



BRIDGE ACADEMY

FINANCE & RESOURCES DIRECTOR

Information Pack



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A BRIDGE TO YOUR FUTURE

Job Start: March/April 2025
Leadership Scale Point Range: 22 - 26
Annual Salary Range: £92,878 - £101,461
Location: South Hackney
Contract Type: Permanent, Full Time Position

Dear Applicant,

Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

Our core values of Hard Work, Integrity and Kindness underpin everything that we do, and from the moment our students arrive at The Bridge Academy we ask them to live these values 100% of the time. Our approach of high expectations, rigour and a relentless focus on success means that it is cool to be smart at Bridge and all students work hard to reach their full potential.

Our award-winning building is outstanding. We have state of the art facilities and a wide variety of community groups we work with benefit from this. We value our staff members and we offer a professionally stimulating and supportive working environment. We hold a strong commitment to professional development and our staff enjoy a range of rewards and benefits, as outlined from page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

Thank you for your interest in this position and we look forward to receiving your application by the deadline set.

Yours faithfully,



Mr C. Brown

Principal



THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are an Academy on a mission: to ensure that every student can succeed at a good university or equivalent, thrive in their chosen field and live a great life. This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

Hard Work

- We do what it takes for as long as it takes.
- We remain positive and never give up.
- We never stop trying to get better.

Integrity

- We do the right thing, even when no-one is watching.
- We are always honest and do not make excuses.
- We take responsibility and do our best every time.

Kindness

- We have high standards because we care.
- We treat others fairly and respectfully.
- Helping a member of our team is helping ourselves.



SAFEGUARDING CHILDREN

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff and to share this commitment, therefore all positions will involve a degree of responsibility for the safeguarding and welfare of children.

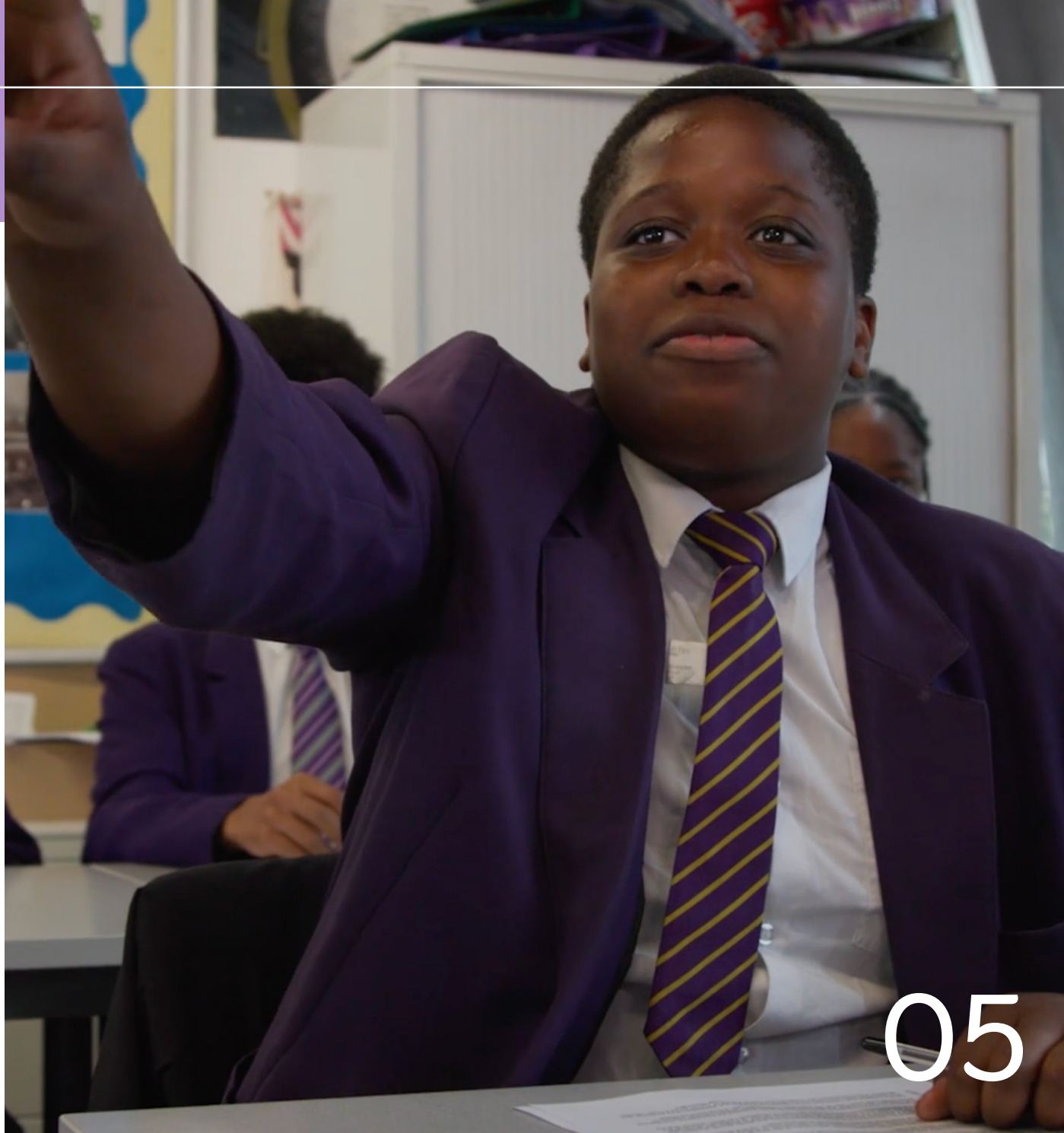
CVs will not be accepted in place of application forms. References and an online search will be sought for candidates at the short-listing stage.

All positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). At the short-listing stage applicants will need to complete a self-declaration form, providing details of any previous convictions and cautions, including those which would normally be considered “spent”, except those that are classed as protected offences.

The appointment will be subject to the necessary safeguarding checks, which include:

- A satisfactory Enhanced DBS check (including a barred list information).
- Additional overseas checks where required.
- A fitness health questionnaire to verify the individual's mental and physical fitness to carry out their work responsibilities.
- Verification of the individual's right to work in the UK and professional qualifications as appropriate.
- A section 128 direction check

Please refer to further information on our safeguarding and child protection procedures via the following link: <https://www.bridgeacademy.hackney.sch.uk/Safeguarding/Safeguarding/index.asp>



STAFF REWARDS & BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies - we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

Annual Salaries

We offer competitive salaries including recruitment & retention allowances, in some cases.

Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

Cycle Scheme and Green Commute Initiative

<http://www.cyclescheme.co.uk>

<https://www.greencommuteinitiative.uk/>

These bike schemes provide staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 32-47% of the total cost. Payment(s) are deducted via payroll over a specific period.

Employee Assistance Programme

The Employee Assistance Programme, offered via UBS is a 24/7 confidential service giving all Bridge Academy employees access to a range of support from lawyers, health and wellbeing professionals, financial and debt

specialists and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

Mindfulness Programme

Headspace is a mindfulness programme offered by UBS to all Bridge staff. It is an app-based solution of guided techniques designed to help you find more balance, wind down after a long day and reduce stress levels. It also gives helpful advice on physical exercises and healthy living, improving your sleeping habits and increasing your energy levels overall.

Optical Expenses

A contribution up to the amount of £30 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £80, is also available towards glasses, for staff who frequently use Display Screen Equipment (DSE) and require glasses solely for this use.

Work + Family Space Services (Sponsored by UBS)

This service provides practical support, resources and information to working parents and carers, in order to assist them in juggling the demands of work and family.

This includes:

- Backup Care: staff can book nannies, nurseries, childminders and/or adult and eldercare specialists when and where they need them. Staff are eligible to receive 10 free sessions of back up care per year.
- Help for fathers: topical information and Q&A responses looking at work and family from a father's point of view
- Confidential expert advice over the phone for all work and family challenges.
- Access to a range of holiday clubs nationwide, ideal for filling in awkward care gaps during the school holidays.
- Access to blogs, insider guides and webinars which provide guidance on a wide range of topics.



Our Award-Winning Building

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources

at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London. Our facilities include the following:

Art Floor

- 3 designer classrooms
- A Kiln room
- An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower

ICT suites

- 3 purpose-built ICT suites & 1 suite with retractable I-desks.
- ICT facilities on all floors within the Academy

Music Facilities

- A large, dedicated, fully equipped music area, with two large classrooms and 11 practice rooms.
- 2 music technology classrooms, equipped with Mac computers and midi keyboards

Performance Hall

- 350+ seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels.
- Cinema projection capability, instruments and AV lighting and sound systems.

Sixth Form

- A bespoke Sixth Form block

Sports Facilities

- A large sports hall, with a variety of sports resources
- Basketball facilities
- An Off-site Multi User Games Area (MUGA) and two Astro turf football pitches

Pension Scheme Contributions

We pay in a high percentage of monthly contributions for teaching staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

Relocation Support for Teaching Staff

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

Social Events: Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.



JOB DESCRIPTION

Post Title:	Finance & Resources Director
Reporting to:	Principal
Job Purpose:	To lead the effective and efficient management of the Academy's finances, resources, contracts and estates, ensuring alignment with the Academy's vision, values, and strategic goals.
Annual Salary Scale Point Range:	Leadership Scale Point 22 - 26: £92,878 - £101,461.
Working Pattern	52 weeks per year.
Annual Leave Entitlement:	25 days, in addition to bank holidays per year.



Key Responsibilities:

1. Strategic Role

- Lead strategic planning to optimise resource use, ensuring financial implications are fully considered.
- Develop sustainable, fully costed proposals, including detailed five-year budgets.
- Interpret and apply government policies, legislation and directives to shape effective strategies.
- Actively contribute as a Senior Leadership Team (SLT) member, advising and training leaders on budgetary and resource matters.
- Ensure full compliance with the Academy Trust Handbook (ATH) and relevant legislation.

2. Leadership and Management

- Provide effective leadership across finance, resources, estates, and contracts, ensuring alignment with the Academy's values.
- Line manage and develop key staff, including the Finance Team, Facilities Manager, HR Manager, Office Manager, IT Manager, and Catering Manager, setting high performance standards.
- Oversee performance management for all Operations Team managers, supporting goal-setting and monitoring outcomes.
- Collaborate with departmental managers on budget setting, cost planning, and financial profiling.
- Ensure the HR Manager maintains efficient processes, safeguarding protocols, and robust payroll reconciliation procedures.

3. Risk Management

- Develop and manage the Academy's risk register, ensuring proactive risk identification and mitigation.

4. Governance and Reporting

- Prepare and present comprehensive reports for the Finance and General Purposes, HR, ICT and Health & Safety Committees.
- Advise the Principal and Trustees on financial strategy, policy, and investment opportunities.
- Liaising with the governance professionals in relation to reports and notifications to the DfE and other agencies and regulators.

5. Financial Management

- Lead the preparation of annual income and expenditure estimates, ensuring budgets align with strategic objectives.
- Monitor and report on financial performance to the Principal and Trustees, ensuring compliance with ATH requirements.
- Utilise benchmarking tools to assess financial performance and identify efficiency opportunities.
- Oversee the production and audit of the annual statutory accounts.
- Manage all financial returns to the EFA, local authorities, and other agencies.
- Oversee payroll operations, including pension schemes and statutory deductions.
- Maximise income generation in line with the Academy's ethos, including grant applications and fundraising.

6. Contract and Procurement Management

- Oversee all contracts, tenders, and procurement processes, ensuring compliance with legislation and AFH requirements.
- Negotiate, manage, and monitor contracts to ensure value for money and sustainability.
- Secure professional advice on insurance, implementing approved coverage and managing claims.

- Ensure facilities, including transport and lettings, are effectively managed and value for money is achieved.

7. Premises and Health & Safety Management

- Oversee site maintenance and ensure compliance with health and safety legislation.
- Support the Facilities Manager in developing and executing maintenance schedules and risk assessments.
- Collaborate on the development of a premises strategy, including income generation from lettings and contingency planning.
- Ensure fire safety measures, policies, and practices are robust and regularly reviewed.

8. Information Technology

- Oversee the IT department to ensure the provision of high-quality services aligned with the Academy's goals.
- Manage IT investment to deliver value and innovation.
- Work closely with the ICT subcommittee to advance the Academy's technology strategy and ensure compliance with digital and technology standards.

9. Catering

- Ensure the Academy's catering service delivers healthy, high-quality meals that comply with food standards.
- Maintain hygiene and food safety standards, addressing inspection outcomes promptly.

10. Additional Responsibilities

- Undertake any duties commensurate with the role to support the smooth operation of the Academy.

PERSON SPECIFICATION

Qualifications and Experience

Essential:

- Professional finance qualification (e.g. ACA, ACCA, CIMA, CIPFA, or equivalent).
- Proven experience in financial management and strategic planning, preferably in education or public sector organisations.
- Experience in managing large budgets, financial reporting, and ensuring compliance with regulations.
- Experience of leading and managing multi-disciplinary teams, including finance, HR, estates, and other operational areas.
- Demonstrable experience in procurement, contract management, and risk management.

Desirable:

- Experience working in a school, multi-academy trust, or similar educational setting.
- Knowledge of funding models and financial regulations specific to schools, including GAG funding and Pupil Premium.
- Experience of estates management, health and safety compliance, and facilities management.
- Evidence of continuous professional development relevant to the role.

Knowledge and Skills

Essential:

- Strong knowledge of financial principles, budget management, and financial compliance.
- Understanding of legislation and regulations related to education, including funding frameworks, HR policies, and health and safety standards.
- Excellent IT skills, particularly in financial software and Microsoft Office, including advanced Excel.
- Ability to analyse, interpret, and present complex financial data to non-financial stakeholders clearly and concisely.
- Strong leadership skills, with the ability to inspire and manage teams effectively.
- Strategic thinking and problem-solving skills to contribute to the school's vision and long-term planning.

Desirable:

- Familiarity with school management systems (e.g. Bromcom - the current system in place, SIMS, etc)
- Knowledge of capital project management and funding applications.



Personal Attributes

Essential:

- A collaborative and approachable leader who can build strong relationships with staff, Trustees, and external stakeholders.
- Resilient, adaptable, and able to manage multiple priorities under pressure.
- High levels of integrity, discretion, and a commitment to confidentiality.
- Proactive and solutions-oriented, with a commitment to continuous improvement.
- Attention to detail and a focus on delivering high-quality outcomes.

Desirable:

- A passion for education and a commitment to supporting student achievement.
- Ability to mentor and develop team members, fostering a culture of professional growth.

Other Requirements

- A commitment to the school's ethos, values, and strategic priorities.
- An understanding and commitment to safeguarding policies and the welfare of children and young people.
- Willingness to undertake training and keep up-to-date with changes in finance, HR, and operational management in the education sector.
- Flexibility to work additional hours during peak times, such as during budget preparation or audits.



Finance & Resources Director

Job Start: March/April 2025

Leadership Scale Point Range: 22 - 26

Annual Salary Range: £92,878 - £101,461

Location: South Hackney

Contract Type: Permanent, Full Time Position

'The best school I've ever worked at: the culture, the staff and students, the training, everything!' (Staff member)

'I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed' (Visitor)

The Bridge Academy is a truly exceptional school. Our students' progress is excellent and our superb personal development offer means that over the last few years we have been national debating champions, enjoyed a host of sporting successes and won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award for music.

Why choose us?

- Excellent student behaviour and highly supportive Senior Leadership Team.
- An Achievement-oriented culture where students work hard and it is cool to be smart.
- A warm/strict approach, meaning that our high standards do not come at the expense of inclusion.

- The belief that teaching must be a sustainable profession: clear systems and structures, sensible approach to feedback and no 'late night culture'.

We are seeking to appoint a Finance & Resources Director who is totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that every student will succeed at a good university or equivalent, thrive in their chosen field and live a great life.

As Finances & Resources Director could you:

- Lead strategic planning to maximise our resources and optimise our financial position?
- Develop five-year budgets and other fully costed proposals, ensuring compliance with evolving legislation; and contribute to broader management and good governance as a member of the Senior Leadership Team?
- Stretch goals and ensure their attainment, whilst personally negotiating contracts, controlling financial returns and advising on financial strategies and investment opportunities?
- Provide strong leadership to our Finance & Operations teams?

As a qualified accountant (ACA, ACCA, CIMA, CIPFA or equivalent), you will bring an impressive record in financial management and planning, preferably gained in an educational or public sector setting. You will certainly be adept at deploying significant budgets, undertaking financial reporting and ensuring regulatory compliance. You will also bring considerable expertise in team leadership, procurement, and contract risk management.

Knowledge of funding models and financial regulations relating to schools, including GAG funding and the Pupil Premium, would be very useful, as well as some experience of estates and facilities management.

We offer:

- An ethos of high expectations for students and staff.
- Excellent facilities and resources.
- Established community and business partnerships, including our sponsor UBS.
- A strong commitment to the professional development of all staff.

In addition to our sponsor UBS, who provide significant support to the Academy, we also work with a wide variety of community groups to ensure the best for all our students. Our award-winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please read the information pack and complete the application form [here](#). Please also read our school workforce privacy notice. If you would like to have an informal discussion with the Principal about this position, please contact Tracey Bannister, PA to the Principal on: 020 7749 5256. She works on Mondays, Thursdays and Fridays and is only contactable via email on Mondays: TBannister@tbah.uk

The deadline for applications is: 9:00am on Friday 21st February 2025. We encourage applicants from all sectors of the community to apply.

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All appointments will be subject to the necessary safeguarding checks, including receipt of a satisfactory Enhanced DBS check with barred list information.