



Malton School

A Specialist Science School

SUPPORT INSPIRE THRIVE

FINANCE BUSINESS PARTNER

INFORMATION FOR APPLICANTS

December 2020

Dear Applicant,

Thank you for your interest in the post of Finance Business Partner at Malton School. This document aims to give you some information about the school and the application procedure.

Malton School serves a wide rural area of Central Ryedale, as well as the town of Malton itself. We currently have 919 students on roll, including 177 in the Sixth Form; there are 48 teaching staff and 53 support staff. We are fully comprehensive. Our staff student relationships are excellent. Behaviour is extremely good. Most of our students move on to university and many of them to Russell Group universities. We offer a very happy and supportive community in which colleagues can further develop their career. The school is over-subscribed.

We are seeking to appoint an outstanding Finance Business Partner who will be a member of the Senior Leadership Team. Working closely with me as Headteacher, we are looking for someone with the skills to provide strategic financial leadership across all the operations of the school, including Malton Community Sports Centre. Please note that the school has a fully qualified accountant working part-time as our Finance Manager. We are looking to appoint someone who can provide strategic financial leadership for the school, working with the Finance Manager who will prepare and monitor the budgets. We want the Finance Business Partner to add business acumen to our team by maximising income generation for the school.

This is an exciting time for the school. New classrooms are being added to the site owing to a significant increase in pupil numbers. We are also looking to further develop our Sports Centre facilities. The Sports Centre is a community facility run by the school and opened in 2011. It is line managed by the Facilities Manager whom you will work with to develop further, for example with the creation of a fitness suite.

The school is a member of the Red Kite Teaching School Alliance, a group of high achieving Yorkshire schools (including Harrogate Grammar School, Prince Henry's Grammar School, Ilkley Grammar School, Rossett School and Roundhay School). We share staff development programmes and opportunities within the alliance, including leadership development and support for newly qualified teachers. There is a Red Kite network of School Business Managers who work positively together.

I hope you will be interested in this post and I look forward to reading your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'R. S. Williams', with a long horizontal flourish extending to the right.

Rob Williams
Headteacher

FINANCE BUSINESS PARTNER

This post will be a key appointment for Malton School. It is envisaged that the Finance Business Partner will be working closely with the Headteacher to deliver the ambition of Malton School providing the best quality education, in the best possible facilities, for the community that we serve. The culture of the school is to embrace partnership with the community. Uniquely, we own and run the sports centre as a community facility. We have a strong partnership with the local scout and guide group who are based on our school site. The school grounds and buildings are actively let to a wide variety of community groups. We want to extend that because we believe that our site and buildings are a public asset that should be fully used in the evenings, at weekends and throughout the holidays. Malton School has tremendous raw talent. We have developed considerably and we are situated in a vibrant small market town that is very much on the up, with significant planned residential development over the coming years. The successful applicant will join us at an exciting time with the opportunity to play a leading part in creating a notable model of school-community partnership.

The challenges for the Finance Business Partner will be to take a firm handle on the strategic financial planning for the school to maximise the success of the team as a whole. The post-holder will create and drive achievement of a Strategic Financial Plan. Experience in financial analysis and planning, along with income generation and project management is vital. This will be against a backdrop of financial pressure. All state schools, and particularly smaller secondary schools, are faced with a real financial challenge as the funding for sixth form and main school students has become almost entirely driven by pupil head count. Many schools, including Malton, will have to find additional sources of income if we are to further our ambitions in the way that we wish. The Finance Business Partner will lead our small, but highly qualified, Finance team in providing strategic financial direction for the school. The reward will be to see a fantastic school realise its full potential in becoming a beacon of best practice.

Are you the right person to meet these challenges? Would you be highly motivated by reaping this reward?

THE SCHOOL AS AN EMPLOYER

The school prides itself in being a supportive employer, offering favourable terms and conditions to facilitate outstanding teaching and learning. Some of the main additional benefits of working at Malton School include:

- 6 periods of PPA per fortnight for teaching staff.
- A strong staff development programme for all staff.
- A major investment in support staff roles (e.g. allowing the provision of "rarely cover") so that teachers can focus on planning and delivering outstanding lessons.
- Membership of the Red Kite Alliance.

Malton School is committed to safeguarding and promoting the welfare of students and young people and expects all staff to share this commitment.

THE SCHOOL CURRICULUM

We operate a four-period day within a ten-day cycle. Each lesson is 75 minutes long. Students have 26 hours curriculum time each week.

Key Stage 3

Students are placed in mixed-ability form groups. In Years 8 and 9 setting is for Science, Maths and the group of subjects English, Geography, History, French and Religious Education.

Key Stage 4

English (including Literature) Maths, Double Science, Religious Studies, Citizenship, and Physical Education are compulsory. Students then choose four further options subjects (10% of curriculum time each). GCSE General Studies is available as an additional entry in Y11.

Key Stage 5

Advanced Level courses are currently taught in Art, Biology, Business Studies, Chemistry, Computing, Design Technology, English Literature, French, General Studies, Geography, Food, Nutrition & Health, History, Maths, Maths (Further), Music, Philosophy and Belief, Physics, Physical Education, Psychology and Sociology.

Re-sit GCSE courses are also offered in English and Maths, together with an open access provision for IT skills acquisition.

Personal Development Activity

One hour per week is devoted to personal skills development. Staff offer nearly 40 different courses. Students choose a different course each term. The scheme is focused on character education and the development of the whole child. Support staff are welcome to lead or assist with an activity if they have a particular interest.

Citizenship

Citizenship is taught to all in Years 7 to 9 for one period per fortnight, and to those in Years 10 and 11 for two periods per fortnight. This builds on a well-established programme of Personal & Social Education, complementing tutorial work and linking into the Careers programme.

ACADEMIC STRUCTURE

The academic work of the School is structured in Faculties. Each Faculty is led by a Faculty Leader and an Assistant Faculty Leader.

In-service training is managed in consultation with Faculty Leaders. Funding for books and equipment is derived from a formula which takes account of the numbers and ages of students as well as the nature of the subject. Faculties are also able to bid annually for additional funding from the School budget, the Endowment, and the PTA.

PASTORAL STRUCTURE

Each Key Stage is led by a Head of School and an Assistant Head of School. There are currently five Form Tutors in Years 7, 8, 9, 10 and the Sixth Form and four Form Tutors in Year 11. The school is oversubscribed and moving to five forms across all year groups.

THE SUPPORT STAFF TEAMS

Malton School's support staff teams provide a foundation from which teaching and learning is supported effectively to ensure maximum student progress. Teams ensure that resources are deployed effectively, and that systems and processes are appropriate and efficient. The Finance Business Partner is the most senior of the school's support staff roles, responsible for delivering strategic financial leadership and the line management of the Finance Manager in order to maximise income generation for the school.

THE SCHOOL SITE

We are fortunate to enjoy a large site on the edge of Malton with views of both the North York Moors and the Yorkshire Wolds. The sports field accommodates three hockey, four football, one rugby pitch, one cricket

pitch and an athletics track as well as 7 hard court tennis courts / netball courts. Staff can use our sports facilities in the excellent sports centre. There is plenty of parking space for staff.

Malton School was founded in 1547, becoming a comprehensive school in 1971 with the merger of the original grammar school and the neighbouring county modern. The two buildings, known as East and West Wings, date from 1911 and 1958. As far as possible subject departments are housed in one wing. Most members of staff are based permanently in one room.

We opened a new Science block with four new laboratories in 2004 on becoming a specialist Science School, resulting in a total of eight laboratories and associated preparation rooms. Our Food Technology rooms were totally re-furbished in 2011. In February 2011 Archbishop Sentamu opened a community sports centre and full-sized, floodlit, astroturf pitch on the school site, providing us with the best P.E. facilities in the area. A new dance and drama studio was opened in September 2013. Fully refurbished DT rooms opened in September 2016.

SCHOOL DATA

Address:	Malton School Middlecave Road MALTON North Yorkshire YO17 7NH
Telephone:	(01653) 692828
Email:	admin@maltonschool.org
Website:	www.maltonschool.org
Chair of Governors:	Rod Anson c/o Malton School
Clerk to the Governors:	Helen Lowdell Malton School
Corporate Director of Education:	Stuart Carlton County Hall NORTHALLERTON North Yorkshire DL7 8AE
Telephone:	0845 034 9494

APPLICATION

You are invited to submit an application for the post of Finance Business Partner at Malton School and to support your application with a letter.

Completed application form and supporting letter should be emailed to the PA to the Headteacher. Sara Swindells - sas@maltonschool.org by 12 noon on Monday 18th January 2021. Your application will be acknowledged. Interviews are planned for Tuesday 26th January 2021 so if you have not heard from us by then you should assume that your application has been unsuccessful on this occasion.

Thank you for your interest in the post of Finance Business Partner. If you have any questions please do not hesitate to contact Sara Swindells on the email above.

Malton School is committed to safeguarding and promoting the welfare of its students. All staff must have enhanced DBS Clearance and are expected to adhere to safe working practices.