



STAFFORD GRAMMAR SCHOOL

INDEPENDENT DAY SCHOOL

Director of Finance & Operations

CANDIDATE BRIEF

JULY 2026



*An exceptional opportunity to shape
the future of an ambitious independent school.*

staffordgrammar.co.uk



STAFFORD GRAMMAR SCHOOL

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This pack has been designed to help you understand the opportunity, the school and the qualities we are seeking in our next Director of Finance & Operations.

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Welcome from the Chair of Governors

Dear Applicant,

Thank you for your interest in the position of Director of Finance & Operations at Stafford Grammar School.

As Chair of Governors, I am delighted that you are considering joining our School at what is an exciting and important stage in its development.

Stafford Grammar School has a proud history of providing an outstanding education within a caring, supportive and ambitious community. We are immensely proud of our pupils, our dedicated staff and the strong values that have shaped the School over many years. At the same time, we recognise that independent education continues to evolve, bringing both challenges and opportunities. Our ambition is to build upon these strengths, ensuring that Stafford Grammar School continues to flourish for generations to come.

The Board of Governors is committed to providing clear strategic leadership and ensuring the long-term success of the School. We believe that outstanding education is supported by sound financial stewardship, effective operational management and a willingness to embrace innovation where it enhances the experience of our pupils and staff.

The appointment of a Director of Finance & Operations is therefore one of the most important leadership appointments we will make. This is far more than a traditional finance role. We are seeking an experienced leader who will work in close partnership with the Board of Governors, the Head and the Senior Leadership Team to help shape the future direction of the School.

The successful candidate will provide strategic leadership across finance, operations, estates, information technology, human resources and governance. They will also play an important role in identifying opportunities for improvement, supporting informed decision-making and helping to ensure the long-term financial sustainability of the School.

Whilst professional expertise is essential, we are equally looking for someone who shares our values and understands that every financial decision, operational improvement and strategic initiative should ultimately support the education, wellbeing and future success of our pupils.

We are seeking an individual who combines integrity with sound judgement, strategic thinking with practical delivery and professional expertise with a collaborative approach to leadership. In return, you will have the opportunity to make a lasting contribution to a successful and ambitious independent school at an exciting point in its development.

I hope this Candidate Information Pack provides you with a clear understanding of both the role and our aspirations for Stafford Grammar School. If, having read it, you believe you have the experience, vision and leadership qualities we are seeking, I would be delighted to receive your application.

Thank you for your interest in Stafford Grammar School, and I wish you every success with your application.

Yours sincerely,
Surjit Mahal
Chair of Governors



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Outstanding education is supported by sound financial stewardship, effective operational management and a willingness to embrace innovation where it enhances the experience of our pupils and staff.

”



STAFFORD GRAMMAR SCHOOL

THE OPPORTUNITY

A rare opportunity to help shape the future
of one of Staffordshire's leading
independent schools.





THE OPPORTUNITY

The appointment of a Director of Finance & Operations represents one of the most significant leadership appointments Stafford Grammar School will make over the coming years.

As an ambitious and forward-looking independent school, we recognise that the responsibilities of a modern Director of Finance & Operations extend far beyond the traditional finance function. The successful candidate will play a central role in shaping the School's future by providing strategic leadership across finance, operations, estates, information technology, human resources, governance and commercial development.

Working in close partnership with the Board of Governors, the Head and the Senior Leadership Team, the Director of Finance & Operations will help ensure that the School remains financially sustainable, operationally effective and well positioned to respond confidently to the opportunities and challenges facing independent education.

This is a rare opportunity to make a genuine and lasting contribution to the future of Stafford Grammar School, helping to shape the strategic direction of the School for many years to come.

The successful candidate will become a trusted adviser to the Board of Governors, providing professional expertise, strategic insight and sound commercial judgement to support informed decision-making and the continued development of the School. Whilst financial leadership remains at the heart of the role, we are seeking someone who can think beyond budgets and financial reporting. We are looking for an individual who enjoys solving complex problems, leading organisational improvement and working collaboratively with colleagues to turn strategic ambitions into practical outcomes.

The Director of Finance & Operations will help shape long-term financial strategy, support investment decisions, strengthen operational performance and identify opportunities that enhance the School's long-term financial sustainability. The role also provides the opportunity to contribute to the responsible development of new income streams, ensuring that commercial opportunities complement the School's educational mission and values.

This appointment offers the successful candidate the opportunity to influence the strategic direction of the School while working within a close-knit community where relationships, integrity and collaboration are highly valued.

Above all, this role exists to support the School's educational purpose. Every financial decision, operational improvement and strategic recommendation should ultimately contribute to providing the very best educational experience for every pupil.

For the right individual, this represents a rare opportunity to combine strategic leadership with practical delivery, helping to shape the future of a successful independent school that is ambitious, financially responsible and committed to continuous improvement.

EXECUTIVE OPPORTUNITY



Strategic Leadership



Financial Stewardship



Commercial Development



Estates & Operations



Information Technology



Human Resources



Governance

WHY THIS ROLE MATTERS



Strategic influence and impact



Partnership with the Board and senior leadership



Financial leadership and stewardship



Long-term contribution to a thriving educational community

“

Our ambition is to ensure the School remains financially sustainable, operationally effective and well positioned for the future.

”



WHY JOIN STAFFORD GRAMMAR SCHOOL?

Choosing a new role is about more than the responsibilities of the post. It is also about finding an organisation whose values, ambitions and culture reflect your own.

Stafford Grammar School offers the opportunity to become part of a successful and supportive school community where high standards, strong relationships and a commitment to educational excellence underpin everything we do.

As a member of the Senior Leadership Team, the Director of Finance & Operations will have the opportunity to make a significant contribution to the future direction of the School, working closely with the Board of Governors, the Head and colleagues across the School to support its continued development.

This is a role that combines strategic responsibility with the opportunity to see the direct impact of your work. Decisions made by the Director of Finance & Operations will influence not only the financial and operational performance of the School, but also the environment in which pupils learn and staff work.

The Board of Governors is committed to responsible stewardship of the School and recognises the importance of investing in its future. The successful candidate will join a leadership team that values professional expertise, open communication and collaborative working.

“

Join a successful and supportive school community where high standards, strong relationships and a commitment to educational excellence underpin all we do.

”

WHY JOIN STAFFORD GRAMMAR SCHOOL?



STRATEGIC LEADERSHIP

A key member of the Senior Leadership Team with the opportunity to shape the future direction of the School.



BROAD EXECUTIVE PORTFOLIO

Lead a varied portfolio across finance, operations, estates, information technology, human resources and governance.



INFLUENCE THE FUTURE

Play a central role in the long-term strategic development of the School.



SUPPORTIVE GOVERNANCE

Work closely with an engaged and supportive Board of Governors.



FINANCIAL SUSTAINABILITY

Strengthen the School's long-term financial sustainability through careful planning and responsible commercial development.



REAL IMPACT

Your decisions will directly influence the environment in which pupils learn and staff work.



COLLABORATIVE CULTURE

Join a close-knit community where relationships, professionalism and mutual respect are highly valued.



LASTING LEGACY

Make a meaningful and lasting contribution to the future success of Stafford Grammar School.



STAFFORD GRAMMAR SCHOOL

STRATEGIC PRIORITIES

2026–2029

The Director of Finance & Operations will play a key role in supporting the delivery of the School's strategic priorities over the coming years.

Working in partnership with the Board of Governors, the Head and the Senior Leadership Team, the successful candidate will help ensure that the School's financial and operational resources are aligned with its educational objectives and long-term ambitions.

The following priorities reflect the areas in which the Director of Finance & Operations will be expected to make a significant contribution.

1



LONG-TERM FINANCIAL SUSTAINABILITY

To maintain a strong and sustainable financial position that enables the School to continue investing in pupils, staff and facilities.

This will include developing long-term financial plans, supporting informed investment decisions, maintaining appropriate financial controls and ensuring that resources are used effectively to support the School's strategic objectives.

2



EDUCATIONAL INVESTMENT

To ensure that financial and operational planning supports the continued delivery of an outstanding educational experience.

The Director of Finance & Operations will work closely with colleagues to ensure that investment decisions reflect educational priorities and provide the resources necessary to support teaching, learning and pupil development.

3



COMMERCIAL DEVELOPMENT & INCOME DIVERSIFICATION

To support the School's long-term financial resilience by identifying opportunities to generate additional income that are consistent with the School's values and educational purpose.

This may include developing commercial use of the School's facilities, strengthening community partnerships and evaluating other appropriate income-generating opportunities.

4



ESTATES & FACILITIES

To maintain and develop a safe, attractive and well-managed campus that supports both current and future generations of pupils.

The Director of Finance & Operations will contribute to the long-term development of the School estate through planned investment, effective maintenance and responsible stewardship of the School's assets.

5



ORGANISATIONAL IMPROVEMENT

To promote a culture of continuous improvement across the School's professional support services.

This includes reviewing systems and processes, encouraging innovation where appropriate and ensuring that operational services continue to evolve in support of the School's educational mission.

6



GOVERNANCE & DECISION-MAKING

To provide the Board of Governors and Senior Leadership Team with clear, timely and meaningful information that supports effective decision-making.

The Director of Finance & Operations will continue to develop high-quality management information, including financial analysis, executive dashboards and key performance indicators, enabling Governors to monitor progress against the School's strategic objectives.



WORKING TOGETHER

The successful delivery of these priorities will depend upon close collaboration between the Board of Governors, the Head, the Senior Leadership Team and all members of the School community.

The Director of Finance & Operations will play an important role in bringing together financial planning, operational management and strategic thinking, ensuring that decisions taken today continue to support the long-term success of Stafford Grammar School.



STAFFORD GRAMMAR SCHOOL

WHAT SUCCESS LOOKS LIKE

The Director of Finance & Operations will play a pivotal role in securing the long-term success of Stafford Grammar School. Success will not simply be measured by sound financial management, but by the creation of a financially resilient, operationally excellent and commercially confident organisation that enables outstanding educational outcomes.

Within the first three years, the successful candidate will have:

 FINANCIAL SUSTAINABILITY	- Delivered a robust long-term financial strategy aligned with the School's vision. - Improved financial forecasting, budgeting and reporting to support strategic decision-making. - Strengthened financial controls, governance and risk management. - Identified efficiencies while protecting educational quality and the pupil experience.
 COMMERCIAL GROWTH	- Developed and implemented new income generation opportunities that make meaningful contributions to the School's finances. - Increased commercial use of the School's facilities outside term time. - Established a pipeline of new commercial initiatives supported by clear business cases and measurable returns. - Embedded a culture of commercial thinking across the School.
 OPERATIONAL EXCELLENCE	- Modernised operational systems and processes to improve efficiency. - Ensured compliance across finance, estates, health and safety, HR support, regulatory requirements and risk management. - Delivered well-managed estates projects that enhance the School environment. - Introduced effective performance measures across operational functions.
 STRATEGIC LEADERSHIP	- Become a trusted adviser to the Head and Governors, providing clear financial insight and strategic challenge. - Contributed actively to whole-school strategic planning and organisational development. - Built productive relationships with staff, parents, suppliers and external partners. - Created an operations team that is proactive, collaborative and focused on continuous improvement.

 ORGANISATIONAL IMPACT	Success will ultimately be reflected in a School that is:  Financially resilient and well positioned for future investment.  Operationally efficient, with high-quality support services.  Commercially ambitious, generating sustainable additional income.  Well governed, with strong financial transparency and accountability.  Able to invest confidently in pupils, staff and the continued development of Stafford Grammar School.				
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STAFFORD GRAMMAR SCHOOL

ABOUT STAFFORD GRAMMAR SCHOOL

Stafford Grammar School is a thriving independent day school providing education for boys and girls from Early Years to Sixth Form.

For many years, the School has built a strong reputation for academic achievement, high standards of pastoral care and a commitment to developing confident, well-rounded young people who are well prepared for the opportunities and challenges of the future.



OUR COMMUNITY

One of Stafford Grammar School's greatest strengths is its sense of community. Positive relationships between pupils, parents, staff and Governors underpin the culture of the School. Pupils are known as individuals, encouraged to achieve their potential and supported throughout their educational journey.



OUR CAMPUS

Set within approximately 38 acres of attractive grounds, Stafford Grammar School provides an environment that supports both learning and personal development. The Director of Finance & Operations will play an important role in ensuring that the School's buildings, facilities and wider estate continue to support the educational experience of current and future generations.



OUR EDUCATION

The School offers a broad and balanced curriculum supported by a wide range of opportunities beyond the classroom. Pupils are encouraged to participate fully in sport, music, drama, outdoor education and a variety of co-curricular activities that enrich their educational experience and help develop confidence, teamwork and leadership.



LOOKING TO THE FUTURE

The Board of Governors and Senior Leadership Team share a clear ambition for the future of Stafford Grammar School. The appointment of a Director of Finance & Operations forms an important part of that long-term commitment. The successful candidate will help ensure that the School continues to develop responsibly, balancing careful stewardship of its resources with investment that supports outstanding educational outcomes.

STAFFORD GRAMMAR SCHOOL AT A GLANCE



Independent day school for boys and girls from Early Years to Sixth Form.



Approximately 38-acre campus.



Strong academic tradition supported by excellent pastoral care.



Broad programme of sport, music, drama and co-curricular activities.



Supportive and engaged School community.



Ambitious plans for the future built upon responsible financial stewardship and educational excellence.



STAFFORD GRAMMAR SCHOOL

THE ROLE



*Leading the School's financial,
operational and strategic success.*



EXECUTIVE SUMMARY

The Director of Finance & Operations is a member of the School's Senior Leadership Team and plays a central role in supporting the strategic leadership and day-to-day management of Stafford Grammar School.

Working closely with the Head and the Board of Governors, the Director of Finance & Operations is responsible for ensuring that the School's financial and operational resources are managed effectively, enabling the School to continue delivering an outstanding education whilst planning confidently for the future.

The role combines strategic leadership with operational responsibility, encompassing finance, estates, health and safety, information technology, human resources, governance and commercial development.

The Director of Finance & Operations will provide professional advice and support to the Board of Governors and Senior Leadership Team, contributing to long-term planning, organisational development and informed decision-making across the School.

An important aspect of the role is ensuring that Governors receive clear, timely and meaningful management information that supports effective governance. This includes the continued development of executive dashboards, key performance indicators and financial reporting that enables the Board to monitor performance and make well-informed strategic decisions.

The successful candidate will be expected to develop strong working relationships throughout the School, providing collaborative leadership whilst promoting high standards of professionalism, integrity and continuous improvement across the School's support services.

Above all, the Director of Finance & Operations will help ensure that the School remains financially sustainable, operationally effective and well positioned to support outstanding educational outcomes for current and future generations of pupils.

EXECUTIVE PORTFOLIO



EXECUTIVE SNAPSHOT

- Senior Leadership Team member
- Reports to the Head and Board of Governors
- Strategic financial leadership and management
- Estates, facilities and operational management
- Information technology and digital leadership
- Human resources and governance support
- Commercial development and income generation
- Contributes to long-term strategy and organisational development



Governance & Leadership

Effective governance is fundamental to the long-term success of Stafford Grammar School.

The Director of Finance & Operations will work closely with the Board of Governors, the Head and the Senior Leadership Team to support the strategic leadership of the School through the provision of sound professional advice, effective operational leadership and high-quality management information.

The successful candidate will be expected to contribute constructively to strategic discussions, offering balanced advice and professional judgement whilst recognising the distinct responsibilities of governors and executive management.

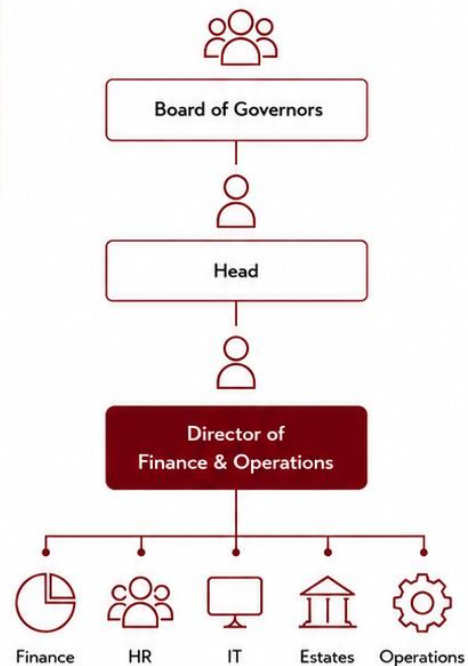
The Director of Finance & Operations will play an important role in ensuring that Governors have access to clear, timely and meaningful information to support effective decision-making. This includes developing management information that enables Governors to monitor financial performance, organisational priorities and strategic progress with confidence.

Working in partnership with colleagues across the School, the Director of Finance & Operations will help ensure that financial planning, operational management and organisational development remain aligned with the School's educational priorities and long-term objectives.

The Director of Finance & Operations will be expected to promote a culture of accountability, collaboration and continuous improvement, encouraging high standards of professionalism throughout the School's professional support services.

As a member of the Senior Leadership Team, the Director of Finance & Operations will contribute to the wider leadership of the School, recognising that every operational and financial decision should support the delivery of an outstanding education and the continued success of Stafford Grammar School.

GOVERNANCE MODEL



GOVERNANCE PRINCIPLES

- ✓ Work collaboratively with the Board of Governors, recognising the strategic leadership and governance responsibilities.
- ✓ Provide independent, objective and professional advice to support informed decision-making.
- ✓ Ensure that Governors receive accurate, timely and meaningful management information.
- ✓ Develop reporting arrangements that increasingly make use of executive dashboards, key performance indicators and graphical presentation where appropriate.
- ✓ Support the effective implementation of decisions taken by the Board of Governors.
- ✓ Promote high standards of governance, transparency and accountability throughout the School.
- ✓ Build constructive working relationships with Governors, colleagues and external partners.
- ✓ Contribute positively to the School's long-term strategic planning and organisational development.

LEADERSHIP PRINCIPLES

- ✓ Professional integrity
- ✓ Sound judgement
- ✓ Collaborative leadership
- ✓ Financial responsibility
- ✓ Respect for the School's values and ethos
- ✓ A commitment to continuous improvement
- ✓ A clear focus on supporting educational excellence

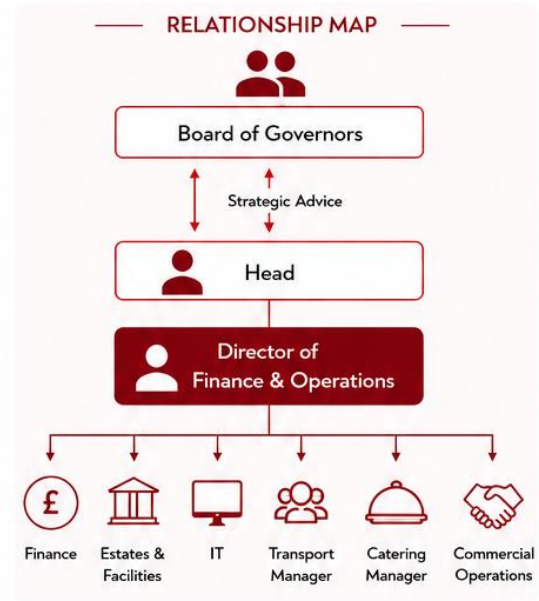


STAFFORD GRAMMAR SCHOOL

Reporting Relationships

The Director of Finance & Operations is a key member of the Senior Leadership Team, working in close partnership with the Head and Board of Governors to provide strategic leadership, financial stewardship and operational excellence across the School.

The postholder works closely with the Board of Governors, particularly the Chair of Governors and relevant committees, providing professional advice, financial insight and strategic recommendations to support informed decision-making. The DFO also ensures that Governors receive timely, accurate and meaningful financial and operational information to fulfil their governance responsibilities.



KEY WORKING RELATIONSHIPS

INTERNAL

	Head
	Board of Governors and its Committees
	Senior Leadership Team
	Budget Holders
	Teaching and Support Staff
	Finance, Estates and Operations Teams
	Transport Manager
	Catering Manager



EXTERNAL

	Auditors and Accountants
	Bankers and Financial Advisers
	Legal and Professional Advisers
	Contractors and Suppliers
	Independent Schools Inspectorate (ISI)
	Department for Education (DfE)
	HM Revenue & Customs (HMRC)
	Charity, Company and Regulatory Bodies (where applicable)
	Parents, Alumni, Donors and Commercial Partners



DIRECT REPORTS

The precise reporting structure will reflect the successful candidate's experience and the School's evolving organisational requirements.

It is anticipated that the Director of Finance & Operations will provide leadership across the School's operational support functions, including Finance, Estates, Facilities, IT, Transport Management, Catering Management and Commercial Operations, supported by an appropriately structured management team.



The reporting structure will evolve to reflect the successful candidate's experience and the School's future organisational needs.



STAFFORD GRAMMAR SCHOOL

Strategy

Stafford Grammar School is entering an exciting new phase in its development. While the School benefits from an outstanding campus, a strong educational reputation and a committed staff, it also recognises the need to respond proactively to the changing landscape facing independent education.

The Director of Finance & Operations will play a pivotal role in shaping this future. Working alongside the Head and Board of Governors, the successful candidate will help develop and deliver a sustainable long-term strategy that strengthens the School's financial resilience whilst preserving the educational values that define Stafford Grammar School.

The School is seeking a commercially minded strategic leader who can identify opportunities, evaluate risk and convert ideas into measurable outcomes. Success will require a balance of financial discipline, innovation and operational excellence.



LOOKING AHEAD

The School is not simply seeking someone to manage today's operations. It is looking for a leader who can help shape what Stafford Grammar School will become over the next decade.

“ *This is an opportunity to influence strategic direction, develop innovative commercial initiatives, improve operational performance and make a lasting contribution to one of Staffordshire's leading independent schools.* ”

STRATEGIC PRIORITIES

The Director of Finance & Operations will be expected to contribute to and lead initiatives across a number of strategic priorities, including:



Financial Sustainability

- Develop robust long-term financial planning and forecasting.
- Improve financial performance through effective budgeting, cost control and informed decision-making.
- Build financial resilience to support future investment.



Income Diversification

- Identify and develop new income streams beyond tuition fees.
- Maximise the commercial use of the School's facilities and estate.
- Explore partnerships, sponsorship, grant funding and philanthropic opportunities.



Operational Excellence

- Ensure support services operate efficiently and deliver excellent value.
- Improve processes through the effective use of technology and digital transformation.
- Lead continuous improvement across operational functions.



Estate Development

- Develop a long-term estate strategy aligned with the School's educational ambitions.
- Ensure buildings and infrastructure remain safe, sustainable and fit for future generations.
- Support investment projects through robust business cases and financial evaluation.



Risk, Governance and Compliance

- Maintain the highest standards of financial governance, regulatory compliance and risk management.
- Strengthen internal controls and ensure best practice across all operational areas.
- Support Governors with high-quality reporting and strategic insight.



Organisational Development

- Build high-performing operational teams through effective leadership and professional development.
- Foster a culture of accountability, collaboration and continuous improvement.
- Support organisational change with clear communication and strong stakeholder engagement.



Leadership and Management

The Director of Finance & Operations is expected to provide confident, visible and collaborative leadership across the School's professional services. As a member of the Senior Leadership Team, the postholder will help shape organisational culture, contribute to strategic decision-making and ensure that operational services support the School's educational mission.

The successful candidate will be an engaging leader who inspires confidence, builds strong relationships and leads with integrity. They will combine strategic thinking with practical delivery, creating an environment in which colleagues feel supported, empowered and accountable for achieving high standards.



“Strong leadership is at the heart of excellent schools. This role is an opportunity to lead with purpose, inspire others and make a lasting contribution to our community.”



LEADERSHIP RESPONSIBILITIES

The Director of Finance & Operations will:

- Provide strategic leadership across all operational support functions.
- Contribute actively to the Senior Leadership Team and the development of whole-school strategy.
- Lead organisational change and continuous improvement initiatives.
- Promote a culture of innovation, collaboration and customer service.
- Champion professional standards, accountability and ethical leadership.
- Ensure decisions are informed by evidence, data and sound financial analysis.
- Build confidence through open communication and visible leadership.



PEOPLE MANAGEMENT

The Director of Finance & Operations will lead and develop a high-performing professional services team, ensuring colleagues have the support, resources and development opportunities required to succeed.

This includes:

- Setting clear expectations and performance standards.
- Coaching, mentoring and developing managers and staff.
- Encouraging initiative, innovation and continuous learning.
- Managing performance fairly and constructively.
- Promoting wellbeing, inclusion and employee engagement.
- Planning workforce capacity to meet the School's future needs.



WORKING IN PARTNERSHIP

Success in the role will depend upon building effective relationships throughout the School and beyond.

The Director of Finance & Operations will work collaboratively with:

- The Head and Senior Leadership Team.
- Governors and Board Committees.
- Academic and support staff.
- Parents and the wider School community.
- Professional advisers, contractors and external partners.

The ability to communicate complex financial and operational information clearly, influence decision-making and build trust across a wide range of stakeholders will be essential.



LEADERSHIP EXPECTATIONS

The successful candidate will demonstrate:

- Strategic vision and commercial awareness.
- Sound judgement and effective decision-making.
- High levels of integrity and professionalism.
- Emotional intelligence and excellent interpersonal skills.
- Resilience and adaptability in a changing environment.
- A commitment to continuous improvement and organisational excellence.
- A genuine enthusiasm for contributing to the long-term success of Stafford Grammar School.



STAFFORD GRAMMAR SCHOOL

Finance

The Director of Finance & Operations is responsible for ensuring the long-term financial sustainability of Stafford Grammar School through strategic financial leadership, robust governance and sound commercial judgement.

Working closely with the Head, Governors and budget holders, the Director will provide clear financial insight that supports informed decision-making and enables the School to invest confidently in its future. The role extends beyond financial control to include strategic planning, business analysis and the identification of opportunities that strengthen the School's financial position.



STRATEGIC FINANCIAL LEADERSHIP

The Director of Finance & Operations will:

- Develop and maintain the School's long-term financial strategy.
- Prepare rolling financial forecasts that support strategic planning.
- Advise the Head and Governors on the financial implications of strategic decisions.
- Evaluate investment opportunities through detailed business cases and financial modelling.
- Identify opportunities to improve financial performance and long-term sustainability.



FINANCIAL PLANNING AND CONTROL

The Director will ensure effective financial management through:

- Preparation of the annual budget and medium-term financial plans.
- Regular forecasting, monitoring and financial performance reporting.
- Robust management accounting and variance analysis.
- Effective cash flow forecasting and treasury management.
- Oversight of capital expenditure planning and investment appraisal.
- Management of banking relationships and financing arrangements.



FINANCIAL GOVERNANCE

The Director will ensure that the School maintains the highest standards of financial governance by:

- Maintaining effective financial controls and internal assurance processes.
- Ensuring compliance with statutory, regulatory and accounting requirements.
- Managing the annual audit process and implementation of recommendations.
- Developing and reviewing financial policies and procedures.
- Maintaining appropriate risk management and fraud prevention measures.
- Ensuring the School's financial resources are managed responsibly and transparently.



COMMERCIAL PERFORMANCE

Working with colleagues across the School, the Director will:

- Analyse financial performance and identify opportunities for improvement.
- Support the development of new income streams and commercial ventures.
- Evaluate pricing strategies and financial viability of new initiatives.
- Develop meaningful management information that supports evidence-based decision-making.
- Use financial data to drive operational efficiency and value for money.



PROCUREMENT AND VALUE FOR MONEY

The Director will establish procurement practices that achieve the best possible value while maintaining quality and supporting the School's strategic objectives.

This will include:

- Developing procurement strategies and supplier relationships.
- Leading contract negotiation and commercial management.
- Monitoring supplier performance and service quality.
- Identifying opportunities for cost savings and operational efficiencies.
- Ensuring purchasing decisions deliver value for money and appropriate governance.



FINANCIAL SYSTEMS AND REPORTING

The Director will ensure that financial systems provide accurate, timely and meaningful information to support both operational management and strategic decision-making. This includes:

- Maintaining effective financial systems and reporting processes.
- Producing high-quality management accounts and performance dashboards.
- Providing clear financial reports to the Head and Board of Governors.
- Developing key performance indicators to monitor financial health.
- Supporting data-driven planning through reliable financial information.



A STRATEGIC FINANCE FUNCTION

The School views finance as more than an administrative function. It is a critical driver of strategic planning, investment and sustainable growth.

The successful candidate will therefore be expected to combine strong technical expertise with commercial insight, enabling Stafford Grammar School to make informed decisions, seize opportunities and invest confidently in its future while maintaining the highest standards of financial stewardship.



Estates and Health & Safety

Stafford Grammar School occupies a unique 38-acre campus that is central to its educational experience and long-term success. The Director of Finance & Operations will provide strategic leadership for the management, maintenance and development of the School's estate, ensuring it remains safe, sustainable, financially efficient and capable of supporting the School's future ambitions.

Working closely with colleagues, Governors and specialist advisers, the Director will develop long-term estate strategies that balance educational priorities, financial sustainability and environmental responsibility.

ESTATE MANAGEMENT FRAMEWORK



ESTATE STRATEGY

The Director of Finance & Operations will:

- Develop and implement a long-term estate strategy aligned with the School's strategic objectives.
- Prepare and deliver planned maintenance and capital investment programmes.
- Ensure the estate supports teaching, learning and wider School activities.
- Identify opportunities to improve the utilisation and commercial value of the School's facilities.
- Oversee estate development projects from initial concept through to completion.
- Ensure all projects are supported by robust financial planning and business cases.



ESTATES MANAGEMENT

The Director will provide leadership for the day-to-day management of the School estate, ensuring buildings, grounds and infrastructure are maintained to a high standard.

Responsibilities include:

- Planned and reactive maintenance.
- Building condition surveys and lifecycle planning.
- Utilities management and energy efficiency.
- Grounds and sports facilities.
- Cleaning, security and site services.
- Contractor management and quality assurance.
- Asset management and record keeping.



HEALTH & SAFETY LEADERSHIP

The Director will foster a proactive health and safety culture that protects pupils, staff, visitors and contractors while supporting the School's educational activities.

The postholder will:

- Lead the School's Health & Safety strategy and continuous improvement programme.
- Ensure compliance with all relevant health and safety legislation and guidance.
- Advise Governors and the Senior Leadership Team on health and safety matters.
- Promote a culture of shared responsibility and safe working practices throughout the School.
- Monitor performance and implement improvements where required.



COMPLIANCE

The Director will ensure appropriate systems are in place to manage statutory compliance across the School, including:

- Fire safety.
- Asbestos management.
- Legionella control.
- Electrical and gas safety.
- Lifting equipment and pressure systems.
- Emergency lighting and fire alarm systems.
- Building compliance and maintenance.
- Contractor competence and control.
- Risk assessments and safe systems of work.



ENVIRONMENTAL SUSTAINABILITY

The Director will help deliver the School's environmental ambitions by:

- Improving energy efficiency and reducing operating costs.
- Supporting carbon reduction initiatives.
- Identifying sustainable investment opportunities.
- Promoting environmentally responsible procurement and operational practices.
- Developing strategies that improve the long-term sustainability of the School estate.



EMERGENCY PLANNING AND BUSINESS CONTINUITY

The Director will ensure the School is prepared to respond effectively to unforeseen events by maintaining appropriate emergency planning and business continuity arrangements.

This includes:

- Developing and reviewing business continuity plans.
- Leading responses to major incidents affecting operations.
- Maintaining emergency procedures and crisis management arrangements.
- Ensuring operational resilience across all support services.



DELIVERING AN OUTSTANDING ENVIRONMENT

The School's estate is one of its greatest assets. The Director of Finance & Operations will ensure it remains a safe, welcoming and inspiring environment that reflects the quality of education provided by Stafford Grammar School.

Through effective estate management, strong governance and a commitment to continuous improvement, the successful candidate will help create a campus that supports educational excellence, operational efficiency and sustainable growth for many years to come.



STAFFORD GRAMMAR SCHOOL

Information Technology and Digital Transformation

Technology is fundamental to the efficient operation of Stafford Grammar School and to the delivery of an outstanding educational experience. The Director of Finance & Operations will provide strategic leadership for the School's technology infrastructure, ensuring that digital systems are secure, reliable and aligned with the School's long-term ambitions.

Working collaboratively with academic and operational colleagues, the Director will champion innovation, improve business processes and ensure technology enables informed decision-making across the School.



DIGITAL STRATEGY

The Director of Finance & Operations will:

- Develop and implement a long-term digital strategy aligned with the School's strategic objectives.
- Ensure technology investments deliver measurable educational and operational benefits.
- Promote innovation through the effective use of emerging technologies, including artificial intelligence where appropriate.
- Support digital transformation across administrative and operational functions.
- Ensure technology remains scalable, secure and fit for the School's future needs.



IT INFRASTRUCTURE

The Director will provide strategic oversight of the School's IT infrastructure, ensuring systems are robust, resilient and capable of supporting both teaching and business operations.

This includes:

- Network infrastructure and connectivity.
- Servers, cloud services and data storage.
- End-user devices and hardware lifecycle planning.
- Telecommunications and communications systems.
- Cyber security and data protection.
- Disaster recovery and system resilience.



BUSINESS SYSTEMS

The Director will ensure that the School's business systems support efficient operations and provide high-quality management information.

Responsibilities include:

- Overseeing the effective operation of finance, payroll, HR and management information systems.
- Supporting the integration of systems to improve efficiency and reduce duplication.
- Developing meaningful management information and performance reporting.
- Encouraging the use of data to support strategic planning and operational decision-making.



CYBER SECURITY AND INFORMATION GOVERNANCE

The Director will ensure appropriate arrangements are in place to protect the School's information, systems and digital assets.

This includes:

- Developing and maintaining effective cyber security policies and procedures.
- Ensuring compliance with data protection legislation and best practice.
- Managing cyber risks and business continuity planning.
- Promoting cyber awareness and training for staff.
- Overseeing incident response and recovery arrangements.



DIGITAL INNOVATION

The School recognises that technology is continually evolving. The Director of Finance & Operations will be expected to identify opportunities that improve efficiency, enhance service delivery and create long-term value.

This may include:

- Automation of routine administrative processes.
- Greater use of business intelligence and performance dashboards.
- Adoption of cloud-based technologies.
- Responsible use of artificial intelligence to improve productivity and decision-making.
- Investment in technologies that enhance the experience of pupils, parents and staff.



SUPPORTING EDUCATIONAL EXCELLENCE

Technology should enable, rather than complicate, the work of the School. The Director of Finance & Operations will ensure that digital systems are reliable, user-focused and aligned with the needs of the School community, providing a secure and resilient platform for future growth and innovation.



ENABLING THE FUTURE

Effective technology leadership underpins every aspect of the School's operations and educational provision. Through strategic investment, robust governance and a commitment to innovation, the successful candidate will help ensure that Stafford Grammar School continues to benefit from secure, efficient and future-ready digital systems that support excellence today and for years to come.



STAFFORD GRAMMAR SCHOOL

Human Resources

People are at the heart of Stafford Grammar School's success. The Director of Finance & Operations will provide strategic leadership for the School's Human Resources function, ensuring that policies, systems and practices support the recruitment, development and retention of talented staff while fostering a positive, inclusive and high-performing workplace.

Working closely with the Head, Senior Leadership Team and Governors, the Director will ensure that the School's workforce strategy aligns with its educational vision and long-term objectives.



WORKFORCE STRATEGY

The Director of Finance & Operations will:

- Develop and implement a workforce strategy that supports the School's strategic priorities.
- Ensure staffing structures remain sustainable, efficient and responsive to future needs.
- Support organisational planning through effective workforce analysis and succession planning.
- Advise the Head and Governors on employment matters and workforce implications of strategic decisions.
- Promote initiatives that enhance staff engagement, wellbeing and organisational performance.



RECRUITMENT AND RETENTION

The Director will ensure that the School attracts and retains high-calibre employees by:

- Developing effective recruitment and onboarding processes.
- Supporting managers in recruiting outstanding staff.
- Promoting Stafford Grammar School as an employer of choice.
- Monitoring recruitment trends and workforce planning.
- Identifying opportunities to improve staff retention and employee engagement.



PERFORMANCE AND PROFESSIONAL DEVELOPMENT

The Director will support a culture of continuous improvement by:

- Developing effective performance management processes.
- Supporting managers in setting objectives and conducting performance reviews.
- Encouraging professional development and leadership training.
- Identifying talent and supporting succession planning.
- Promoting a culture of accountability, recognition and continuous learning.



EMPLOYMENT RELATIONS

The Director will ensure that employment matters are managed fairly, consistently and in accordance with employment legislation and best practice.

This includes:

- Providing professional advice on employee relations matters.
- Supporting managers in handling disciplinary, grievance and capability procedures.
- Overseeing employment policies and procedures.
- Managing complex employment issues in conjunction with specialist advisers where appropriate.
- Promoting positive employee relations through effective communication and engagement.



COMPLIANCE AND GOVERNANCE

The Director will ensure that the School maintains high standards of compliance across all aspects of employment.

Responsibilities include:

- Ensuring compliance with employment legislation and regulatory requirements.
- Maintaining accurate employment records and HR systems.
- Overseeing safer recruitment practices.
- Supporting safeguarding requirements relating to staff employment.
- Monitoring workforce data and reporting to the Head and Governors as appropriate.



PAY, BENEFITS AND WORKFORCE PLANNING

The Director will provide strategic oversight of remuneration and workforce planning by:

- Advising on pay structures and remuneration strategies.
- Overseeing payroll governance and associated controls.
- Supporting annual salary review and budget planning processes.
- Monitoring staffing costs and workforce productivity.
- Ensuring employee benefits remain appropriate, competitive and financially sustainable.



CREATING A GREAT PLACE TO WORK

Outstanding schools are built by outstanding people. The Director of Finance & Operations will help create an environment in which colleagues feel valued, supported and empowered to perform at their best.

By combining strategic workforce planning with effective people management and sound employment practice, the successful candidate will contribute to a positive organisational culture that enables Stafford Grammar School to attract, develop and retain exceptional staff, ensuring the School is well placed to achieve its ambitions for the future.



STAFFORD GRAMMAR SCHOOL

Commercial Development and Income Generation

Stafford Grammar School is committed to securing its long-term future through the development of sustainable and diversified income streams. While fee income will remain central to the School's financial model, the Board of Governors recognises the importance of maximising the potential of its estate, facilities, expertise and partnerships.

The Director of Finance & Operations will play a leading role in identifying, evaluating and delivering commercial opportunities that generate additional income while supporting the School's educational mission and values.



COMMERCIAL STRATEGY

The Director of Finance & Operations will:

- Develop and implement a long-term commercial strategy aligned with the School's strategic objectives.
- Identify new opportunities to diversify income beyond tuition fees.
- Evaluate commercial opportunities through robust business cases and financial modelling.
- Balance commercial ambition with educational priorities and the School's values.
- Monitor the performance of commercial activities and ensure they deliver sustainable returns.



INCOME DIVERSIFICATION

Working closely with the Head and Governors, the Director will seek opportunities to develop additional revenue streams, which may include:

- Commercial hire of the School's facilities and estate.
- Holiday courses, camps and educational programmes.
- Partnerships with businesses, universities and community organisations.
- Sponsorship and corporate engagement.
- Grant funding and charitable funding opportunities.
- Alumni engagement and philanthropic initiatives.
- Environmentally sustainable projects that generate long-term income or reduce operating costs.

The successful candidate will be encouraged to bring fresh ideas and identify innovative opportunities appropriate to an ambitious independent school.



BUSINESS DEVELOPMENT

The Director will:

- Build productive relationships with external organisations and commercial partners.
- Negotiate commercial agreements and contracts.
- Assess financial viability, risk and return on investment.
- Develop pricing strategies and commercial models.
- Monitor market trends and identify emerging opportunities.
- Support the School in responding proactively to changing economic and educational environments.



MAXIMISING THE SCHOOL ESTATE

The School's 38-acre campus represents one of its greatest strategic assets. The Director will work to ensure the estate delivers maximum educational, community and commercial value by:

- Increasing appropriate community use of facilities.
- Identifying opportunities for new services and activities.
- Supporting capital investment that creates future income.
- Improving utilisation of buildings and resources throughout the year.
- Ensuring all commercial activity enhances the School's reputation and supports its long-term objectives.



COMMERCIAL GOVERNANCE

The Director will ensure that commercial initiatives are managed professionally and responsibly by:

- Developing appropriate governance and approval processes.
- Monitoring financial performance and key performance indicators.
- Managing commercial risk and contractual obligations.
- Ensuring compliance with legal, regulatory and insurance requirements.
- Reporting regularly to the Head and Board of Governors on commercial performance.



BUILDING A SUSTAINABLE FUTURE

The School is seeking a leader who combines commercial insight with educational understanding. Success will not be measured solely by identifying opportunities, but by delivering initiatives that strengthen the School's financial resilience while enhancing its reputation and supporting its educational mission.

The Director of Finance & Operations will play a central role in helping Stafford Grammar School become a more sustainable, entrepreneurial and forward-looking organisation—creating opportunities that benefit current pupils while safeguarding the School for future generations.

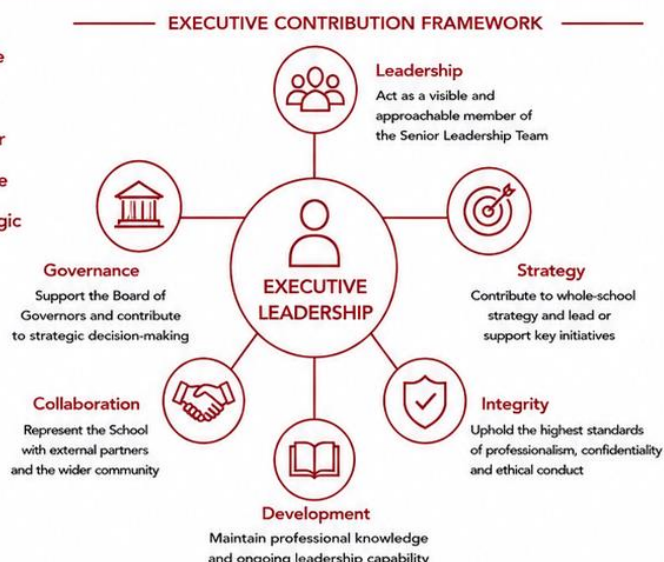


STAFFORD GRAMMAR SCHOOL

Other Duties

As a senior member of the School's leadership team, the Director of Finance & Operations will be expected to contribute flexibly to the wider life of Stafford Grammar School and undertake such duties as may reasonably be required to support the successful operation and strategic development of the School.

In addition to the responsibilities outlined elsewhere in this recruitment pack, the postholder will:



STRATEGIC AND LEADERSHIP CONTRIBUTION

- Act as a visible and approachable member of the Senior Leadership Team.
- Contribute to the development and implementation of whole-school strategy.
- Attend meetings of the Board of Governors and its committees, preparing reports and providing professional advice as required.



REPRESENTATION AND PARTNERSHIPS

- Represent the School in meetings with external organisations, advisers and regulatory bodies.
- Lead or contribute to strategic projects and organisational change initiatives.
- Build and maintain effective relationships that support the School's mission and reputation.



PROFESSIONAL KNOWLEDGE

- Maintain an up-to-date knowledge of developments in education, finance, employment law, estates management, health and safety, information technology and regulatory compliance.
- Apply professional expertise to inform decisions and support continuous improvement.



STANDARDS AND ETHICS

- Ensure the highest standards of confidentiality, integrity and professional conduct.
- Promote equality, diversity and inclusion, ensuring all colleagues, pupils and visitors are treated with dignity and respect.



SAFEGUARDING AND WELLBEING

- Support the School's safeguarding culture and fulfil all safeguarding responsibilities appropriate to the role.
- Promote the wellbeing of staff and contribute to a positive, inclusive and supportive working environment.



PROFESSIONAL DEVELOPMENT

- Undertake continuing professional development to maintain and enhance professional knowledge and leadership capability.
- Share knowledge, expertise and best practice for the benefit of the School community.



OTHER DUTIES

Carry out any other duties that are reasonably consistent with the seniority, responsibility and purpose of the post, as directed by the Head or the Board of Governors.



A LEADERSHIP OPPORTUNITY

The breadth of this role reflects the importance of the Director of Finance & Operations to the future success of Stafford Grammar School. The successful candidate will not simply oversee support services—they will help shape the School's strategic direction, strengthen its financial sustainability and contribute to an environment in which pupils, staff and the wider community can flourish.



STAFFORD GRAMMAR SCHOOL

Key Success Measures

BOARD DASHBOARD

The Director of Finance & Operations will be expected to make a measurable contribution to the long-term success of Stafford Grammar School. The following dashboard sets out the key areas in which success will be measured over time.



1. STRATEGIC LEADERSHIP

- Clear strategic leadership across all professional services.
- Delivery of agreed strategic priorities.
- Valued member of the SLT and Board.
- Building confidence through sound judgement, effective communication and collaborative leadership.

STATUS ● ON TRACK

2. FINANCIAL PERFORMANCE

- Delivery of balanced and sustainable financial plans.
- High-quality budgeting, forecasting and financial reporting.
- Improved financial resilience and cash flow management.
- Efficiency savings identified and delivered without compromising educational quality.
- Financial decisions supported by robust analysis and evidence.

STATUS ● ON TRACK

3. COMMERCIAL DEVELOPMENT

- Development of sustainable new income streams.
- Improved utilisation of the School's facilities and estate.
- Delivery of commercially viable projects with measurable return on investment.
- Growth in non-fee income that supports the School's long-term financial sustainability.

STATUS ● ON TRACK

4. OPERATIONAL EXCELLENCE

- Deliver efficient, responsive and customer-focused operational services.
- Improve processes through innovation and digital transformation.
- Ensure services are reliable, resilient and continuously improving.
- Develop meaningful management information that supports effective decision-making.

STATUS ● ON TRACK

5. ESTATE AND FACILITIES

- A safe, attractive and well-maintained campus.
- Delivery of planned maintenance and capital investment programmes.
- Effective management of the School's assets and infrastructure.
- Continued improvement in environmental sustainability and operational efficiency.

STATUS ● ON TRACK

6. COMPLIANCE AND RISK MANAGEMENT

- Maintain the highest standards of financial and regulatory compliance.
- Ensure effective systems of internal control and risk management.
- Provide assurance to Governors through accurate reporting and robust governance.
- Promote a culture of accountability and continuous improvement.

STATUS ● ON TRACK

7. PEOPLE AND CULTURE

- Build high-performing professional services teams.
- Develop managers and support staff development.
- Promote collaboration, wellbeing and employee engagement.
- Lead with integrity, professionalism and inclusivity.

STATUS ● ON TRACK

8. STAKEHOLDER CONFIDENCE

- Build strong and constructive relationships with key stakeholders.
- High levels of trust and confidence.
- Effective communication and collaboration.
- Positive reputation with parents, staff, partners and the wider community.

STATUS ● ON TRACK

9. LONG-TERM IMPACT

Ultimately, the Director of Finance & Operations will be judged by the positive and lasting impact they make on Stafford Grammar School. This includes helping the School to:

Strengthen its long-term financial sustainability.

Increase its organisational resilience.

Improve operational performance.

Create new opportunities for growth and investment.

Maintain the highest standards of governance and compliance.

Provide an outstanding environment in which pupils and staff can thrive.



The Board of Governors is seeking a leader who will leave the School in a stronger position than they found it financially, operationally and strategically. Success will be measured not simply by effective management, but by the lasting value created for Stafford Grammar School and its community.



STAFFORD GRAMMAR SCHOOL

THE CANDIDATE

The leadership, expertise and ambition
we are seeking in our next Director of
Finance & Operations.





PERSON SPECIFICATION

The experience, knowledge and personal qualities we are seeking in our next Director of Finance & Operations.

We are looking for a commercially astute, values-driven leader with the skills, experience and personal qualities to contribute to and strengthen our continued success.



QUALIFICATIONS

Essential

- ✓ Professionally qualified accountant (ACA, ACCA, CIMA, CIPFA or equivalent) or equivalent senior financial management experience.
- ✓ Degree or equivalent professional qualification.
- ✓ Evidence of continuing professional development.

Desirable

- Leadership or management qualification.
- Health & Safety qualification (e.g. NEBOSH or IOSH).
- Project management qualification.



EXPERIENCE

Essential

- ✓ Senior financial leadership.
- ✓ Budget preparation and financial planning.
- ✓ Leading teams.
- ✓ Strategic planning.
- ✓ Governance reporting.
- ✓ Managing complex budgets.

Desirable

- Independent education.
- Commercial development.
- Estates management.
- HR leadership.
- Capital projects.



KNOWLEDGE

Essential

- ✓ Financial management.
- ✓ Employment law.
- ✓ Health & Safety.
- ✓ Risk management.
- ✓ Procurement.
- ✓ Regulatory compliance.



SKILLS

Essential

- ✓ Strategic thinking.
- ✓ Leadership.
- ✓ Communication.
- ✓ Commercial awareness.
- ✓ Financial analysis.
- ✓ Decision-making.
- ✓ Negotiation.



PERSONAL ATTRIBUTES



Integrity



Resilience



Collaborative



Innovative



Calm under pressure



Organised



Professional



STAFFORD GRAMMAR SCHOOL

THE APPOINTMENT PROCESS

Our recruitment process is designed to be fair, transparent and rigorous, helping every candidate demonstrate their full potential.



APPLICATION



ASSESSMENT



APPOINTMENT



WELCOME



STAFFORD GRAMMAR SCHOOL

APPLICATION PROCESS

Thank you for your interest in the position of Director of Finance & Operations at Stafford Grammar School.

We are seeking an exceptional leader who shares our ambition to help shape the future of the School. If you believe you have the experience, leadership qualities and strategic vision to make a lasting contribution, we would be delighted to receive your application.



HOW TO APPLY

To apply for this position, please submit:

- A completed application form.
- A current curriculum vitae (CV).
- A supporting statement (maximum two sides of A4) explaining how your experience, skills and achievements meet the requirements of the role and why you wish to join Stafford Grammar School.

Applications should be submitted no later than the closing date shown below.

Applications may be sent by email or post to:

Chair of Governors
Stafford Grammar School
Burton Manor
Stafford
ST17 0YJ

✉ Email: governors@staffordgrammar.co.uk



RECRUITMENT TIMETABLE

The anticipated timetable for the recruitment process is:

Stage	Date
Closing date for applications	31 July 2026
Shortlisting	Early August 2026
Interviews	Dates to be confirmed
Appointment	As soon as possible following the interview process

The School reserves the right to amend this timetable should circumstances require.



SELECTION PROCESS

The selection process has been designed to identify a candidate with the leadership capability, strategic insight and professional expertise required for this important role.

Shortlisted candidates may be invited to participate in a selection process that could include:

- A formal panel interview.
- A presentation or strategic exercise.
- Meetings with members of the Senior Leadership Team and Governors.
- Professional discussions relating to finance, operations and strategic leadership.

Further details will be provided to shortlisted applicants in advance of the interview.



REFERENCES AND PRE-EMPLOYMENT CHECKS

The successful candidate will be required to satisfy the School's pre-employment checks before an appointment can be confirmed. These will include:

- Verification of identity and right to work in the UK.
- Verification of professional qualifications.
- Satisfactory employment references.
- An enhanced Disclosure and Barring Service (DBS) check.
- Any additional checks required in accordance with current safeguarding guidance.



SAFEGUARDING

Stafford Grammar School is committed to safeguarding and promoting the welfare of children and young people.

The successful applicant will be required to undergo all safeguarding and safer recruitment checks appropriate to the role before employment commences.



EQUALITY, DIVERSITY AND INCLUSION

Stafford Grammar School is committed to providing equality of opportunity and creating an inclusive working environment where everyone is treated with dignity, fairness and respect.

Appointments will be made solely on merit and the ability to fulfil the requirements of the role.



FURTHER INFORMATION

Candidates wishing to discuss the role informally before submitting an application are welcome to contact the Chair of Governors in confidence.

We appreciate the time and effort involved in preparing an application and thank you for your interest in Stafford Grammar School. We look forward to receiving your application.



STAFFORD GRAMMAR SCHOOL

TERMS OF APPOINTMENT

The following information is provided to assist candidates in understanding the nature of the appointment. Further details will be discussed with shortlisted candidates during the recruitment process.



CONTRACT

This is a full-time, permanent appointment, subject to the successful completion of all pre-employment checks.



HOURS OF WORK

The normal working hours are:
08:00 – 16:00

40 hours per week

As a member of the Senior Leadership Team, the Director of Finance & Operations will be expected to work flexibly to meet the needs of the School. This will include attendance at occasional evening meetings, Board of Governors meetings, School events and other activities outside normal working hours where required.



PLACE OF WORK

The successful candidate will be based at:
Stafford Grammar School

Burton Manor

Stafford

This is an on-site leadership role and regular presence within the School community is expected.



REPORTING

The Director of Finance & Operations reports directly to the Head and is a member of the School's Senior Leadership Team.

The postholder will also work closely with the Board of Governors, providing strategic advice and regular reports to the Board and its committees on matters relating to finance, operations, estates, risk and compliance.



START DATE

The successful candidate will be expected to take up the appointment as soon as reasonably practicable, or on a mutually agreed date.



ANNUAL LEAVE

Annual leave should normally be taken during School holiday periods, subject to the operational requirements of the School and with the agreement of the Head.



PROFESSIONAL DEVELOPMENT

Stafford Grammar School is committed to the continuing professional development of its staff. The successful candidate will be expected to maintain and develop their professional knowledge and leadership capability through appropriate training and development opportunities.



SAFEGUARDING AND PRE-EMPLOYMENT CHECKS

Stafford Grammar School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to satisfactory pre-employment checks, including:

- Verification of identity and right to work in the United Kingdom.
- Verification of professional qualifications.
- Satisfactory employment references.
- An enhanced Disclosure and Barring Service (DBS) check.
- Any additional checks required in accordance with current safeguarding legislation and guidance.



EQUALITY OF OPPORTUNITY

Stafford Grammar School is committed to providing equality of opportunity for all employees and applicants. Selection will be based solely on merit and the ability to fulfil the requirements of the role.



FURTHER INFORMATION

The information contained within this Candidate Information Pack is intended to provide an overview of the role and the School. The responsibilities outlined may evolve over time to reflect the changing needs of Stafford Grammar School.



THANK YOU

Thank you for your interest in Stafford Grammar School.

We look forward to receiving your application and wish you every success throughout the selection process.