



WEST BUCKLAND
SCHOOL

Join Our Team

WE'RE HIRING

Chief Financial Officer

"An outdoorsy, inclusive and happy school that provides a genuinely holistic education in a wonderful setting."

GOOD SCHOOLS GUIDE



Founded in 1858, our intention is to offer an excellent education based on Christian values.

Standing in almost 100 glorious acres of North Devon biosphere, close to the surfing beaches and surrounded by countryside.

The area is listed World Class by nature and we count ourselves as a school offering a world class education.

WE THINK YOU'LL LIKE IT HERE.

West Buckland School, Barnstaple, Devon EX32 0SX +44 (0) 1598 76000

Email: recruitment@westbuckland.com www.westbuckland.com Reg. Charity No: 1167545



Our School

The school's buildings and facilities have developed steadily throughout its history and, in recent years, over £14m has been invested in outstanding facilities. These include an excellent sports complex, including the Jonathan Edwards Sports Centre, and the award-winning 150 Building, which includes the Art and Design & Technology Departments and a Theatre. Parker's, a seventy bed, Sixth Form boarding house and The Michael Morpurgo Library, a state of the art building comprising of study facilities, library and resource centre, opened in autumn 2015. More recently, the school has built 'The Hub' for esports, a centre for personalised learning and development, Café 58, a sixth form dining and social space, as well as the Potbury studio theatre.

The school is fully co-educational and has grown considerably in recent years. There are just under 650 pupils aged, 3 to 18 years, with 150 in the Sixth Form and 120 weekly and full boarders. The school has its own co-located Preparatory School and Nursery, for pupils aged 3 to 11.

Academic standards at the school are high and, for many years, West Buckland has been one of the most consistently high-performing schools in the South West at GCSE and A-level. A-level results are typically around 75% A* to B and at GCSE around 50% of grades are A* and A. Perhaps, more importantly, we prize most what our students become, not what they get. There is excellent university and careers guidance and considerable emphasis on extracurricular activities at the school, with a proud record in Sport, Drama, Music, the Combined Cadet Force, Outdoor Education and the Duke of Edinburgh Award Scheme.



HELP MAKE A DIFFERENCE.



WEST BUCKLAND
SCHOOL



WELCOME FROM THE HEAD

Thank you for your interest in WBS; it is a most extraordinary school in a stunning setting. This document and our website set out our vision and provide helpful information about the School and its purpose; but, they might not completely convey the 'heart' of our school; perhaps you might permit me to try.

This is a school and community 'that keeps children younger for longer' my wife glowed a few months after we arrived and it is true – the pupils are outdoorsy and determined and, in fact, so are the staff. It is a school enjoying considerable success and popularity – our improved results and increased pupil roll testify to the fact that we are doing something right and that 'something' is to build a foundation based on support, variety, exploration and open-mindedness.

It is a school brimming with possibility that deserves and demands exciting leadership. I look forward to introducing you to West Buckland School.

INTRODUCTION

The Good Schools Guide summed up their view of West Buckland School as 'a gem of a school in an exceptional location. West Buckland is an impressive all-rounder school with excellent facilities, great teaching and a real sense of community. Children work hard, get lots of fresh air and don't grow up too fast. Best of all, they seem to have a whale of a time while they're at it'.

The Governors' Strategic Vision is to be the School of choice in the South West peninsula for day and boarding, 3– 18 co-education of local, regional and international students. West Buckland is a forward-thinking school, it has clear ambitions for academic development and a separate ten-year Estate plan.

STRATEGIC AIMS

The Governors and Senior Leadership are committed to developing and maintaining a sustainable business and educational model and have agreed the following overarching aims:

- To facilitate excellent teaching and learning in a safe and secure environment
- To facilitate the best academic results that each student is capable of achieving
- To develop quality academic staff within a culture of continual improvement
- To maintain excellent financial management to support the School's future educational and estates development
- To ensure that the Governing Body and Senior Leadership Team deliver first rate governance and leadership, displaying a clear direction
- To increase the balanced UK and international student roll throughout the school
- To develop an excellent boarding offer and extra-curricular activities for all ages, maintaining our reputation for excellent pastoral care



- To maintain and develop supportive relationships in the local community to provide exemplary Public Benefit
- The Governors are currently considering establishing an International School. This project is at an early stage and the Chief Financial Officer will play a central role in the delivery of this project.

THE SCHOOL

SENIOR

The Senior School and Sixth Form place WBS as the top performing school in North Devon with consistently high academic results and value-added scores. This is achieved through an outstanding and carefully crafted curriculum which prizes breadth and curiosity. The opportunity for pupils to thrive in a caring environment with supportive staff and amazing facilities ignites the spark that leads to the development of strong, independent young people.

In addition to a range of academic programmes there is a vast extra-curricular package and bespoke mentoring and leadership programmes. These are not paper exercises but activities that make a difference to pupil outcomes, they are celebrated within the community and attract people locally, nationally and from around the world; boarding is highly desirable and creates a rich and diverse community. Above all we endeavour to ensure pupils leave with the values and moral compass needed to make a difference to others and the world they inhabit.

PREP

The Prep School is a key focus of the School's current marketing. The School is encouraging families to not wait, to join now, and it is working. The School is attracting younger pupils and becoming recognised nationally and that is significant.

The curriculum is broad and engaging. The core subjects of English, maths and science remain central and supplemented by an exciting humanities curriculum and the introduction of philosophy, religion and ethics. The after-school programme of activities, is one of the best in the country and this year children have had the opportunity to try debating, chess, horse riding, street dance, engineering, climbing, swimming, coding, nature detectives, art, ballet, Spanish and surfing.

Parents say it is the feel of the place. They can't quite describe it, but they know it's there, they like it and it is very tangible. It is where they want their children to grow up – and you can't ask for more than that.



VISION ETHOS AND AIMS

At West Buckland, we are developing a vision that steers pupils and parents through a changing and challenging educational landscape to give them the best possible chance in a future of global fluidity. Charting a way through choppy waters requires the confidence to find solutions by thinking critically as well as creatively. We instil our students with the courage to act with a generous heart when making decisions, committed to doing what is right while caring for others and their community.

Built on philanthropy, West Buckland has continued to be supported over the years by gifts from alumni, parents and the wider community and 2003 saw the birth of the West Buckland School Foundation, a separate charity with its own Board of Trustees. The Foundation is proud to have introduced 100% bursary places and, at present, seventeen students whose families might not have considered a West Buckland education can now benefit from this opportunity.

As well as providing these life changing bursaries, the Foundation supports the School by raising funds for capital projects.

Whilst valuing its traditions, West Buckland School's innovative and forward-thinking approach creates an inspirational culture which encourages and nurtures achievement.

ESTATES

The recent addition of Parker's Sixth Form building and the Michael Morpurgo Library are part of the School's ongoing estates strategy to provide the best educational experience in preparing pupils for independent living, promotion of international diversity and integration. The School aims to embrace its enviable location, which provides the perfect setting, to create one of the best outdoor learning opportunities in the South West.

In 2017, the School developed the West Buckland School Estate Development Vision (EDV) to explore the potential estate development opportunities that could be delivered over the next 10 years. The EDV assists decision making and the setting of priorities in respect of the School's future major infrastructure requirements.

In summary, the key areas of development identified in the EDV are:

- Better traffic flows and access
- Co-located science facilities with emphasis on sciences, technology, engineering and maths (STEM)
- Improvement to Prep School facilities



- Relocation of some academic departments to achieve cohesion, flow and access to other nearby facilities
- More indoor multi-purpose social space.

In addition, the leadership team are mindful of the need to remove tired and underused buildings, develop a new sports pavilion and increase the dining space.

The first step to deliver on the EDV is to configure the School's medium to long-term financial planning alongside major fundraising campaigns.

FINANCIAL

The Governors have actively managed the School's finances over the recent challenging years and the draft accounts for year ending August 2019 show a surplus and the pupil numbers for the 2019/20 academic year are up year on year, in line with strategic objectives.

The School has a bank loan of £4.5 million repayable over 25 years. The interest rate has been fixed at 2.18% for the whole period of the loan. In addition, the School has reserves of circa £2 million. Continued strong financial performance underpins the ambitions within the Vision 2022 and the Governors and Leadership Team are focussed on delivering on the strategic plan.

GOVERNANCE

The Governors meet as a full board 4 times a year. Detailed work is conducted on their behalf by various sub committees which, in turn, make reports and recommendations for the Governing Body to approve. The main committees are Finance, Educational and Pastoral, Governance, Policy and Compliance, Nominations, Marketing and Prep School.



THE POSITION

THE JOB DESCRIPTION

The Chief Financial Officer is responsible to the Governors and Head for the financial and support aspect of the School. He/she supports the Governing Body of the School and acts as Clerk to the Governors for the purpose of governance and compliance with all regulatory and statutory requirements. Working with the Heads as a member of the School Leadership Team, he/she is responsible for ensuring that the highest quality is maintained in all support matters, contributing to the smooth and efficient running of the school. The DoFo is responsible for:

- Overall control and accounting for the School's financial resources
- Managing the support functions of the School
- Overseeing the management of the maintenance of the School estate, catering and domestic services, HR function and ICT systems to support the work of the School
- Ensuring that the School meets its legal and statutory obligations including corporate

The Chief Financial Officer has general responsibility for all financial matters including:

- The accounting system and financial processes, including the systems of internal control and authorisation
- Preparation of all Financial Statements (periodic and annual) and financial planning information
- Setting and agreeing budgets with budget holders and controlling expenditure
- Preparing plans for capital expenditure and having overall financial control of capital projects
- Monitoring the financial and business performance of the School against agreed financial projections, targets and KPIs
- Overseeing the collection of school fees and associated charges and other incomes
- Lead on all aspects of risk management and control, including maintaining adequate and effective insurance and risk assurance for the School

Line Management:

The Chief Financial Officer reports to the Head and is accountable to all governors, but with particular responsibility to support the Chair of Finance.



The CFO line-manages:

- Director of Digital Innovation and Systems
- **Estates Manager**
- Director of OWBA and Foundation
Catering Manager
- Finance Manager
- HR Manager

Financial Management and Planning

- Governance, Data Protection and Health and Safety
- Acting as Clerk to the Governors and Secretary to all Governor committees
- Managing the commercial activities of the School

Property and Grounds

Day to day aspects of the management of the maintenance and upkeep of the estate are delegated to the Estates Manager. The CFO is responsible overall for the maintenance and development of the physical resources, buildings and grounds of the School, overseeing and monitoring:

- The work of the Estates Manager and his/her managers in providing the maintenance of the safety and security of the School campus
- The maintenance of all buildings and equipment
- Upkeep of all playing fields, playing surfaces and the grounds
- Lead on the planning and construction of new buildings, drawing up outline specifications, obtaining tenders, planning permission, liaising with contractors and acting as the Project Manager for the Governors
- General fire safety and the installation and maintenance of suitable equipment for protection and escape from fire
- The safe and effective operation and maintenance of the School's vehicular f

Catering and Domestic

- Working closely with the Estates Manager and the managers of the catering and domestic operations, the CFO is responsible for overseeing and monitoring:
- The delivery of high-quality catering for pupils, staff and guests on a day-to-day basis as well as special events
- The provision of a good standard of housekeeping services in all parts of the School



Health and Safety

The CFO is responsible for ensuring the compliance with all requirements of Health and Safety regulations through formulation of suitable procedures, and the monitoring and implementation of the School's policy through the work of the Estates Manager.

Legal and Human Resources

The CFO is responsible for all employment law matters of the School, overseeing the work of the HR Manager in the many aspects of personnel management, including recruitment, contracts, disciplinary, pay, pensions and regulatory requirement of safeguarding.

ICT

The CFO oversees the work of the Director of Digital Innovation and Systems for the provision of the School's ICT infrastructure and resources, ensuring they are fit for purpose and operate correctly.

Commercial Activities

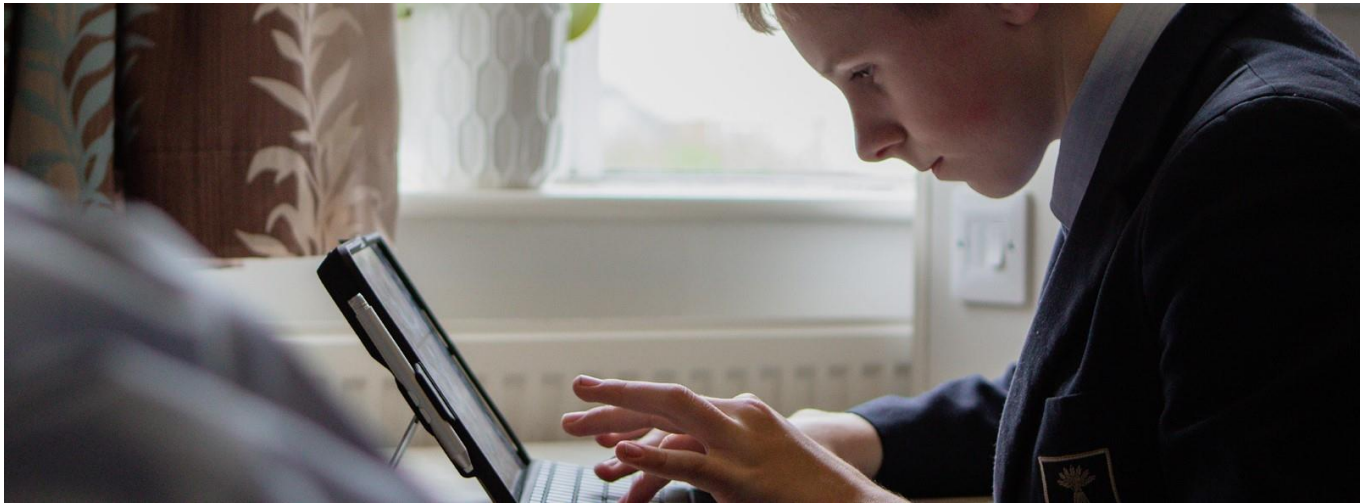
The CFO is responsible for the management of the commercial activities of the School including:

- Overseeing the letting of the School's facilities
- Supervising the activities of the School's trading companies – WBS Enterprises and WB International.

Clerk to the Governors

As the Clerk to the Governors, the CFO will be Company Secretary and is responsible for:

- Ensuring that the Governors are aware of and carry out their duties with regard to the School's compliance with legislation and guidance
- Planning for all meetings of Governors and sub-committees
- Supporting the work of the Governors as required by the Chairman.



THE PERSON SPECIFICATION

The successful candidate should have some or all of the following qualifications, experience and characteristics:

- Academic/professional qualification to degree level
- Significant financial management experience and expertise
- Well-developed and proven interpersonal skills
- Experience of leading and developing staff
- Tact, diplomacy and impartial judgement
- Integrity, discretion, reliability and commitment
- Ability to work under pressure, meet deadlines, and respond to unplanned situations
- Good ICT literacy and presentational skills
- Attention to detail and commitment to quality
- Sensitivity to the aims of independent education and the ethos of the School
- Personal attributes that help to enhance the reputation of the School
- A commitment to promoting and safeguarding the welfare of children

The following would be an advantage:

- A relevant further degree in business administration and/or finance
- Experience of the management and development of buildings and facilities

TERMS AND CONDITIONS OF EMPLOYMENT

SALARY AND BENEFITS

Commensurate with skills and experience, a competitive salary will be offered based on the School's own salary scale and contributions will be made to a personal pension scheme. The CFO will be entitled to receive 50% fee remission in respect of his/her children that attend the School.

WORKING HOURS

This is a full-time post with working hours of 37.5 per week. The role is a senior management position and, as such, the CFO is expected to work the hours required to fulfil the exigencies and duties of the post, over and above the normal working week.

A formal contract detailing the terms and conditions will be drawn up on appointment. The appointment is full-time, all year round and the CFO will be expected to work such hours as are required to fully perform his or her duties, which for the avoidance of doubt, may include evenings and weekends.

HOW TO APPLY

Interested candidates are invited to contact The Head to arrange a confidential discussion. The deadline for receipt of applications is 5th April 2024 with interviews w/c 8th April 2024. Interested applicants should submit an application form and letter of interest explaining their reasons for applying to: The Chair of Governors, West Buckland School via email at: recruitment@westbuckland.com

The appointment is subject to satisfactory pre-employment checks in accordance with DfE guidance, to satisfactory references, enhanced level clearance from the DBS, proof of identity and qualifications, right to work in the UK and confirmation of fitness to undertake the role via a medical declaration.

Safeguarding Policy Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Head.

West Buckland School 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 reference checks with past employers and the Independent Safeguarding Agency.

This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency. As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed.

In line with KCSIE guidance the school will conduct an internet search of short-listed candidates on Google and Social Media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

Equal Opportunities

West Buckland School is committed to equality of opportunity for all staff and applications are encouraged from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. In line with KCSIE guidance the school will conduct an internet search of shortlisted candidates on Google and Social Media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

Data Protection

The school is registered under the Data Protection Act 1998. The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. We keep applications from unsuccessful candidates for a period of six months from the closing date after which they will be destroyed. If you do not wish your application to be retained during this period please indicate this in a covering letter with your application.