

**Passion for Learning
Enthusiasm
Respect
Child Centered
Engagement
Integrity
Care for Others**



Finance and Estates Manager

**Geneva English School
A Special Place to Be**

Geneva English School is a vibrant, friendly primary school of 172 pupils aged 4-11 years in a truly international environment. We provide balanced high quality English language education based on the British curriculum which includes daily French lessons for all children.

Our children are enthusiastic and fully engaged in all aspects of school life. Throughout the year our children take part in a variety of extra curricular activities, events, and sports, including residential trips in the Alpine region.

We have a teacher: child ratio of 1:10 with 22 full and part time teaching staff, including 5 French teachers, ensuring all children get the support they need to thrive.

The School is set in a beautiful old manor house and grounds overlooking Lake Geneva. We are a short distance from some of the most dramatic and beautiful landscapes in the world, creating a terrific learning and living environment for the children.

Learning

At the heart of school's core values, is enthusiastic encouragement to develop the enquiring minds of our children. Our programme of learning is based on the British curriculum but also draws inspiration from international sources and the environment in which we live. Teaching staff work together with classes and small groups to encourage all children to realise their full potential in key subject areas including numeracy, literacy, and French. Our children achieve high educational standards and integrate well into secondary schools both locally and internationally.

Respect

We value the contribution made by all pupils, parents, staff and governing body in supporting and inspiring our children to achieve their full potential. We encourage a culture of care and respect for others and the world around them. Our children are friendly, well behaved, supportive of each other, and enthusiastic in all they do. We appreciate the diverse life experiences of our children and their families.

Community

Geneva English School is an English speaking community, with a broad range of nationalities. Our school thrives on the enthusiasm of its children, the excellence of its staff, and the engagement of its parents. We have a number of popular and well attended social and sporting events involving parents throughout the school year. We have good links to other local schools, and most of our children go on to international secondary schools in the local area.

Role Description

Position	Finance and Estates Manager
School	Geneva English School
Level	Primary (age 4-11 years)
Staff	22 full/part time teaching staff, 3 non teaching staff
Pupils	172
Location	Geneva, Switzerland
Funding	Fee paying
Founded in	1961
	Current location since 1989

Core Purpose

The core purpose of this role is to support the Head and governing body in the provision of all non-teaching aspects of the School, working as part of the School Leadership Team. The Finance and Estates Manager will provide effective financial and resource management to enable the Head, with the teaching staff, to deliver the curriculum and a wide range of activities to the highest possible standards.

To achieve success the Finance and Estates Manager, working closely with the Head will:

- develop and effectively manage the school's budget, the School's buildings and resources to maximum effect
- design and implement a strategic plan for non-fee income generation
- ensure the development and implementation of robust and sustainable financial plans
- implement a process for tendering and procurement of services, materials/ maintenance
- develop a long term programme of fundraising for significant infrastructure projects
- act as the clerk to the governing body
- ensure up to date methods of administration/resource management are implemented
- effectively manage the day to day activities of non-teaching staff and service providers

Key Responsibilities

Strategic Direction and Shaping the Future

1. Prepare long-term assessments of the future financial performance of the School
2. Develop a long term strategy and plan for fundraising
3. Help formulate the School's strategic development plan, in consultation with the Head, the governing body and senior staff
4. Investigate sources of grants and funding for buildings and resources (IT, sports, art and culture)
5. Design and implement a programme to develop sources of non-fee income in accordance with the School's core purpose and vision
6. Anticipate trends and effectively integrate new ideas and approaches at the School
7. Implement resource optimisation programmes and plans to enhance the culture and positive learning environment at the school
8. Promote the interests and strong reputation of the school with community bodies, companies, the commune of Genthod and other local organisations
9. Ensure children and learning are at the centre of the strategic financial planning and resource management
10. Develop plans for new buildings, sale and/or purchase of property as agreed with the Head and the governing body
11. Demonstrate the vision and values in everyday work and practice

Managing the Building and Resources

1. Manage the programme of works to ensure the safety and smart appearance of the school buildings and resources.
2. Develop a plan for the improvement of the efficiency of energy sources on the site
3. Manage the installation and maintenance of security equipment for protection of the school resources and buildings, pupils and staff from fire and other hazards.
4. Manage grounds including maintenance staff and service providers
5. Establish letting arrangements of school buildings and estates to outside organisations, in keeping with school vision and ethos
6. Implement tendering process for significant programmes of work, services and equipment purchases

Daily Good Management

1. Manage the school's financial resources effectively to meet the school's aims and match priorities; ensure good value for money
2. Manage non-teaching staff; motivating them, reviewing their work and deploying their skills to best effect
3. Ensure proper allocation, controls and accounting of financial and material resources in line with annual budgets and plans
4. With the School Leadership Team ensure the range, quality and good use of all available resources
5. Manage the payment of salaries, social, tax and other contributions in a timely and effective manner
6. Ensure prompt and accurate payment of invoices and expense items; regularly reporting on and analysing costs
7. Prepare annual estimates of income and expenditure for budgeting in detail
8. Maintain personnel files, implement programme of electronic record management
9. Manage and organise the school environment to meet needs of the curriculum, as well as health and safety of all
10. Implement and ensure clear communication of the policies of the school
11. Ensure the School is in compliance with all employment and other applicable Swiss legislation
12. Develop and sustain working relationship with neighbours and Commune of Genthod
13. Act as a clerk to the governing body (meeting formalities and documentation)

Developing Self and Working With Others

1. Regularly review own practice, set personal targets and take responsibility for own personal development
2. Attend trainings of professional bodies (COBIS, AGBIS, etc.)
3. Plan effectively with Head and non-teaching staff to delegate, support and review tasks and responsibilities across the organisation
4. Manage and participate in non-teaching staff performance appraisals
5. Treat people fairly, equitably with dignity and respect to create and maintain a positive school culture
6. Acknowledge and celebrate the achievements of individuals and teams
7. Demonstrate, articulate and encourage high performance expectations for all
8. Take a strategic role in the development and integration of new and emerging practices and technologies in financial and administrative matters

Strengthening Community

1. *Demonstrate and be committed to:*
 - *effective teamwork within the school and with external partners*
 - *collaboration and networking with other schools locally and internationally*
2. *Develop links with the local and international schools and associations to benefit the school's development*
3. *Actively draw on the richness and diversity within the school community and local environment.*
4. *Invest in the social and cultural life of the school to engage the whole school community in living out the positive core values and community spirit at the school*
5. *Build and maintain effective relationships with parents, staff, and governing body*

Personal Specification

– Knowledge, experience & personal attributes required to meet the needs of the Role

Qualification and Experience

Must be a qualified accountant

Must hold a first degree or equivalent

Must have experience in administration, building and/or resource management

Able to demonstrate recent professional experience that prepares the applicant for this post

Experience in establishing and maintaining appropriate, up to date structures and systems

Experience working in the Geneva area or in Switzerland is an advantage

Personal Attributes

Excellent written and verbal communication skills

Strong IT literacy, a good team player

Written and oral fluency in French and English is essential

Self motivated with good organisational skills and the ability to prioritise workload effectively

A self starter, demonstrates initiative, professionalism and integrity

Delivers plans efficiently and with excellence in execution

Is able to both delegate tasks and monitor their implementation

Inquisitive, able to think creatively to solve problems and make decisions based on sound analysis and judgement

Adapts to changing circumstances and new ideas

Energetic, enthusiastic and reliable

The Finance and Estates Manager reports to the Head with regular direct contact with the Chair of the Governing body and Head of Sub-Committees as required to fulfill this role.

