

Appointment Brief

Charterhouse

Director of Finance & Operations

January 2023

Reference: FZVC



An introduction

The School

Charterhouse is one of the great historic schools of England and among the most picturesque. It was founded in 1611 under the terms of the will of Thomas Sutton. His bequest provided for the establishment in London, on the site of an ancient Carthusian monastery, of a school for poor boys and an almshouse for 80 elderly gentlemen. Following the report of the Clarendon Commission, Charterhouse was one of seven schools to have its constitution regulated by The Public Schools Act 1868. In 1872, partly as a result of this Act, the Foundation was divided in two with Sutton's Hospital remaining in London and the School moving to its present site in Godalming. From that date, the School was administered by its own Governing Body which is separate from the Governors of Sutton's Hospital. The Governors of Sutton's Hospital continue to administer the endowment fund, from which the School was entitled to a Moiety after certain expenses are met. The Moiety is applied to scholarships and bursaries.

In 2017 the School set out a development strategy to become the best co-educational boarding school in the country. This work is well advanced with the School becoming fully co-educational in September 2021. The School now has over 940 pupils aged between 13 and 18, the large majority of which board. Charterhouse enjoys an enviable record of academic and all-round achievement, supported by outstanding cultural and sporting facilities. All teaching staff are expected to play a full part in the academic, extra-curricular and pastoral life of the School. Also in September 2021 the School merged with Edgeborough School, a co-ed prep school of around 340 pupils outside Farnham. This partnership has been very successful for both schools. While both schools retain their separate identities there is significant interaction and support.

Campus

The School occupies a site of some 250 acres on the outskirts of Godalming in Surrey. Many of its buildings are Grade II listed. In addition to the main school buildings, there are 15 boarding houses and around 80 residential properties spread over the school campus and nearby town environs. The School has invested significantly in the development of its estate recently with a new Science and Maths building in 2018, Pedestrianisation in 2020, and two new boarding houses and the new Oak dining room/café in 2021. Part of the ambitious infrastructure plan is a new Art Extension planned for 2023-2024, a new drama Studio in 2024 and a new Music extension in 2025.

The Charterhouse Senior Leadership Team

Comprising 12 people, the SLT is made up of the Head, the Director of Finance & Operations, Senior Deputy Head, Deputy Heads Academic and Pastoral, Assistant Heads Academic & Futures, Pastoral and Pupils & Partnerships, the Director of Safeguarding, the Director of Admissions, the Director of Wellbeing & Inclusion, and the Senior Head of House.

Financial and Commercial Activities

The School has an annual turnover of £46m and in the year ending July 2022 generated £3.9m surplus. In addition to general school activities the School also has three wholly owned trading companies:

- ♦ **Charterhouse Enterprises** – is responsible for non-charitable trading activities including letting of premises, membership of the Queen’s Sports Centre public members club, and operating of the shop.
- ♦ **Charterhouse Design and Build** – is responsible for overseeing the construction of new build accommodation.
- ♦ **Charterhouse International** – is responsible for developing partnerships for the setting up of international schools. Currently the School has one school open in Malaysia and is looking to open more in the near future.

Further information

School Website: www.charterhouse.org.uk

Most recent Independent Schools’ Inspection Report: <https://www.charterhouse.org.uk/about-us/isi-inspection-reports>



The role

The Director of Finance & Operations is responsible for all financial and operational aspects of the School as well as supporting the Head with strategic matters and sustainability. This includes overseeing the financial and operational aspects of Edgeborough School.

Direct Reports

The Director of Finance and Operations is line manager to:

- a. Director of Human Resources
- b. Deputy Bursar
- c. Finance Bursar
- d. Estates Bursar
- e. Commercial Director
- f. Grounds Manager
- g. H&S Manager
- h. Clerk to the Governors (day-to-day)
- i. Bursar of Edgeborough School

While this is a Governing Body appointment, the Director of Finance & Operations reports to and is appraised by the Head.

Key Responsibilities

The Director of Finance & Operations is responsible for the following:

- a. **Strategic Development.** Supporting the Head in:
 - Shaping and implementing the School's strategic development plan;
 - Understanding, anticipating, identifying and addressing financial opportunities and risks of the School and businesses;
 - Aligning limited resources to strategy in order to make the most of revenue streams;
 - Monitoring and reporting on financial performance, linked to related objectives, and identifying the key risks and any necessary corrective decisions;
 - Maintaining a long-term financial strategy to underpin the School's financial viability.
- b. **Leadership and Management**
 - Working effectively with the Governing Body to ensure that it is able to discharge its responsibilities for stewardship of the Charity and for corporate and strategic governance which include financial efficiency and probity; compliance; risk management and measuring the impact of all its decisions. The postholder is responsible for preparing a number of relevant reports for the Governing Body and attends the majority of its committee and plenary meetings;

- Providing strategic leadership for the School's support services, creating and maintaining effective arrangements to recruit, induct, develop, deploy and motivate staff to ensure that they have clear expectations of their roles, and that high standards are achieved and maintained;
- Taking the lead in ensuring that School policies and strategies are reflected in all support services for which the postholder is responsible, as well as representing the School in the wider community;
- Providing leadership and management to direct reports;
- Reviewing the structure of the departments and ensuring they have development plans;
- Fostering a service-oriented "can do" approach and a culture of support within teams, ensuring that there are mutually supportive working relationships between all staff irrespective of their roles in the School;
- Determining performance standards and monitoring performance in accordance with the annual review process, conducting annual reviews with direct reports;
- Through the Clerk to the Governing Body, ensuring all company secretarial duties are complied with by the School and its associated companies;
- Fulfilling compliance responsibilities effectively and consistently so that the Independent School Standards and those of other relevant regulatory authorities are met.

c. Financial Management. The effective management of the School's finances, including:

- Financial management of a charity with an annual turnover in excess of £46 million, including advising on the distribution of bursary funds, and pensions management and associated liabilities;
- Ensuring that a robust system of financial planning and control operates across the Charity and its associated businesses, within the framework of the School strategy, plans, policies and standards;
- Achieving agreed operational surpluses;
- Ensuring that all financial reporting and statutory accounts are produced in a timely, accurate and comprehensive manner;
- Supporting the development of non-fee income streams such as lettings, overseas schools and fundraising;
- Developing income generating opportunities, such as the sale of under-utilised assets;

- In conjunction with investment advisors and the Governors, support the management of the School's investments.

d. Operations. Overseeing the following operational activities:

- Delivery of catering, both for the School and events, via an external contractor, including budget management, standards and chairing the Adult Food Committee;
- Support to all school activities and events in terms of set up, utility and function;
- HR support and advice to line managers and staff, including recruiting, training, development and personal issues;
- IT support including networks, wi-fi, hardware and software;
- Maintenance of all school buildings and design/construction of major infrastructure projects included in the master plan;
- Maintenance of all school grounds, including grass and artificial surfaces, woods and paths;
- Responsibility for developing and implementing an appropriate sustainability plan for the School;
- Development and management of commercial activities;
- Development of Health & Safety at the School, including chairing the H&S Committee;
- Data Protection policy and procedures, including being the lead for Data Protection matters and chairing the Data Protection Committee;
- Ensuring compliance with all regulations relating to health and safety, including fire regulations, specific aspects of the Disability Discrimination Acts, Employment legislation, Licensing regulations, Children Acts and other regulatory requirements as they arise. This includes leading on UKVI matters and being the Lead Sponsor for Visas.

e. Edgeborough. Overseeing, via the Edgeborough Bursar:

- Financial and operational aspects of Edgeborough School;
- Strategy planning with the Head of Edgeborough;
- Infrastructure projects.

f. **Other Organisations.** Undertaking the following duties:

- **Carthusian Trust.** Act as the Honorary Secretary ensuring all meeting and documentation is completed;
- **Charterhouse International Ltd.** Director
- **Charterhouse Design and Build Ltd.** Director
- **Charterhouse Retirement Benefits Scheme.** Trustee and key point of contact between CRBS administrators and Trustees;
- **Charterhouse Enterprises Ltd.** Key point of contact and support activities;
- **Local Community.** Maintaining good relationships with Waverley Council officers, local councillors, and neighbours.

Safeguarding

Demonstrating the highest levels of commitment and compliance to safeguarding and promoting the welfare of children and young people.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time. This description does however give an overall view of the position.



Person Specification

Relevant Experience/Knowledge & Technical Competencies

ESSENTIAL

- A sound-track record in successful leadership and management of people, finance and other resources; and of the delivery of organisational change where strong financial and communication skills are important elements;
- High IT literacy;
- Capable of demonstrating sound ability to interpret statistical data, manage budgets and present and explain complex matters concisely and clearly, to the highest professional standards.

DESIRABLE

- Knowledge of Charity Law and Regulations;
- Knowledge of safeguarding issues;
- Knowledge and experience of staff pension schemes;
- Experience of the issues currently facing the charity and independent education sectors, and an empathy with academic endeavour without necessarily having previously worked in the schools' sector.

Qualifications

DESIRABLE

- High calibre University degree (or equivalent);
- Relevant professional and/or management qualification eg MBA, FCA, ACCA, CIMA.

Personal Competencies / Skills

- Strong project planning, process management and delivery skills, with the ability to remain calm under pressure, delegate effectively and work to tight deadlines;
- Ability to work effectively and collaboratively as a member of a leadership team, with the vision and the ability to inspire others;
- Able to demonstrate considerable communication, negotiation and relationship building skills at all levels, possesses gravitas;
- Able to take and live with difficult decisions;
- Resilient;
- Models the values of the School;
- Ability to see through complex strategies from concept to conclusion; with ability to maintain a high work rate and to juggle a range of tasks and competing priorities;
- Affinity with and understanding of independent schools as both educational and charitable institutions.



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Terms of appointment

- A competitive salary will be agreed with the preferred candidate;
- Pension: the post holder will be automatically enrolled into the qualifying works pension scheme. Charterhouse will make a contribution of 10%;
- Where applicable fee remission will be available to the successful candidate;
- The role attracts other benefits, details of which will be shared with candidates later in the process.

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to **Charterhouse** on this appointment. Candidates should apply for this role through our website at www.saxbam.com/appointments using code **FZVC**. Click on the 'apply' button and follow the instructions to upload a CV and covering letter and complete the online equal opportunities monitoring* form. The closing date for applications is noon on **Tuesday 24th January 2023**.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

Initial interviews with Saxton Bampfylde will take place during the first week of February. Shortlist interviews with the Selection Committee will be held on 24 and 27 February 2023, with briefing visits to the School commencing in the beginning of March. Final interviews will take place at the School on 13 March 2023. Charterhouse is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Charterhouse are creating an inclusive culture where all forms of diversity are seen and valued – for their pupils and for staff. A culture that supports the enduring Charterhouse education and values provided to pupils in our global and multi-cultural environment. Join them now to be a part of it.

KCSIE online checks

In line with the latest KCSIE guidance, Saxton Bampfylde will conduct a search of online records that are publicly available on shortlisted candidates. These checks are used only to meet the intended purpose of the KCSIE's recommendation in relation to whether an applicant is suitable to work with children and young people. All data will be held in line with data protection regulations.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be

asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.





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