



Herts & Essex Multi-Academy Trust

Director of Finance & Operations





Herts & Essex Multi-Academy Trust

Contents

Welcome from the Executive Headteacher	Page 3
The Hertfordshire & Essex High School	Page 4
Manor Fields Primary School	Page 5
The Science Hub & Maths Hub	Page 6
The Herts & Essex Sports Centre	Page 7
Our new Director of Finance & Operations	Page 8
Job description	Page 9-11
Person specification	Page 12
Important information	Page 13
How to apply	Page 14





Herts & Essex Multi-Academy Trust

Welcome from the Executive Headteacher

Thank you for your interest in joining HEMAT as our Director of Finance and Operations.

HEMAT is an established and successful Multi-Academy Trust based in Bishop's Stortford, currently comprising one secondary school and one primary school. Embedded in our local community and driven by a commitment to inclusion, our ambition is to build a family of locally rooted schools serving the communities of Bishop's Stortford, Sawbridgeworth and the surrounding villages.

We believe every child should be known, valued, cared for and challenged to achieve their very best. Through collaboration and a shared commitment to excellence, we are building a Trust that provides exceptional opportunities for all children while serving the needs of our local communities.

The Director of Finance and Operations will play a central role in helping us achieve that ambition. Working alongside the CEO, Trustees and Executive Team, you will provide strategic leadership across finance, estates, compliance and operational services, ensuring our schools are supported by effective and efficient services.

This is a rare opportunity to influence the future direction of a respected and growing Trust.

As a member of the Executive Team, you will contribute to strategic decision-making and help shape the development of our central services, ensuring that the Trust has the strong foundations required for sustainable growth.

You will play a key role in supporting the Trust's growth strategy, leading financial and operational due diligence, helping to assess opportunities for expansion and ensuring that new schools are successfully integrated into Trust systems and processes.

Importantly, this role offers significant scope for professional growth. As the Trust expands, we expect the operational elements of the role to develop into a dedicated function, allowing the postholder to focus increasingly on strategic financial leadership. This creates a clear pathway towards a future Chief Financial Officer role within a larger organisation.





Herts & Essex Multi-Academy Trust

Our new Director of Finance & Operations

We are seeking an experienced and strategic leader who shares our commitment to educational excellence and public service. Experience within education or a Multi-Academy Trust would be beneficial, but we welcome applications from candidates who can demonstrate transferable leadership experience from other sectors.

The successful candidate will bring:

- A recognised accountancy qualification (ACA, ACCA, CIMA, CIPFA or equivalent).
- Significant senior leadership experience within a finance environment.
- A strong track record of strategic financial planning, budgeting and resource management.
- Experience of governance, audit, compliance and risk management.
- Ability to analyse complex information and communicate it clearly to senior leaders and trustees.
- Experience of leading teams, improving services and delivering organisational change.
- Excellent relationship-building and influencing skills.
- A collaborative and solutions-focused approach.
- High levels of integrity, professionalism and personal resilience.

Why Join Us?

By joining HEMAT, you will have the opportunity to:

- Make a significant contribution to the future of education locally.
- Work alongside a committed and ambitious Executive Team.
- Shape the systems and services that will support future growth.
- Lead strategic projects that have a direct impact on schools and pupils.
- Develop your career within a Trust with ambitious plans for expansion.
- Be part of a values-driven organisation that places children and communities at the heart of everything it does.

Our new Director of Finance & Operations will benefit from the full support of a strong, experienced and dedicated team of Trustees, local governors and senior leaders who are keen to work with them, consolidating and accelerating our upward trajectory.



HEMAT – Director of Finance & Operations



Herts & Essex High School

Focused on delivering *Excellence for All*, The Hertfordshire & Essex High School provides a vibrant and welcoming working environment in a popular, non-selective school with an excellent academic record. Rated as an 'outstanding school with an outstanding sixth form' in our last Ofsted inspection, Herts & Essex provides an excellent educational experience for students, and a first-rate experience for staff at all levels.

Herts & Essex is a vibrant and happy secondary school for girls aged 11 to 18 and for boys aged 16 to 18. In the Sixth Form we provide for both girls and boys, but retain the nurturing environment which has been so strongly developed in the school alongside encouraging students to grow into independent and creative learners and thinkers.

We have an excellent team of highly committed, well-qualified teachers and support staff, working in close partnership with governors, parents and carers to provide the best possible education, laying firm foundations for our students' successful futures. We are a highly reflective organisation, in which all teaching staff are engaged in research which underpins the reviews and development of our exceptional practice.

We offer a vast range of extra-curricular activities and enrich the curriculum with many visits throughout the year to places of interest in the UK and abroad.

We are a happy and caring community which believes in traditional values, and we are very proud of everyone who plays their part in it. In line with our school motto '*Sic Itur Ad Astra*' which translates as 'reach for the stars', we are highly aspirational for all our students. They leave Herts & Essex confident and well-rounded, ready and keen to take their place in society, sure in the self-belief that they can achieve anything.



Nov 2023

Quality of education	Outstanding
Behaviour & attitudes	Outstanding
Personal development	Outstanding
Leadership & management	Outstanding
Early years provision	Outstanding

Location:

Bishop's Stortford



Number
on Roll:
1485



EAL
17.5%

SEND
10%

FSM
7.2%

Pupil
Premium
4.6%



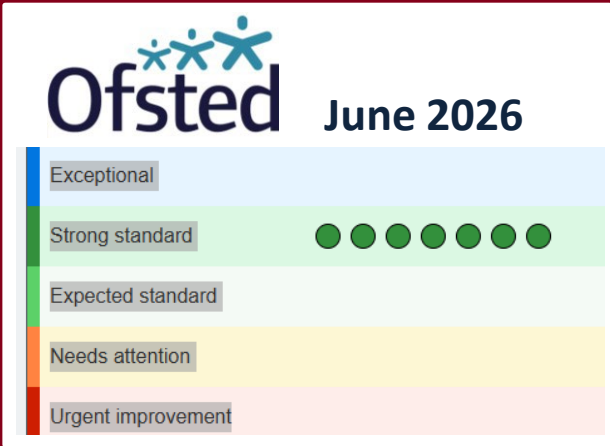
Manor Fields Primary School

Manor Fields is a friendly and aspirational school. We welcome children from age three to eleven years old, providing a culture of possibility where every child really does matter, coupled with a belief that all things are possible. Our holistic approach to education aims to genuinely prepare children for life as global citizens, giving them solid foundations for secondary school and an enthusiasm for life-long learning.

Our school community is built on trust and respect for one another and a belief that everyone has the capacity to succeed. All staff are passionate about education and seek to inspire and ignite a love of learning. We provide a very stimulating academic curriculum together with a strong tradition of music and sport. Some of our additional activities include orchestra, debating club, dance and drama.

The extensive school grounds are used regularly by children of all ages to learn and explore beyond the classroom. We have a Forest School that encourages children to use natural habitats in which to learn a wide range of skills, as well as a gym trail and wildlife area. A breakfast club and after school club are provided on the school site as well as a holiday club run by FunZone, with whom we have worked for over twenty years.

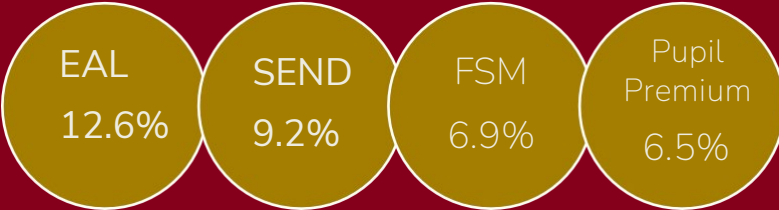
Both staff and governors bring expertise, enthusiasm and experience and we are passionate about sharing high expectations and ensuring every child achieves his or her full potential, both academically and personally. Children learn best when they feel safe to take on challenges, when they feel inspired, when they feel valued and when their achievements are celebrated. Manor Fields' children are ambitious, motivated and caring, and we are very proud of their achievements in all aspects of the curriculum.



Location:
Bishop's Stortford



Number
on Roll:
445



Our status as the lead Matrix Maths Hub School in Hertfordshire (including Harlow) and as a part of the Science Learning Partnership, affords our students wide-ranging and stimulating learning experiences. We encourage debate on moral issues including those linked to scientific development, wealth creation and personal values. It is no surprise, therefore, that our talented students often achieve local and national success in a wide range of Science, Technology and Mathematics competitions. Both hubs are successful and well run by our Executive Deputy Headteacher, under the oversight of the Executive Headteacher.

The Maths Hubs programme is DfE funded and led by the NCETM (National Centre for Excellence in the Teaching of Mathematics).

We bring together mathematics education professionals as part of a collaborative national network of 40 Hubs each locally led by an outstanding school or college, to develop and spread excellent practice, for the benefit of all pupils and students.

The Matrix Herts Maths Hub supports schools and colleges to achieve excellence in mathematics education from Early Years to post-16, serving education establishments across the whole of Hertfordshire and Harlow.

Our strategic partners include representatives from a range of primary and secondary schools, FE Colleges and universities.

The Science Hub (formerly the Science Learning Partnership) supports schools and educators across Herts, Essex, Southend, Thurrock, Beds and Milton Keynes to provide a quality science education through the delivery of a local programme of impactful high quality cost-effective CPD, networking opportunities and events.

We offer a programme for teachers of science and science technicians across all phases and all stages of their careers that is responsive to the needs of schools and young people in our region. We have various subscription packages available for schools and Trusts.

Our annual programme also includes events for schools and we offer bespoke training for departmental meetings and inset days and school to school support alongside our scheduled programme.



Herts & Essex Sports Centre

Located at our Beldams Lane site in Bishop's Stortford, our fantastic sports centre enables us to offer high-quality PE and extra curricular sports activities for students.

The facilities are also offered for hire to local community groups. We are proud to work successfully with a wide range of local clubs and support sport for all ages and abilities within the local community. This state-of-the-art facility includes:

- A spacious sports hall (4 badminton courts size)
- A purpose-built dojo for martial arts training
- A sand-dressed, all-weather astro turf pitch with floodlighting
- 6 tennis/ netball courts with floodlighting
- A dance studio
- A boutique gym
- A multi-use social space and sports bar

“

Serving our local community in sport, leisure and recreation by providing affordable high-quality facilities in a welcoming, friendly and safe environment.

”





Herts & Essex Multi-Academy Trust

Job description

Job title: Director of Finance & Operations

Reporting to: HEMAT Chief Executive Officer

Direct Reports

- Finance Team
- Estates and Facilities Team
- Health & Safety and Compliance Functions
- Other operational support staff as determined by the Executive Team

Executive Team Membership

The Director of Finance and Operations is a member of the Trust Executive Team and contributes fully to the strategic leadership and future development of HEMAT.

Purpose of the Role

The Director of Finance and Operations is responsible for providing strategic leadership of finance, estates, procurement, risk management and operational services across HEMAT.

The postholder will ensure that the Trust remains financially sustainable, operationally effective and well positioned for future growth. Working closely with the CEO, Trustees and Executive Team, they will lead the development of scalable systems and services that enable schools to focus on delivering exceptional educational outcomes for children.

The Director of Finance and Operations will play a key role in supporting the Trust's vision of becoming **a family of locally rooted schools**, ensuring that HEMAT has the operational capacity, resilience and infrastructure required for sustainable growth.

Strategic Leadership Responsibilities

The postholder will:

- Contribute to the strategic leadership of HEMAT as a member of the Executive Team.
- Support the CEO and Trustees in delivering the Trust's strategic plan.
- Lead the development and implementation of the Trust's Finance and Operations Strategy.
- Provide strategic advice to Trustees, Governors and senior leaders on financial, estates and operational matters.
- Promote a culture of accountability, efficiency, continuous improvement and value for money across the Trust.
- Build the operational capacity required to support future Trust growth.
- Champion collaboration and shared services across all schools within the Trust.



Herts & Essex Multi-Academy Trust

Financial Leadership

The postholder will:

- Lead the development of the Trust's annual budget and medium-term financial plan.
- Ensure robust financial forecasting, scenario planning and risk management.
- Monitor financial performance across all schools and services.
- Ensure compliance with the Academy Trust Handbook and all relevant statutory requirements.
- Lead preparation of statutory returns, financial statements and budget submissions.
- Maintain appropriate reserves and cash flow arrangements.
- Ensure strong financial controls, audit arrangements and assurance processes.
- Present financial reports to Trustees and relevant committees.
- Support school leaders in effective financial planning and resource deployment.

Estates and Facilities Leadership

The postholder will:

- Develop and implement a Trust Estates Strategy.
- Lead long-term planning for Trust buildings and facilities.
- Ensure compliance with all statutory health and safety requirements.
- Oversee condition surveys, maintenance programmes and capital investment planning.
- Coordinate capital bids and major estates projects.
- Maintain effective asset management systems across the Trust.
- Ensure school environments remain safe, compliant and fit for purpose.
- Develop estates capacity to support future Trust growth.

Operational Leadership

The postholder will:

- Lead procurement and contract management across the Trust.
- Ensure effective management of risk, compliance and business continuity.
- Develop Trust-wide operational policies and procedures.
- Oversee operational due diligence for schools considering joining the Trust.
- Develop systems and processes capable of supporting a larger Trust.
- Monitor service quality through agreed Service Level Agreements and Key Performance Indicators.
- Identify opportunities to improve efficiency and secure value for money through collaboration and economies of scale.

Trust Growth and Integration

The postholder will:

- Support the CEO in evaluating potential growth opportunities.
- Lead financial, estates and operational due diligence associated with schools seeking to join HEMAT.
- Assess financial sustainability, operational risks and estates liabilities.
- Lead operational integration planning for new schools.
- Support the successful onboarding of schools into Trust systems and processes.
- Ensure growth strengthens the operational resilience and sustainability of HEMAT.





Herts & Essex Multi-Academy Trust

Risk, Compliance and Assurance

The postholder will:

- Maintain and review the Trust Risk Register.
- Lead the Trust's assurance framework.
- Ensure compliance with financial, operational and estates-related regulatory requirements.
- Support business continuity and disaster recovery planning.
- Coordinate internal and external audit activity.
- Ensure Trustees receive timely assurance regarding key risks and controls.

Leadership of Central Services

The postholder will:

- Lead and develop high-performing finance and operational teams.
- Establish clear Service Level Agreements and Key Performance Indicators for all operational services.
- Develop workforce capacity within Finance and Operations.
- Foster a culture of customer service, professionalism and continuous improvement.
- Ensure operational services evolve to meet the changing needs of the Trust.

Additional Notes

This role is defined as Regulated Activity and subject to an enhanced DBS, children's barred list check and satisfactory references.

The duties listed are not an exhaustive list of requirements. This job description may be amended in consultation with the postholder to reflect evolving responsibilities.





Herts & Essex Multi-Academy Trust

Person specification

Essential Qualifications

- Fully qualified accountant (ACA, ACCA, CIMA, CIPFA or equivalent).
- Degree level qualification or equivalent professional qualification.

Essential Experience

- Significant senior leadership experience in finance.
- Experience of strategic financial planning and budget management.
- Experience of leading teams and managing change.
- Experience of financial governance, audit and risk management.
- Experience presenting complex information to Boards/ Trustees/ equivalent governance bodies.
- Experience in managing procurement, fixed assets, external contractors, suppliers etc.
- Experience of delivering operational improvement and organisational change.

Desirable Experience

- Multi-Academy Trust or education sector experience.
- Estates, facilities or capital project management experience.
- Experience of organisational growth and due diligence.
- Experience supporting governance and trustee decision-making.
- Experience leading on Health and Safety.

Personal Qualities

The successful candidate will:

- Be strategically minded and solutions focused.
- Demonstrate high levels of integrity and professionalism.
- Be able to build effective relationships across a range of stakeholders.
- Be an effective communicator capable of influencing and advising senior leaders.
- Have a commitment to public service and educational excellence.
- Demonstrate resilience, adaptability and sound judgement.
- Share HEMAT's commitment to inclusion, collaboration and continuous improvement.
- Excellent attention to detail.
- Ability to analyse and interpret data/advice/statute and devise policy and practice accordingly.
- Commitment to safeguarding and child protection.

Success Measures

The Director of Finance and Operations will be accountable for:

- Delivery of balanced budgets and strong financial sustainability.
- Positive audit outcomes and regulatory compliance.
- Effective management of estates, health and safety and operational services.
- Delivery of Trust-wide value-for-money improvements.
- Successful implementation of operational strategies and projects.
- Development of scalable systems capable of supporting future growth.
- High-quality support and assurance to Trustees and Executive Leaders.
- Readiness of Finance and Operations services to support HEMAT's ambition to become **a family of locally rooted schools.**





Herts & Essex Multi-Academy Trust

Important information

Salary:	Up to £80,000 dependent upon qualifications and experience.
Working hours:	This role is advertised as full-time, year-round, but we are happy to consider part time (min 0.8FTE) for the right person.
Start date:	January 2027
Location:	Based at Herts & Essex High School, with flexibility to work from home some of the time.
Closing date:	Monday 12 th October 2026 09:00
Shortlisting date:	Friday 16 th October 2026
Interview date:	Friday 23 rd October 2026
To discuss the role or arrange a visit:	Please contact Executive Headteacher, Richard Paul Richard.Paul@hertsandessex.herts.sch.uk

HEMAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2026).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.



HEMAT – Director of Finance & Operations



Herts & Essex Multi-Academy Trust

How to apply

This recruitment is managed by HFL Education, in line with the latest guidance on safer recruitment. Please apply on Teach in Herts or My New Term, using the standard online application form. CVs will not be considered.

Should you need support, please contact leadership.recruitment@hfleducation.org. Please ask us if you require information about this vacancy in an alternative format.

Application Form

Applicants must use the standard application form provided (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Include all the relevant training you have completed, particularly those in recent years which have helped to prepare you for this role.

Person Specification and Personal Statement

When writing your personal statement, it is important you address each of the requirements in the person specification. Please keep to three sides of A4 or less.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turn around. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact.



HEMAT – Director of Finance & Operations



Herts & Essex Multi-Academy Trust



Herts & Essex Multi-Academy Trust (HEMAT)

Warwick Road, Bishop's Stortford, CM23 5NJ

01279 654127

admin@hertsandessex.herts.sch.uk

www.hemat.org.uk

