

Business and Finance Director

We are looking to appoint, as soon as possible, an enthusiastic, confident Business and Finance Director, playing a pivotal role in the school and making a real impact on the outcomes of our pupils.

The purpose of the role is to provide strong financial and operational leadership, and therefore the successful candidate must be a qualified accountant. However, in addition to Finance, the post holder will also be responsible for the strategic development and management of HR, Premises, Health & Safety and IT alongside the Head, Senior Management Team and Governing Body.

The post holder will report to the Head on all day-to-day operational and financial matters, and also work closely with the Chair of the Finance, HR and Site committee of the Governing Body, preparing financial monitoring documents, together with other papers and reports as required.

The Business and Finance Director will also manage the IT function and so an effective understanding of ICT systems and education packages would be useful.

The exceptional candidate will have a positive and flexible approach while managing a diverse and demanding workload, and be highly motivated, enthusiastic, analytical and innovative. Other requirements include:

- a degree
- membership of a recognised professional accountancy body (ICAEW, ACCA, CIMA or CIPFA)
- experience of financial forecasting, management accounting and preparation of financial statements
- successful leadership and management experience
- a high degree of written and oral literacy
- capability of assimilating, analysing and interpreting complex data
- a high level of IT skills
- diplomacy and tact for dealing with a wide range of stakeholders and external agencies, including the ESFA (Education and Skills Funding Agency) and the DfE (Department for Education)
- excellent organisation, administration, record keeping and presentation skills and an eye for detail.
- outstanding interpersonal skills with the ability to communicate clearly and effectively at all levels.
- an effective team member who will motivate and inspire others and help shape the Business and Finance Director role
- good attention to detail

The following skills/experience are desirable:

- experience and/or knowledge of HR, payroll, pensions, etc
- experience of working in a school setting
- knowledge of compliance with external requirements including employment law
- a working knowledge of Health and Safety

The salary is £47,000 to £55,000 dependent upon experience.

The school

Queen Elizabeth's Grammar School was founded in 1509. A former Direct Grant Grammar School, it now caters for 1030 students and has plans to expand to 1300 students. The QEGS family currently consists of the Infant School (ages 4-7), the Junior School (7-11), Main School, (11-16) and Sixth Form (16-18). From September 2017 the Infant School and the Junior School will join to become one primary school. The school embarked on full co-education in September 2001 and 40% of our pupils are girls.

Since the demise of the Assisted Places Scheme we gradually became a smaller school and although what we do is good (see last inspection report from ISI) we decided that an alternative model would be better for securing our future and enabling us to remain true to our roots as a school for pupils of diverse backgrounds without charging fees. Thus we became a Free School in September 2014. This means the school will expand to its former size of 1300 over the next three years, creating many opportunities for increasing the breadth of our curriculum and extra-curricular activities. Our ethos will remain the same: a commitment to high aspirations for all and educating pupils so they become well-rounded, confident individuals who will go on to make a positive contribution to society.

The school enjoys a reputation for academic excellence. It continues to draw pupils from a wide area of north and east Lancashire. A number of students proceed to the universities of Oxford and Cambridge, and almost all the Year 13 students go on to university.

Equally, the school remains committed to a wide range of extra-curricular activities. Facilities are excellent, including a large sports hall, swimming pool and Sixth Form Centre. Investment in whole school ICT has been particularly generous in recent years, including the replacement of all classroom PCs, upgrading of the wired network and servers, installation of a wireless network and the introduction of wireless devices in the Infant and Junior Schools. In 2008 the Holden Science laboratories were completely refurbished and all three sciences were brought under one roof. At the same time the Maths Department moved into its own dedicated and upgraded area, with its own ICT laboratory. In the Junior School, a new science laboratory was opened in 2005 whilst an ICT suite, shared with the Infant School, opened in 2006. In 2011 we completed, in partnership with the Football Foundation, a major extension to our Sports Hall at the Harrison Playing Fields. A new nursery, not part of the Free School, was opened in September 2012 and extended in 2013 to take babies from 3 months old. Innovative and up-to-date in our approach, we nonetheless remain conscious of our long and fine tradition.

The successful candidate will be in sympathy with the aims and ethos of independent education (without fees) and will wish to participate in the extra-curricular life of the school.

Academic results have been good and are getting better. Typically, a third of A levels are graded A*/A and the pass rate is close to or at one hundred percent. At GCSE, Progress 8 is above 0 and both Attainment 8 and the percentage gaining English and Maths are very strong. At Key Stage 1 and 2 we consistently achieve well, particularly in the externally examined aspects. The most recent examination results are available through our website. The school is hugely oversubscribed (over 700 applicants for 85 places in year 7 this year).

Applications

An application form and further details may be obtained from the website www.qegsblackburn.com

Completed applications in the form of a letter, a cv and a completed application form should be sent to the Head, Mrs Claire Gammon, at Queen Elizabeth's Grammar School, West Park Road, Blackburn, Lancashire BB2 6DF or by e-mail to head@qegsblackburn.com

Closing date: noon on Monday 7th August 2017. Shortlisted candidates will be contacted within 48 hours of the closing time and date.

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. The successful applicant will be subject to an enhanced DBS and Prohibition List check.