



## Appointment details

**Company:** Wakefield Grammar School Foundation

**Job title:** Director of Finance & Operations

**Job reference:** FWZH

**Closing date:** noon, 24<sup>th</sup> January 2022

## Advert text

Wakefield Grammar School Foundation is one of the country's leading families of single-sex independent day schools, comprising Wakefield Grammar Pre-Preparatory School (boys and girls 3 – 7), Wakefield Girls' High School (girls 7 – 18) and Queen Elizabeth Grammar School (boys 7 – 18). The Foundation educates 1900 pupils in supportive, nurturing environments tailored to ensuring each individual is able to become the best version of themselves. The Wakefield schools are all unique but are underpinned by a singular guiding ethos—the Wakefield Way—which emphasises developing inspirational learning environments which nurture the distinctive learning needs of pupils of all ages and encourages pupils to build confidence and develop lifelong friendships.

The Director of Finance and Operations will be responsible for the strategic financial management and internal operations of the Foundation on behalf of the Board of Governors. They will also manage relationships with a wide range of external stakeholders and organisations. They will work closely with the Heads of all three schools as a member of the Foundation Executive Team to ensure excellence across the board in HR, estates, health and safety, ICT, catering, and development. The DFO is responsible for the sound financial running of the Foundation, setting annual and long-term budgets, preparing management and statutory accounts, producing cash flow forecasts, and ensuring appropriate control of costs and banking. Wide ranging responsibilities will include oversight of significant capital projects, the smooth running of day-to-day activities and the strategic development of the Foundation and its schools.

The successful candidate will be a dynamic and communicative leader with substantial business and financial management experience. They will have the proven capacity to contribute strategically to the wider development of an organisation while retaining a strong grasp of operational detail. A track record of managing a range of support services to a high standard is essential, as are sound strategic financial planning and budget management skills. The successful candidate will demonstrate the ability to formulate strategic ideas and solutions and present them effectively to non-experts, and will be calm, professional, and a nurturing team leader.

Saxton Bampfylde Ltd is acting as an employment agency advisor to Wakefield Grammar School Foundation on this appointment. For further information about the role, including details about how to apply, please visit [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using reference FWZH. Alternatively telephone +44 (0)20 7227 0880 (during office hours). Applications should be received by noon on 24<sup>th</sup> January 2022.