



DURHAM HIGH SCHOOL
Independent Day School
GSA – c400 girls (aged 3-18)
www.dhsfg.org.uk

INFORMATION FOR THE POSITION OF

Director of Finance and Business

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From August 2021 (or negotiable)

Durham High School
A Company Limited by Guarantee. Registered in England and Wales No. 6257502
Registered Office: Farewell Hall, South Road, Durham DH1 3TB. Registered Charity No.
1119995
Headmistress: Simone Niblock

AIMS OF THE SCHOOL

- To create a friendly, caring community based on Christian principles where every individual is valued
- To endeavour to develop the potential of every girl
- To encourage academic excellence and a life-long love of learning

QUOTE FROM THE GOOD SCHOOLS' GUIDE

'Top flight single sex school (the only all girls' school in Durham) with all the trimmings.
"A fantastic school - I recommend it to everyone I know" enthused a parent.'

INFORMATION ABOUT THE SCHOOL

Durham High School was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school.

The school operates in the Anglican tradition and takes seriously its role as a Christian school which welcomes girls of all faiths and none.

The presence of the University and the Cathedral in the heart of the city as well as strong professional and commercial interests ensure that Durham is a thriving community and a centre of intellectual and cultural excellence. Pupils come not only from the city of Durham but also from a very wide surrounding area.

In the 1960s the High School moved to its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges. This began a period of building and expansion which continues to the present day. Recent developments include the Rainbow Hill Nursery, a Science, ICT and Library block and most recently a new building incorporating classrooms for Mathematics and Geography with a purpose built Performing Arts Suite and Music practice rooms.

Durham High School provides a continuous education for girls from 3–18, with c400 girls currently on roll.

The Junior School works very closely with the Senior School. Virtually all Year 6 pupils progress to the Senior School. In the recent inspection Junior House achieved 'excellent' in all areas including EYFS.

The school enjoys a very good reputation locally both for its academic results and for its friendly, caring atmosphere. Classes are small and the pastoral care of pupils is given a very high priority.

The academic standards are very high. The school has consistently topped the County League tables in both GCSE and A level. In 2019, 46% of GCSE entries achieved A⁺ - A and 9-7 on the new grading. At A-Level 47% of the entries achieved A* or A. Pupils invariably obtain a place at the University of their choice; a substantial number win places at Oxford and Cambridge and other Russell Group universities.

The School is keen to widen access as much as possible. There are means-tested bursaries, including some free places, to enable as many girls as possible to attend the school from a wide area. There are also academic scholarships available at 11+ and 16+ together with scholarships in Music, Performing Arts and Sport.

There is an extensive extra-curricular programme with huge enthusiasm for a very wide-ranging number of sporting activities including the traditional girls' sports of hockey, netball and tennis, as well as aerobics and cricket.

The musical life of the school is extensive and of a very high standard. A large proportion of girls take lessons in an instrument and/or voice. There are four choirs, orchestras and there is also an outstanding Drama Department which stages a number of plays every year, including the School's annual production which is performed over three days at Durham's Gala Theatre.

The opportunity to serve both the immediate and wider community is an important part of school life. Other extra-curricular activities include: a Duke of Edinburgh's award scheme with large numbers of girls taking part, including achieving Gold Awards; Young Enterprise; Debating; and numerous trips and visits abroad. A recent initiative was a 'World Challenge' trip for Sixth Form pupils to Vietnam in 2015 and to Sri Lanka in 2017.

The school enjoys excellent relationships with its parent body and there is a thriving Parents and Friends' Association. There is also an active Old Girls' Association and the school is

working very hard at present to ensure that there is regular contact between the school and its alumnae.

Durham High School

Durham High School has a strong Christian ethos rooted in the Anglican tradition and strong links with the Diocese of Durham and Durham Cathedral.

Our school is inclusive and distinctive. As such, we welcome girls of all faiths and none. Religious faiths are valued and respected and we have a significant number of pupils who practise faiths other than Christian. At the same time we strive to be a distinctively Christian school as outlined below.

Christian Values

All staff are expected to be sympathetic to and supportive of the Christian ethos of the school and to model Christian values. As an Anglican priest, the school-based Chaplain has a key role to play in the life of the school.

Applicants are encouraged to familiarise themselves further by viewing the website at www.dhsfg.org.uk to obtain a sense of the work and atmosphere of the school.

REGULATORY COMPLIANCE INSPECTION REPORT NOVEMBER 2018

Principal findings

Durham High School succeeded in fulfilling every standard examined during the Regulatory Compliance Inspection carried out by the Independent Schools Inspectorate (ISI). Please find a link to the report on our website here:

[2019 Regulatory Compliance Inspection Report](#)

It is important to note that the format of RCI reports is such that each standard is simply 'met' or 'not met': there is no evaluative judgement in the report beyond this.

Format of the inspection and the report

Inspectors visited the School on Wednesday 28 and Thursday 29 November 2018 and immersed themselves fully in DHSfG school life. They observed lessons; analysed the curriculum; conducted interviews with pupils; and held informal discussions with staff. They attended assemblies and form periods and observed a variety of extra-curricular activities.

DHSfG passed the Inspection in every one of the eight compliance requirements. These included the standards of the quality of education provided; the suitability of the staff and those in contact with the pupils; the welfare of the girls; and the moral, social and cultural development of all our girls. We met every requirement, as did the standards relating to the premises and the provision of information to parents, Inspectors and the Department of Education.

In relation to the quality of leadership and management of the School, leaders fulfil all responsibilities effectively to ensure that standards are consistently met, and they actively promote the wellbeing of the pupils.

* *See school website for full Inspection Report*

FURTHER INFORMATION

THE ROLE OF DIRECTOR OF FINANCE AND BUSINESS

Durham High School is seeking a Director of Finance and Business for August 2021 (or negotiable), owing to the retirement of the present postholder.

The Director of Finance and Business will report and be responsible directly to the Headmistress of the School.

The responsibilities of the role fall into five broad areas:

1. Finance

- a) Responsible for the school's overall financial management and financial policies
- b) Setting and monitoring budgets for the whole school, including departmental budgets
- c) Collection of tuition fees and other charges to parents
- d) Assessing and managing bursary payments
- e) Payment of wages and salaries, including PAYE, NIC, pension contributions and maintenance of payroll records
- f) Managing day-to-day financial transactions
- g) Managing and regularly reporting to the Senior Leadership Team (SLT) on income and expenditure and cash flow in line with recognised accounting practices
- h) Ensuring that the Finance and General Purposes Committee and the Governing Body are kept informed on financial matters on a regular basis, including forecasts of income and expenditure
- i) Debt management
- j) Preparation of draft financial statements in line with recognised accounting practices and liaison with auditors for the finalisation of statutory accounts
- k) Submission of accounts and returns to the Charity Commission and Companies House
- l) Advising on procurement and contracts for supplies and services
- m) Arranging and managing all the school's insurances
- n) Management of the school's investments

2. Human resources

- a) Supporting and informing the Head in the operation of the school as required.
- b) Contributing to the strategic and day-to-day running of the school, reporting to the Headmistress and as a member of the SLT
- c) Working with the Head to develop and implement the 5-year strategic plan for the school.
- d) Supporting and promoting the ethos of the school as an independent school and charity.
- e) Day-to day management of the Finance Office staff.
- f) Preparing and issuing contracts of employment for all staff, including obtaining DBS Disclosures.
- g) Managing the school's pension scheme for support staff.
- h) Maintaining records of staff annual leave.
- i) Ensuring that the school follows all good practice in relation to employment law.
- j) In liaison with other members of the SLT, dealing with staffing issues such as discipline and performance as and when they arise.
- k) In liaison with the Director of Operations managing Health and Safety, including liaison with the Governors, who have a corporate responsibility in this respect.
- l) Oversight of the school's catering contractor and from time to time negotiating contract terms.

3. Property Management

- a) Liaising with the Director of Operations to ensure that at all times, the school provides a safe, secure and welcoming environment for staff, pupils, visitors and visiting contractors
- b) Liaising with the Director of Operations with regard to improvements and planned and reactive maintenance.
- c) Overseeing major projects, including liaison with property and design professionals and contractors.
- d) Liaison with external agencies such as the County Council, Northumbrian Water and utility companies.

4. Compliance

In liaison with other members of SLT, ensuring that the school achieves and maintains full compliance across a wide range of statutory and regulatory requirements, including compliance with:

- a) the Charities Act
- b) the Companies Act (including acting as Company Secretary)
- c) the Independent Schools Standards
- d) Safeguarding: this a very important part of compliance in a school and this is overseen by the designated staff
- e) Safer Recruitment procedures
- f) Fire and Health and Safety regulations
- g) Data Protection

The Director of Finance and Business will also be responsible for drafting a wide range of policies and procedures and will play a key role in the preparation of documents and evidence for school inspections by the Independent Schools Inspectorate (ISI).

5. Governance

The Director of Finance also acts as Clerk to the Governors, in which role duties include:

- a) preparation of agendas and papers for meetings of the Governing Body and its various sub-committees;
- b) producing minutes of the above meetings and retaining with minutes a copy of the documents received by Governors (who are also Directors of the Charitable Company and Trustees of the Charity);
- c) keeping records of Governors, including dates of appointment, various declarations, disclosure and eligibility to serve, including providing information about Governors to Companies House and the Charity Commission;
- d) ensuring that new Governors complete all the required declarations and have a satisfactory DBS Enhanced Disclosure before taking part in meetings; and
- e) advising the Chair and other Governors as necessary on changes in legislation and regulations of which they need to be aware.

In addition to the above, the Director of Finance and Business will be expected to carry out reasonable additional duties from time to time and to assist in dealing with exceptional circumstances such as the Covid pandemic.

All members of the school's staff are encouraged to take part in the wider life of the school.

Person specification

Essential:

- a) A commitment to supporting the ethos of the school as an independent school, including its Christian ethos.
- b) Exceptional financial and commercial capabilities, with a thorough understanding of book-keeping, accounts and general financial management.
- c) Good IT skills, including IT applications for financial management.
- d) Proven track record of successful management of people and of service delivery
- e) Excellent interpersonal skills, able to communicate with a wide range of people.
- f) Good time management skills
- g) Excellent written and oral communication skills – able to present timely and accurate information and documents for SLT, other staff, governors and external bodies, maintaining confidentiality as and when necessary.
- h) A self-starter able to work with the minimum of supervision, but also a good team player and with an understanding of when to seek advice.
- i) Flexibility and an ability to adapt to changing circumstances.
- j) A working knowledge of the law and practice relating to taxes and to employment.
- k) A broad understanding of Health and Safety and property management.
- l) A commitment to keeping up to date with relevant legislation, regulations and good practice, including a willingness to undergo training and participate in professional development.
- m) An understanding of the issues surrounding working among children and young people and supporting the delivery of high-quality teaching and learning to them.

Ideally:

- a) a working knowledge of both company and charity law
- b) experience of servicing committees
- c) experience working in the education and/or charity sectors

NB: This Job Description should be seen as enabling rather than restrictive. The Headmistress of Durham High School may also ask you to undertake any additional responsibilities that may be deemed reasonable.

Salary

Salary will be payable according to the Durham High School Salary Scale, which is negotiable depending on experience and qualifications.

During term time a free school lunch may be taken in the Dining Hall.

METHOD OF APPLICATION

Please complete the application form (also available from the School's website) and submit this with a covering letter outlining your reasons for applying and what you feel you can bring to the post. This should be addressed for the attention of the Headmistress and sent by email to enquiries@dhsfg.org.uk

Closing date for applications: noon on Monday 7 June 2021.

Interviews will be held: week beginning Monday 21 June 2021.

The successful candidate will be expected to take up the appointment from August 2021 (or negotiable).

DBS

Durham High School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure.

SCHOOL CONTACT DETAILS

Durham High School
Farewell Hall
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