



**GREAT
BALLARD**

Appointment of Finance Director



Information for candidates



Dear candidate,

Thank you for your interest in this post. These are exciting times for the school which is growing rapidly and we are looking for a Finance Director to support us with our plans.

The ideal candidate will be appointed to the Board of Directors and have an active role in school. We hope this pack will help you to get a sense of what makes our school special and the scale of our ambition for our pupils. This is an exciting time to be joining Great Ballard and we are seeking exceptional people to be a part of our journey.

Don't hesitate to get in touch prior to application if you would like to know more.

Kind regards,

Sue Jay
Managing Director

Our Vision

When Ivor Poole established Great Ballard in 1924 he made a promise that the school would be different and that courage to stand out from the crowd still energises us almost a century later. The school maintains a proud reputation for academic excellence, for music, for the arts and for sport. But, above all else, Poole wanted everyone to be cared for and treated fairly and it's a principle that still guides us. Great Ballard is a family in which everyone matters and no one is invisible. It is a school that cares, a school built completely around its pupils, a school with a heart.

But while Poole's principles remain unchanged, the world beyond school refuses to stand still. Our duty to equip young people for an unpredictable future has never been more apparent. Our curriculum is broad, forward thinking and outward facing and we encourage pupils to look beyond our idyllic West Sussex bubble and to develop the skills required to adapt to change and genuinely make a difference in their worlds. We focus on leadership, problem solving and communication while covering a broad range of traditional subjects. But we also nurture a special passion for technology, computer science and communication skills which we champion without ever compromising the highest standards of literacy and numeracy. We see unique potential in all our children and support them to become the very best versions of themselves.

We currently deliver a 2-16 education as we welcomed our first year 9 cohort in September 2021 with years 10 & 11 following over the next two years. Our educational approach is built around the 4Hs (Head, Hand, Heart and Health) with an ethos rooted in building the strongest relationships and on empathy and respect. Our young people recognise a need to be role models but also to lift others, to serve and to give.

And we love to take education beyond the classroom making the most of our wonderful location and prioritising creativity, teamwork and pupil well-being. While we celebrate achievements right across the co-curricular range, we also acknowledge the value of the arts and exercise in shaping happy, healthy and resilient young lives.



Further Information

Great Ballard School is a delightful, co-educational independent day school, for children aged 2½ - 16 years. Set within 30 acres of the South Downs National Park and the Moore's International Dark Sky Reserve it is ideally situated to provide a stunningly natural educational environment combined with excellent transport links across the County. It is located between the cathedral city of Chichester and the charming market towns of Arundel and Petworth, an area steeped in history and boasting easy access to sandy beaches, fishing villages, historical and family attractions; it is one of the most beautiful locations in South-East England. Although the school is nestled near the south coast, London Victoria is approximately a 75-minute ride away from Barnham or Chichester train stations, Gatwick and Heathrow are easily accessible and Great Ballard School is less than 30 miles from Brighton and Portsmouth.

Whilst there are a number of independent schools in the area, Great Ballard School is truly unique in providing individualised care and support for the children and a safe space in which each pupil can be inspired and discover what they can really achieve. Pupils are known by all staff, not just their form tutor and the school takes great pride in ensuring that none ever feel invisible or overlooked. Great Ballard understands that modern parents have work commitments and busy lives and the extended day is offered to reflect this.



An Exciting Future

We opened our senior school in September 2021 following development within the main building to convert boarding dormitories into classrooms to accommodate Years 9, 10 and 11. Whilst much development has been completed, there are further plans to continue developing the senior school within the heart of the main building. Everything has been built around the Lutyens staircase and beautiful central corridor with some of Eartham House's most historic rooms providing home for new teaching spaces with communal spaces for all senior pupils. The common rooms demonstrate the school's commitment to exemplary pastoral care and provide spaces for individual and small group tutorials, hot chocolate with teachers as well as room to read, study, play or just relax. The Year 10 and 11 centre will have a careers library and seminar room as well as its own kitchen encouraging students to develop their independence and sense of responsibility. As Mr King explains: "Great Ballard is a school that recognises the value of those important life skills. We want to treat our young people more like adults because we know they achieve more when we trust and believe in them. The atmosphere will give students an insight into what life will be like when they move on from us to 6th form colleges and then universities and we hope it will encourage them to set their sights high and aspire to be the very best versions of themselves." The school is on an exciting journey and keen to make it with a team who are looking for something fresh, something different and something special.

The 4H Approach



HEAD

Ambitious, tailored teaching focusses on individual progress and encourages intellectual curiosity and future-ready problem solving



HEART

Practical approaches to learning embed collaboration, creativity and communication and foster a diverse range of real world skills



HAND

Empathy and service foster a sense of belonging and self-worth, inspiring students to lift others and lead positive change



HEALTH

Mental and physical wellbeing provide the foundations for confident, spirited learning and vigorous, constructive lives



The Candidate

The school seeks an experienced Finance Director to support the Business Manager and Finance Manager and have overall responsibility to provide financial strategy. The Finance Director will be appointed to the Board of Directors but will also have an active role within the school. As a member of the Senior Leadership Team, the Finance Director will be involved in the executive management of the school and will provide a link between the Senior Leadership Team and the Board of Directors. The candidate will have proven financial and staff management experience and the ability to think strategically, anticipate future consequences and trends and see plans and concepts through to delivery.

Person Specification

Professional Attributes:	Essential	Desirable
Qualified FCA or FCMA	✓	
Proven financial management experience	✓	
Proven staff management experience	✓	
Strong ICT skills	✓	
Experience of development planning and management of change	✓	
Experience of using ISAMS and iFinance		✓
Detailed understanding of safeguarding requirements		✓
Personal Attributes:	Essential	Desirable
Strong interpersonal communication and planning skills	✓	
Ability to lead, motivate and manage others and to work as part of a team	✓	
Effective organisational, presentation, communication and management skills	✓	
Ability to prioritise, plan, monitor and evaluate	✓	
Genuine respect for pupils, staff and parents	✓	
Commitment to being involved in the life of a busy independent school	✓	
Empathy with the values and philosophy of the school	✓	



Job Description

Finance Director

Responsible to: Managing Director

Reviewed: Annually

Via the existing Business Manager and Finance Manager, have overall responsibility to provide on-going Accounting and Financial Strategy to School management.

Key Responsibilities

This is not an exhaustive list, and the post holder will be expected to show flexibility and assist with other tasks of a similar nature.

- Contributing to the School Development Plans to ensure both the sustainability and growth of the School.
- Responsible to oversee Accounting, Banking, Payroll, Pensions.
- Liaise with professional advisors including Auditors, Bankers, Pension Providers and Insurance Brokers.
- Responsible for regulatory compliance in line with Financial Regulations and ensuring robust internal controls are in place.
- Be a member of the Senior Leadership Team and Board of Directors, advising the Headmaster where appropriate.
- Have oversight of the major services and suppliers.
- Plan for the provision of capital to support the School's Campus Strategy.

Work with the Business Manager to:

- Provide timely and accurate monthly reporting to the Board.
- Prepare annual phased budgets and rolling financial forecasts.
- Prepare ongoing cash flow forecasts and liaise with GREBALL on funding.
- Advise on and implement any school fee changes and the collection of fees, including management of parent debtors.
- Prepare periodic retendering and reappointment regarding major services and suppliers.

Work with the Finance Manager to:

- Oversee preparation of annual statutory accounts.

Wider Responsibilities

- Take part in weekly school staff meetings and termly whole staff meetings.
- Attend all staff INSET days.
- Take part in some designated school events outside normal school hours.
- Carry out any tasks that may be reasonably required by the Managing Director.
- It is 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 with, to adhere to and ensure compliance with the school's Safeguarding 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.

Salary will be commensurate with qualifications and experience and will include private health insurance and pension benefits.

Initially the role will require the Finance Director to be on site for 3 days per week, one of which is SLT timetabled. The number of days on site will be reviewed and possibly reduced after the first year in the role.

Terms & Benefits

- Start Date: As soon as possible.
- Part time position.
- Open and flexible membership of the Great Ballard Group Pension Scheme which includes 4 time life assurance, income protection insurance plus optional salary exchange.
- On-site parking and lunches during term time.
- Generous fee reduction for children
- Employee Assistance Programme and other wellbeing initiatives in place.

Applications

Interested candidates are invited to contact Hannah Ward to arrange a confidential discussion about the role: h.ward@greatballard.co.uk or call on 01243 814236.

Candidates should complete the application form electronically and email it to Hannah Ward together with a brief covering letter addressed to the Managing Director, Mrs Sue Jay, which explains your reasons for applying.

Please email your completed application form and letter (both as PDF files please) to Hannah Ward, at h.ward@greatballard.co.uk.

Safeguarding Statement

Great Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS clearance.

