

# **Bullers Wood School**

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**Appointment of a Chief Operating Officer/Chief Financial Officer**

**To commence January 2019**



**Bullers Wood House**

*Closing date – Monday, 12<sup>th</sup> November 2018 - 9am*



# Bullers Wood School

St. Nicolas Lane, Logs Hill, Chislehurst, Kent, BR7 5LJ

Headteacher Mr. B. Greene BA NPQH

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Dear Applicant

Thank you for expressing an interest in the post of Chief Operating Officer at Bullers Wood School. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available from January 2019 and this pivotal role offers an exciting opportunity to join an enthusiastic staff whose members are committed to making a real difference. The Girls' school was last fully inspected by Ofsted in May 2011 and we were awarded Outstanding. The report is available on our website. We are very proud of our achievements and in recent years we have been congratulated by the Minister of State for Schools on our achievements at GCSE level placing us in the top 100 non-selective state-funded schools in England. In addition, we were in the top 100 for pupils achieving the English Baccalaureate. We have also regularly been in the top 10% nationally (out of over 2,500 schools and colleges) for our A level performance assessed by ALPS.

The successful candidate will join Bullers Wood at an exciting time as September 2018 saw the opening of a new secondary free school, Bullers Wood School for Boys. This coincides with the establishment of the Bullers Wood Multi Academy Trust leading to opportunities for enhanced professional and career development for colleagues working within the Trust. The successful candidate may be required to work across all schools in the MAT.

We are looking for a skilled, professional and enthusiastic individual to help us to ensure that in every way the schools at Bullers Wood are outstanding school, and that every one of our students achieves and exceeds both their targets and expectations.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description.

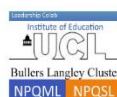
If you have any questions, please do not hesitate to telephone or email us.

We very much hope to receive your application.

Yours sincerely

B. Greene  
**Executive Headteacher**

q u o d p o t e s t e n t a



## **THE POST AND SPECIFICATIONS**

This post is available from January 2019 – or as soon as possible thereafter.

### **JOB DESCRIPTION**

**Job title: Chief Operating Officer**

**Reports to: Chief Executive Officer (Executive Headteacher)**

#### **Overall Purpose**

The Chief Operating Officer will provide strategic and operational leadership for all non – academic activities of the Trust. Accountable to the Chief Executive Officer, the COO will take a lead role in the development of the newly established MAT, designing and implementing the new Central Services function and developing systems and processes for the future. They will have a leadership role in developing the financial strategy and will provide strategic financial input to the senior leadership team.

#### **Organisation**

Reports to the Chief Executive Officer and is an integral member of the Trust's senior leadership team which comprises the Headteacher of the boys' school and the two deputy Headteachers of the girls' school. The COO will act as the Chief Financial Officer and will line & performance manage direct reporting staff including those responsible for Finance and Planning, H.R., Site Services, I.T. and Administration. They will also take responsibility for Marketing, Procurement and overseeing outsourced services such as cleaning and catering.

#### **Key Accountabilities**

1. Work with the trustees and CEO to establish the strategic goals of the Trust and lead the Central Services operation to ensure it meets its stated objectives including efficiency and effectiveness.
2. Work proactively with Head Teachers and Deputy Headteachers to support them in the delivery of the highest possible quality of learning, teaching and leadership in each school.
3. To deputise for the CEO when required and, in their absence, take delegated responsibility for financial matters and other decisions relating to health and safety, human resources and facilities.
4. Work in partnership with the CEO and Chair of the Trust Board to ensure they are provided with the appropriate information in a timely fashion to allow the Trust Board to carry out its strategic oversight of the Trust and to support strategic planning.
5. Establish and maintain outstanding professional relationships and ensure effective communication across the Trust, external partners and other stakeholders.
6. Lead on project work, as instructed by the Trust including working with new schools joining the Trust.
7. Ensure regulatory compliance including Academies and Charities best practice.

8. Support the CEO in the strategic development and operation of the MAT and contribute to MAT Board meetings, meetings with the DfE and other organisations when required.

9. Create a climate in which multi-disciplinary teams collaborate to provide effective and responsive support services, managing change effectively and according to the Trust's values. Ensure effective employee communications, consultation and feedback and have due consideration for staff wellbeing and workload.

### **Finance and Planning**

1. Lead and oversee the strategic financial management of the Trust including undertaking the role of Chief Financial Officer and the development and execution the financial strategy of the MAT.

2. Have responsibility for all aspects of finance, accounting, payroll and pension obligations under the MAT constitution including compliance with financial procedures and all the statutory obligations of the MAT, ensuring the Trust's accounts are kept in accordance with the funding agreement and Academies Financial Handbook, following all legal DfE mandates relating to funding, reporting and financial regulations.

3. Lead and work with the finance manager to develop financial procedures to maintain and improve the financial sustainability of the MAT.

4. Gather together information regarding risks from the whole Trust to ensure there is an accurate Risk Register kept for the Trust and that it is updated on a regular basis.

5. Provide the financial lead to the Trust's 3 year strategic planning process, including the allocation annual budgets across schools in the MAT, forecasts and funding requirements to provide sound financial advice to the Board and early warning of potential difficulties and opportunities.

6. Ensure full transparency over the financial performance of the MAT.

7. Provide advice on how to increase revenue and reduce costs to deliver financial sustainability for existing and future schools, carrying out due diligence on any school under consideration to join the MAT.

### **Human Resources**

1. Work with the CEO and HR Manager to develop a Trust HR strategy that supports the strategic plans for the Trust.

2. Work with the HR Manager to review HR systems and processes to identify opportunities to improve efficiency and effectiveness across the Trust and make recommendations to the CEO.

3. Work with the HR Manager and CEO to develop manpower planning and succession planning processes that support the Trust's aims and objectives by identifying and developing high potential.

### **Safeguarding.**

1. Work with the CEO, HTs and DSLs to support the Trust in ensuring it meets its responsibility for safeguarding and promoting the welfare of students and follow all safeguarding policies and procedures adopted by the Trust.
2. Work with the DSLs and HR Manager develop and maintain appropriate safer recruitment procedures across the Trust.

### **Procurement**

1. Prepare and monitor Trust policies for the procurement of all goods and services to ensure that value for money is achieved and to support education delivery within the context of regulatory frameworks and legislation.
2. Liaise and negotiate with third parties over the maintenance and development of service level agreements and contracts for the delivery of services to the Trust, reporting these to the Executive Head and Board accordingly.

### **Infrastructure**

1. Ensure the fundamental facilities and services necessary for the Trust to function are maintained to support the aims and objectives of the Trust.
2. Lead a culture in which health and safety are prioritised and inform strategy, planning and decision making, ensuring that all health and safety policies and procedures are followed in all schools at all times.
3. Work with the Executive Head and SLT to design and deliver an ICT strategy informed by the educational and development plans of the Trust.
4. Ensure procedures are in place to report and respond across the Trust to facilities or grounds-related issues.
5. Direct and oversee the effective project management of capital works – including planning and building programmes.
6. Lead on assessment of future improvement and maintenance needs, along with the Head of IT and Site Services Manager and develop a plan to deliver value for money, demonstrating links to the trust improvement/development plans.

### **Marketing**

1. Work with the CEO and Leadership team on the development and communication of the vision and values of the trust.
2. Lead, develop and regularly review a clear and consistent brand, including guidelines.
3. Develop a marketing and communication strategy which promotes the trust and maximises income generation. Commission marketing and promotional materials consistent with the trust brand e.g. prospectus, website.
4. Initiate and manage the deployment of a range of income-generating activities to maximise the trust's financial resources including through strategic partnerships.

5. Develop the business cases for securing funds through successful grant applications and bid submissions for capital works.

## **PERSON SPECIFICATION**

### **Business Acumen**

Track record of creating a healthy and sustainable business model where revenue is received, income generated and value for money achieved.

### **Financial Acumen**

Track record of financial leadership that supports organisational success. Educated to degree level with a professional finance qualification (ACA, CIMA or equivalent).

### **Governance**

Experience of working at board level. An understanding of how effective governance can support the organisation and lead to positive change.

### **Strategic thinking**

Track record of creating and implementing an organisation wide vision and experience of delivering strategic leadership.

### **Knowledge of IT in schools**

Proven ability to facilitate delivery of an ICT strategy for the trust.

### **Leadership**

Experience of leading multi-professional teams and the ability to inspire and motivate.

### **Change Management**

Proven track record of successfully leading innovation and change leading to business improvement.

### **Innovation**

Appetite for developing innovative new practices including implementation of new technologies. Experience of successfully leading system and process improvements.

### **Effective networking and influencing skills**

Experience of working with a range of stakeholders to develop new approaches and accelerating improvements.

### **Self-evaluation**

Experience of supporting organisations through inspections and other external scrutiny processes.

### **Entrepreneurship and dynamism**

Evidence of innovation in seeking revenue generating opportunities and the marketing of products and services.

The salary for this post will be in the range £60,000 to £80,000 per annum (based on skills and experience) and for 36 hours per week and 52 weeks per year.

## **AN INTRODUCTION TO BULLERS WOOD**

### **Context**

Bullers Wood School for Girls is a highly successful comprehensive 11 – 19 girls' school with boys admitted to the sixth form. We are significantly oversubscribed, with admissions from over 50 primaries, and enjoy an excellent reputation in the community.

Bullers Wood School for Boys will be a thriving 11 – 16 boys' comprehensive school. It opened in September 2018 with the first cohort of 180 boys and will grow year on year until full capacity of 900 in Years 7 to 11. For the first 2 years it will operate out of a temporary site moving into a brand new £20 million building from September 2020.

### **Mission and Ethos**

Our purpose is to develop well qualified, confident and appreciative individuals who show tolerance and co-operation and are ready to play positive roles in the international community.

### **Students**

The number on roll is 1588, including 475 students in the mixed sixth form. We serve a generally affluent community and parents have a choice of Bullers Wood as a comprehensive school for girls or selective education within Bromley and other LAs (Bexley, Kent). The proportion of girls eligible for free school meals is below the national average. About a quarter of the total roll is from an ethnic minority background and some 20 languages are spoken. Very few students are learning English as an additional language. The behaviour of students is excellent, with the vast majority keen to learn and succeed.

In 2018, 82% of students achieved 5+ GCSE's at A\* - C (9-4) including English and Maths, and just under 50% of A level results were graded A\* - B.

### **School Organisation**

The staff at Bullers Wood are friendly, hardworking and conscientious. We actively promote continuing professional development for all staff, in line with the needs of the individual and those of the School. We offer a full and comprehensive induction and ongoing support programme for all new staff. NQTs are allocated a dedicated mentor to support them through their NQT year.

The School is a founder member of the highly regarded Bromley Schools Centred Initial Teacher Training Collegiate which enables our staff to share their expertise and good practice with others. We also train teachers through the Graduate Teacher Programme.

### **Our Accommodation and Facilities**

Twenty two acres of woodland and landscaped grounds surround Bullers Wood House, a mansion with interior design by William Morris and exterior by Ernest Newton – both leading Victorian designers. This makes it unique, creating a high quality environment and atmosphere which students enjoy and remember.

## **APPLICATION PROCEDURE**

- i. Read carefully all the information about this post

- ii. If you have any questions, please do not hesitate to telephone or email ***Gill Newton, Human Resources Manager, on ext 359 or [gnewton@bwsgirls.org](mailto:gnewton@bwsgirls.org)***. Please also contact her if you wish to visit the school before applying.
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. ***It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.***
- iv. In section 8 Letter of Application, please tell us
  - Why you are applying for this post
  - How your experience, skills, training and/or qualifications equip you for it i.e. how you meet the person specification and requirements of the job description.

Send your completed application form by email (if downloaded from our website) or through the post to:-

Mrs Gill Newton  
Human Resources Manager  
Bullers Wood School  
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ

[gnewton@bwsgirls.org](mailto:gnewton@bwsgirls.org)

Please send your application **by Monday, 12<sup>th</sup> November 2018.**

### **Appointment Process**

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will:
  - be given a tour of the school
  - usually have an opportunity to meet with key staff
  - undergo a selection process
  - Have an interview with members of the Trust

### **Pre-employment Checks**

Bullers Wood is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the



Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

### **Policy on Equal Opportunities**

The School is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position.

The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.