Stoke Hill Federation

Finance Operations Manager

**Closing date:** Wednesday 17th April Midday

**Interview Date:** Week commencing 22nd April

**Contract/Hours:** Permanent, full-time, 40 weeks per year.

(0.8 Part-time option will be considered)

**Salary Type:** Support Staff

**Salary Details:** Grade F

**Start Date:** September 2024 or earlier if possible

**Hours of Work:** 37.5 hours per week / 40 weeks per year

**Location of Role:** Stoke Hill Infant Federation across Junior and Infant School sites.

Job/Person Summary

Stoke Hill Federation is a thriving, popular and busy Federation that operates across two schools, our Infant School and our Junior School.

Stoke Hill Vision:

***“We work together to make Stoke Hill a great place to learn, work and play”***

We currently have a vacancy for a Federation Finance Operations Manager to join our vibrant and inclusive Federation. This role is a crucial leadership role at the heart of our Federation. You will lead our brilliant admin team, work alongside our Executive Headteacher to manage the Federation budget and support the leadership team with financial insight and operational strategy.

You do not need experience of working in schools, however this would be an advantage, but you must have relevant financial and team management / leadership experience. You must be proactive, positive and be a person who can thrive in a busy and inclusive workplace.

**Person Specification**

Please apply if you are…

* A good communicator who can relate well to all school stakeholders including School Governors
* Well organised with high standards and excellent attention to detail
* Enthusiastic, positive, friendly, reliable, discreet, honest and hard-working
* Able to create and improve systems and processes across our organisation
* Able to manage and prioritise a varied workload and deliver to tight deadlines
* Committed to ensuring equality standards
* Committed to improving yourself through reflection and training

**Main Duties**

* Support the Executive Headteacher in their non-teaching responsibilities related to Federation leadership, administration and management.
* Prepare an annual budget for approval by the Executive Headteacher, Governing Body and Local Authority
* Identifying any causes (or potential causes) of significant variances to the budget and to recommend prompt corrective action, to ensure financial goals, targets and budgets are met.
* Provide a broad authoritative knowledge and extensive practical experience of similar finance and/or office administration background, using this experience to influence decisions and communicate effectively to the school leadership team and governing body.
* Take overall responsibility for providing recommendations/guidance on a range of HR issues, such as managing absence, working conditions, and long service entitlement
* Work alongside the Federation Premises Operations Manager to oversee the external contractual arrangements for cleaning

Interested candidates are most welcome to visit the Federation or arrange an informal phone call with our Executive Headteacher by contacting Melissa Barton, Federation HR Administrator:

Melissa.Barton@stokehill.devon.sch.uk  Tel: 01392 667830.

**For more information, please refer to the full Job Description**.

We are committed to safeguarding and promoting the welfare of children and vulnerable adults and expect all staff and volunteers to share this commitment. Please refer to our Federation Safeguarding and Child Protection policy on our website. This role requires a DBS disclosure. Shortlisted candidates will be asked to complete a disclosure form prior to interview.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Applicants should submit an application form to Melissa.Barton@stokehill.devon.sch.uk

Closing Date:  Wednesday 17th April at midday

Interviews to take place: W/C 22nd April

Start date: September 24 or earlier if possible