



LEH
INTERNATIONAL SCHOOL
FOSHAN
佛山市霍利斯外籍人员子女学校

Job Description

Director of Finance & Operations

Spes Audacem Adjuvat (Hope Favours the Bold)

Lady Eleanor Holles International School has been founded to provide students in Foshan and the rest of Guangdong province with the opportunity to experience a British curriculum, learning style and environment, combining high academic standards with a wide range of extra-curricular activities. The School will be a dynamic, inspirational and joyful learning community where boys and girls enjoy working in a creative and collaborative environment.

State of the art classroom and extra-curricular facilities, combined with carefully designed boarding facilities, will attract students from Foshan, Guangdong Province, Hong Kong and Southern China. When full, Lady Eleanor Holles International School Foshan (LEHF) will educate 800 students from age 8 to 18.

Opening in September 2020, LEHF is a joint venture with Trumpteck, a leading provider of education services in China (including Hong Kong), and Lady Eleanor Holles School, one of England's oldest and most successful girls' schools.

Following the tradition of our sister school in the UK, LEHF will be a place of opportunity, challenge and friendship; a place for students and staff to take risks and become bold; a place to discover passions and talents; a place that nurtures remarkable people. Our goal is that LEH students become expert learners, unafraid to tackle new and challenging ideas, prepared to take risks, and able to learn from failure.

We will encourage our students to:

- Be exactly who they are, whatever their current interests or future aspirations.
- Benefit from the warmth, respect, and support of the entire School community as they stretch themselves to become their best, most confident selves, as students, and as citizens of the world.
- Have the freedom to experiment, express opinions, explore and take on new challenges.
- Be supported by strong role models and inspired by their peers.
- Find confidence and strength, and acquire and build the skills they need to succeed throughout their lives.

Management and Staff

We are seeking to recruit the finest managers, teachers and staff, providing them with the resources to deliver the School's aims and objectives, nurture outstanding students and exemplify the pioneering spirit and traditions of Lady Eleanor Holles School.

Job Description

The Director of Finance and Operations will:

Leading Finance & Operations

- Put students' learning and welfare at the centre of all of practice and decision making;
- Have a clear vision for effective financial management & operations that reflects, complements and enables the fulfilment of whole school goals and guiding statements;
- Implement, manage and evaluate effective systems and processes to facilitate the efficient and proper running of the School, and
- Work closely with other departments to develop and disseminate best practice in the day-to-day operation of the School and ensure policies and principles are applied consistently.

Leading Staff & Effective Teams

- Promote a positive culture and ensure the whole team contributes to developing best practice in their departments;
- Act as a role model of effective and sustainable leadership;
- Actively seek to grow and develop their team through department meetings and development time, performance management and effective delegation of responsibility;
- Work with the Headteacher and school leaders to develop the capacity of colleagues and plan for succession, and
- Work with the Headteacher and school leaders to build a happy and healthy community, where colleagues' welfare is considered as a routine part of decision making.

School Improvement & Effective Partnerships

- Work with the Headteacher to develop and deliver the School's strategic plans and to sustain the long-term performance of the School;
- Liaise constructively and sensitively with the parent community to ensure that all fee matters are handled properly and in line with the School's policies and any issues are handled promptly and appropriately;
- Look for opportunities to work collaboratively with other school leaders to improve liaison between departments and to improve practice and provision within finance and operations.

Key Duties

The Director of Finance & Operations will

Aims & Ethos

1. Be responsible to the Headteacher for the proper and effective running of the School's infrastructure and facilities and work with her to develop and deliver the School's strategic plans, mission and ethos;
2. Be responsible to the Board for the financial health of the School and provide the Headteacher and the Board with the necessary financial information to enable effective decision making.

Work Commitment

3. Keep hours necessary to fulfil the smooth and efficient running of the Finance and Operations as directed by the Headteacher. Her post is full-time for 52 weeks per year with 5 weeks paid holiday excluding public holidays, which must be taken during School holidays and not immediately prior to the start of the school year.

Strategic Direction

4. Report to the Headteacher in her role as Chief Executive of the school and work with her to develop and deliver the School's strategic plans, providing the infrastructure and facilities to enable the Headteacher to deliver the School's aims and objectives
 - a. Brief the Headteacher on all important financial matters and evaluate their impact on the strategic plan;
 - b. Ensure that the School makes optimal use of resources through effective strategic planning and consideration of financial implications
 - c. To support the development and implementation of the School's five-year strategy
 - d. To produce timely and fully costed proposals for all new initiatives, ensuring that they are sustainable for the long term benefit of the School.

Financial Management

5. Prepare rolling five-year financial forecasts, cash flow projections, the annual budget forecast and regular budget monitoring and reporting, monthly management accounts and the School's accounts and analysis for the annual audit;
 - a. Be directly accountable to the Board for the financial health of the school and all governance matters;
 - b. In conjunction with the Finance Manager, oversee day-to-day accounting processes including the payment of wages and salaries, billing and fee collection, authorising and monitoring expenditure and achieving value for money in all areas;
 - c. Maintain financial control of capital expenditure budgets;
 - d. Assist the Headteacher in managing the Scholarship, Exhibition and Bursary applications; and
 - e. Evaluate and advise on fee increases and other financial strategies.

Estate & Domestic Management

6. Overall and effective management and maintenance of the buildings, facilities, house services, grounds and furnishings of the School;
 - a. Direct and manage capital projects, ensuring their delivery on time and to budget and liaising with consultants and contractors;
 - b. Oversee all domestic services, including catering, housekeeping, cleaning, medical, security and laundry and ensure that all domestic services are provided in an effective and cost-effective way;
 - c. Oversee site security and safety including fire protection;
 - d. Advise the Headteacher on the School's Health & Safety policy and report to the Board on health & safety issues, and
 - e. Ensure that equipment required for the health and safety of staff is installed and maintained.

Human Resources Management

7. Oversees all aspects of human resources management and staff payroll;
 - a. Ensure fair and safer recruitment process is followed;
 - b. Oversee the maintenance of an accurate and up-to-date Single Central Register;
 - c. Ensure the School's HR system contain up-to-date staff and employment related information;
 - d. Oversee or handle directly any employment, disciplinary and grievance issues and advise the Headteacher as appropriate;
 - e. Oversee all aspects of Support Staff recruitment and support the Headteacher on all aspects of Teaching Staff recruitment;
 - f. Oversee the preparation of all staff contracts;
 - g. Oversee all administration matters relating to onboarding of ex-patriate staff;
 - h. Oversee the preparation, maintenance and implementation of the Staff Handbook;
 - i. Review and arrange insurance policies for the School as well as medical insurance policies for staff;
 - j. Oversee the preparation of and approve the monthly staff payroll and related tax calculations and submissions;
 - k. Ensure the integrity of the payroll system and compliance with regulatory requirements; and
 - l. Oversee the performance management and professional development of Support Staff.

Information Technology

8. Overall and effective management of the School's IT network, systems and software applications and audio-visual equipment;
 - a. Coordinate the effective provision of IT resources and the efficient running of the IT Support team;
 - b. Ensure the School's IT strategy meets short and medium- term requirements;
 - c. Oversee IT projects with the IT Manager;
 - d. Ensure the IT network is maintained and sufficiently protected

- from potential internal and external threats;
- e. Ensure there is sufficient protection on the School's key data and systems and the School is compliant with data protection regulations;
- f. Ensure IT software upgrades are performed in a manner that minimises risks to the operations of the School;
- g. Support the IT Manager to ensure the effective operations of the IT Helpdesk in providing timely and efficient technical support to the School community;
- h. Ensure the IT personnel receive adequate and relevant training to support the needs of the School; and
- i. Work with the IT Manager to ensure IT and audio-visual equipment are refreshed on a regular basis to maximise their benefits to the School community.

Procurement

9. Oversee all aspects of procurement of goods and services;
 - a. Coordinate the effective provision of procurement services to the School and the efficient operation of the Procurement Team;
 - b. Obtain competitive quotes for high value items and contracts to ensure best value-for-money;
 - c. Ensure the procurement and purchase order processes are adhered to;
 - d. Effectively plan and procure the academic resources in good time to meet the needs of the subsequent academic year;
 - e. Ensure a fair and transparent tendering process for contract work and outsourced services;
 - f. Lead the Procurement Selection Panel comprising the Facilities Manager and the Procurement Manager on facilities related and construction contract sourcing; and
 - g. Prepare and coordinate the tender documents for major outsourced services such as facilities management, catering, medical, etc. as required and work with the Headteacher in the final selection of the service providers.

Support Services, Compliance, Legal, Government & Stakeholder Liaison

10. Lead on all school compliance related and legal matters and liaise directly with the government and law enforcement agencies as well as stakeholders as required by the Headteacher and the Board;
 - a. Ensure that every aspect of the School's operations is compliant with legal and regulatory requirements;
 - b. Interface with government agencies, landlord and other stakeholders as required;
 - c. Ensure the efficient and effective operation of the Compliance Team;
 - d. On behalf of the Headteacher, oversee all areas of health and safety including but not limited to food hygiene and safety and fire safety as stipulated by the local and national government;
 - e. Oversee the review of the quality of support services provided by external contractors / service providers ensuring that agreed standards are maintained;

- f. Prepare and maintain a risk register; and
- g. Provide or procure legal advice for the Headteacher and the Board on employment matters, copyright, contract law and property legislation and ensure the School's compliance.

Staffing & Performance Management

- 11. Appointment and management, in consultation with the Headteacher, of support staff unless directly recruited by the Headteacher;
 - a. Line-manage the Finance Manager, HR Manager, Procurement Manager, IT Manager and Support Services Manager and conduct their performance management reviews,
 - b. Line-manage the Facilities Manager, Chef Manager and the Nurses as part of overseeing the delivery of services by third party service providers; and
 - c. Motivate and effectively manage all direct reports, including ensuring effective performance management and career development and fostering teamwork between departments.

Communication

- 12. Be responsible for excellent communication in the following areas:
 - a. Regular and published operations team meetings (including agenda setting, production and circulation of minutes, implementation of arising action points);
 - b. Attendance at regular Senior Management Team and other meetings as required, and
 - c. Ensuring that information for any school publications, accreditations or inspections is prepared in a timely manner.

Reporting

- 13. Report key financial and operational data as required to the Headteacher, and the Board;
 - a. Act as Clerk to the Board, preparing the necessary papers for discussion and recording minutes and decisions as required, and
 - b. Liaising with LEHI's Director of International Ventures regarding provision of management accounts and financial information.

Person Specification

LEH International School, Foshan is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share their commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS), International Child Protection Certificate (ICPC) or equivalent.

	Essential	Desirable	Assessment
A commitment to working collegially combined with the vision and courage to develop a school from the very beginning	✓		Interview References
A strong financial background and experience (formal accounting qualifications are not required)	✓		Application form
Experience of working in School Operations/Finance		✓	Application form Interview
International experience		✓	Application form
Experience working in a school		✓	Application form Interview
Proven track record of maintaining positive relationships with a range of internal and external stakeholders	✓		Interview References
Experience of producing and evaluating data relating to key activities and producing and presenting accurate and relevant management reports	✓		Interview References
The ability to think strategically but effect change and improvement through attention to detail	✓		Interview References
Excellent communication and interpersonal skills	✓		Interview References
A commitment to personal professional development	✓		Interview References
Contribution to staff professional development, leadership capacity and succession planning		✓	Interview
Knowledge of / familiarity with IT, databases and data management		✓	Application form Interview
Excellent written and spoken English	✓		Application form Interview
Working proficiency in written and spoken Chinese		✓	Application form Interview
Active support of the ethos and aims of the school	✓		Interview References
Discretion and adherence to confidentiality	✓		
Committed to the safeguarding and well-being of children and young people	✓		Interview References

Rewards & Benefits

Remuneration

A competitive salary based upon experience and proven ability to lead and inspire.

Contract

An initial contract of 3 years will be offered with a mutual option to extend

Meals

Free lunch in the school Dining Hall, subsidised refreshments and snacks in the Staff Common Room during term time.

Medical

Commercial medical insurance.

Professional Development

Excellent opportunities exist for personal and professional development in a caring and supportive environment. All staff are encouraged to identify their professional development needs and we offer regular professional INSED and the opportunity to attend external courses and other CPD activities. We fully support our employees' desire to progress and will look to support where possible and appropriate.

Please send your application and CV to the HR@leh-foshan.cn if you are interested in this post.