as correspondent with the Department for Children, Schools and Families (DCSF) and being responsible for the record and returns required.
- Maintaining contact with the Statutory Authorities and other organisations.
- Any other administrative functions as agreed with the Headmaster.

4. To ensure the effective and efficient Information Technology Systems of the Trust.

- Oversee the work of the Information Technology Manager at the Senior School.

5 To be a productive member of the Trust's two Senior Management Teams.

- Give both Headmasters and other senior staff informed advice on areas of direct responsibility.
- To be part of discussions on general Trust policy.
- To undertake agreed tasks as part of the Senior Management group. This could include supporting students' activities, investigations and supporting staff.
- To be in attendance at Trust Board and Committee meetings.

6. Any other duties as required

EQUAL OPPORTUNITIES

St Bede's has an equal opportunities policy, which is designed to ensure that all applicants for appointment with the schools are treated equally and fairly, irrespective of gender or marital status, colour or race, disability, religious or political beliefs, trade union membership, or other factors such as age.

JOB DESCRIPTION AND PERSON SPECIFICATION

The Job Description and Person Specification are guides to the duties, professional responsibilities and core competences. They do not form part of the contract of employment.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

HOW TO APPLY

The closing date for applications is Monday 29th September 2008.

In order to apply we require **all** the following three documents:

- Letter of application
- Full Curriculum Vitae
- Completed Anthony Millard Consulting Application Form (downloadable as Word document from www.anthonymillard.co.uk)

Email all three documents in Word or PDF format to ana@anthonymillard.co.uk

Email communication is preferred. If this is difficult, then please post documentation to Anthony Millard Consulting, 3 Coniston Road, Longlevens, Gloucester GL2 0NA. Telephone: 01452 532924.

Applications will be acknowledged and then evaluated against the selection criteria

The letter of application should contain the names, addresses, e-mail address and telephone numbers (landline and mobile) of three referees.

The appointment will be made subject to an enhanced CRB and a satisfactory medical certificate

References will be taken up before short-listing unless a specific request has been made to the contrary

Anthony Millard Consulting provides the education sector, both in the UK and internationally, with first class strategic and recruitment consultancy. Further information is available at www.anthonymillard.co.uk