

# The Southover Partnership

## Head of Business and Finance

<b>Start Date:</b>	February 2021
<b>Salary:</b>	£35,000-£45,000
<b>Applications:</b>	Closing date – 8am Monday 14 <sup>th</sup> December 2020
<b>Interviews:</b>	Tuesday 22 <sup>nd</sup> December 2020
<b>Contract hours:</b>	Full time, 35 hours per week, 52 weeks a year
<b>Contract type:</b>	Permanent Contract

### **About Us:**

The Southover Partnership is a charity that provides education for children and young people with special educational needs in our own school and, through our thriving Outreach Service which provides tailored one-to-one and group tuition in mainstream schools or at home commissioned by schools or local authorities. We work with children between the ages of 5-19. Our school aims to meet the needs of 11-19 year olds with autism, complex SEND and social, emotional and mental health issues. The school is based on three School Sites, Hutton Grove in N12, Southgate in N14 and Kingsbury in NW9, and the Outreach services work across 12 Greater London Authorities.

### **The post:**

We are looking for a Full Time Head of Business and Finance, they will be responsible for managing the strategy and operation of the business functions of the Southover Partnership, including compliance, financial management, health and safety, human resources, premises, IT and general administration. They will advise on and implement the day-to-day support that enables the Southover Partnership to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

### **About you:**

We are looking for a person who has a degree or other relevant qualification, or level of experience – ideally in accountancy, business management or a related discipline, having a qualification in School Business Management would be an advantage. You will need to evidence successful leadership and management experience in a school, or in another relevant field and proven performance management experience. You will be working in a small team of friendly staff, based at the Kingsbury Manor site NW9. See the Job Description and personal specification for further details.

**To Apply:**

Please complete our Southover Partnership Application form (also available on our website [www.southoverpartnership.com/workforus](http://www.southoverpartnership.com/workforus)) and send it to Dr Dayo Okunlola at: [recruitment@southoverpartnership.com](mailto:recruitment@southoverpartnership.com). We will not be able to interview you without a completed application form due to safeguarding.

The Southover Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share the same commitment. The post is subject to an Enhanced Certificate of Disclosure from the Disclosure and Barring Service and a range of other recruitment checks.