



Finance and Operations Manager

Candidate Pack

Letter from the Headteacher

Dear Applicant

Finance and Operations Manager

The Beacon Folkestone is a 3-19 special school for students with Profound, Severe and Complex needs. The school has approximately 400 pupils on roll who come from a wide catchment area, mainly across the South and East of the County. In April 2021, we opened a new Early Years/Key Stage 1 provision in Walmer, with exciting plans for the development of the satellite to take 248 3-19-year-old pupils.

Students at The Beacon are committed to their learning, are enthusiastic and keen to do well and have very supportive parents/carers. Attitudes to learning in lessons and around the school are very good, allowing students to make good and outstanding progress. Although we are a large special school, we pride ourselves on developing positive relationships with all stakeholders and have developed smaller zones with shared resources, heart spaces and identities which allows pupils and staff to develop an ownership and sense of belonging.

We have an engaged staff team who know and support each other well. Professional development of staff is taken seriously and a range of opportunities are offered, both internally and externally, in order to ensure we recruit, retain and develop outstanding staff for the school. We have built a strong coaching and peer support culture and all staff engage in reflective professional dialogues throughout the year through our Achieving Excellence Framework. The wellbeing of students, staff and parents/carers is paramount and the school is very proud of the various forums which contribute to improving the provision.

As part of a cooperative trust of all 26 special schools across the county, we have a strong collaborative network of support and the successful post holder will be expected to utilise these networks to develop the school's contribution to system leadership across the landscape of SEND in Kent.

The school's most recent Ofsted inspection in February 2019 graded the school as 'Outstanding', building upon the 'Outstanding' judgements achieved by the two previous schools, that merged to form The Beacon in September 2016. However, this school doesn't operate to achieve an Ofsted grading. We have a firm belief that we will continue our quest for collective excellence by supporting our staff and trusting them to be innovative to create exciting educational opportunities whilst developing a culture of high expectations of ourselves and each other.

For more information, to arrange a call or a visit to the school, please email hr@thebeacon.kent.sch.uk or contact Katie Lonergan, HR Manager on 01303 847555.

Yours faithfully



Ady Young
Headteacher

About The School



The Beacon is a modern, rapidly growing all age special education needs school catering for pupils aged between 3 and 19 years, with Profound Severe and Complex learning needs.

The school is a brand new purpose built centre of excellence for learning, with outstanding facilities including hydro pool, hi-tech sensory rooms, soft play areas, state of the art PE hall, specialist subject rooms, sensory garden, grassed amphitheatre, cycle track and life skills house.

We cater for students with profound and severe needs together with children experiencing moderate and complex learning needs arising out of a combination of needs in addition to cognition and learning. Pupils have one or more additional special needs including speech and language; social, emotional and behaviour difficulties and autistic spectrum disorders in addition to their cognition difficulties. Class sizes average 10 pupils in the primary department and 12 pupils at secondary level. Classes are supported with teaching assistants.



Local Area



Folkestone is a port town on the English Channel, in Kent south-east England. The town lies on the southern edge of the North Downs and was an important harbour and shipping port for most of the 19th and 20th century.

The town is located at the eastern end of the M20 which provides fast access to Ashford, Maidstone, London and also to the M25. The High Speed Rail Link HS1, previously known as the Channel Tunnel Rail Link, is a commuter service from Dover that calls at Folkestone and then using the South Eastern Main Line travels through Ashford International. The services join HS1 for the journey to Ebbsfleet, Stratford and London St Pancras. The journey time via this route from Folkestone West takes as little as 52 minutes to reach London.

Folkestone enjoys views of the surrounding countryside and the coast of France, a mere 24 miles (39 km) away. The cliffs are a magnet for passing migrating birds. There are two major long distance public footpaths through the town.

Folkestone is also home to The Lees Cliff Hall which is a Theatre and Concert venue and there is a thriving Creative Quarter in the heart of Folkestone old town where you can find diverse shops, cafes and creative businesses.

How To Apply



Applications will only be accepted from candidates completing the appropriate application form on the Kent-Teach website. All sections of the form must be completed as fully as possible. Before applying for this vacancy please ensure you have read all the relevant documents contained in this site.

Please only enclose a CV if it contains additional, relevant information that is not included on your application form. A CV will not be accepted in place of a completed application form. Please limit any additional material to two single sides of A4 paper, typed in black for photocopying purposes.

We value diversity in our workforce – fair treatment for all is vital to the quality of services to the public. Kent County Council has an **equality policy** to ensure that all groups and individuals within the community are given full opportunity to benefit from the services and jobs we provide.

If you have any difficulties uploading your application form please contact Kent-Teach on 03000 410203 or email **kent.teach@kent.gov.uk**. Please note that applications should not be sent directly to the school.

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. Whether or not you are selected for interview will be determined solely on the information provided in your application form. It is very important that the form you return to us contains the information that the selectors want and the information that you want to give us. Please ensure that you fully read the Job Description and Person Specification prior to completing your form.

If you apply for this post and are shortlisted, any discrepancies or anomalies in the information you provide, and any relevant issues arising from your references will be taken up at interview. All candidates will be notified of the result of their application after the shortlisting stage. If you are shortlisted we will write to your referees, and references will be considered at the interview stage. An online search may be carried out as part of our due diligence at this stage.

All candidates who are invited to interview must bring the following original documents:

- Original document to verify right to work in the UK
- Original documents of identity that will satisfy DBS requirements
- Proof of current address
- Where appropriate any documentation evidencing change of name
- Relevant certificates or qualifications

All posts are subject to a satisfactory Disclosure and Barring Service Check, satisfactory pre-employment health clearance, receipt of two satisfactory references and verification of your entitlement to work within the UK. Please note, copies of teaching certificates or any further professional qualifications will need to be provided at interview stage. In addition, teaching roles are subject to a check against the Teacher Service Register for any teaching prohibition or restriction orders.

Job Description

JOB TITLE: Finance and Operations Manager

SCALE: Kent Range 9

RESPONSIBILITY TO: Head of Operations

Purpose of Role

To lead across sites, the efficient and secure administration, management and monitoring of the schools' financial and administrative functions on a day-to-day basis, working closely with the Head of Operations on the development of the school central service

RESPONSIBILITIES AND DUTIES

Finance

- Maintain an effective system of internal control including monitoring and evaluating the effectiveness and efficiency of all financial systems, policies and procedures
- Work closely with the Head of Operations to prepare a realistic and balanced budget each year, submit the proposed budget to the Local Governing Body for approval, and assist in the overall 3-5-year strategic financial planning process.
- Prepare timely monthly financial reports in accordance with school policy and the requirements of the Local Governing Body meetings.
- Monitor income and expenditure in relation to the agreed budget to actively monitor and control performance and to achieve value for money.
- Identify and inform the Head of Operation of the causes of significant variance and suggest prompt corrective action.
- Maintain an effective system of internal control including monitoring and evaluating the effectiveness and efficiency of all financial systems, policies and procedures.
- Forecast and monitor cash flow.
- Ensure month end and year end processes are adhered to in a timely manner.
- Ensure all the DfES, EFSA, accounts filing and corporation tax payments deadlines are met.
- Produce accurate management accounts to allow SLT and Governors to be aware of current and future performance.
- Monitor performance monthly against these budgets and report findings.
- Maintain an effective system of internal control including monitoring and evaluating the effectiveness and efficiency of all financial systems, policies and procedures.
- Conduct and implement potential cost-reducing opportunities.
- Investigate trends and projections of the school's finances.
- Ensure that school journeys, educational visits and activities are being run in accordance with the schools' finance policies and procedures.
- Assist with income generation activities including external bids/grants and in marketing the school.
- Manage alongside the Facilities Manager the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Maintain the financial risk register.
- Complete the school annual SFVS return.
- Work with Governors on monitoring visits / audits and attend Governor meetings where required.

Operations

- First point of contact and support for SLT, including minuting of meetings.
- Oversee the operation & development of school administration functions – assess routines, look for improvements, suggest systems & changes etc.
- Line management of the administration team.
- Be an Integral part of the central services management team
- Lead and champion effective performance appraisal, development, and succession planning activity within the school.
- Ensure the school administration function continues to develop and move forward so that it effectively meets the needs of the school.
- Take all decisions in line with the vision and values of the school, and encourage others to do the same .
- Implement school-wide changes and allocate resources in line with the school improvement plan.
- Ensure compliance with GDPR (school contact & admin of systems e.g. DPO, GDPRiS) & Data Protection legislation
- Maintain a professional and discreet attitude at all times.
- Anything else as directed by the Head of Operations.

Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

	CRITERIA (E-Essential, D – Desirable)
QUALIFICATIONS	<ul style="list-style-type: none"> Relevant qualification in finance, accounting, business management or have equivalent, extensive experience - E
EXPERIENCE	<ul style="list-style-type: none"> Working in a financial/administrative role at a mid to senior level - E Direct line management of people - E Budget management – E Administration management - E Project management & change management - D Working in a school environment - D
SKILLS AND ABILITIES ALL ESSENTIAL	<ul style="list-style-type: none"> Ability to develop and maintain professional relationships with a wide range of stakeholders including the central services management team. Ability to analyse data and information to monitor and support activities to promote solutions Ability to respond to question and challenge on finance-related and other issues Resilience in prioritising own workload and successfully managing the work of others in a busy working environment Ability to be flexible and adapt to the changing needs of the school environment Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils Understanding of leadership principles Honest, reliable, resourceful, methodical and accurate
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of theory and practice of finance, business and administration management - E Advanced knowledge of Excel - E Advance knowledge of Office 365 and share point - D Knowledge of SIMS and FMS -D Awareneess of KCC Financial Regulations and understand other relevant school policies - D