



Dear Prospective Recruits,

Thank you for your interest in working with us at the London Design & Engineering University Technical College (LDE UTC). Since opening in September 2016, the LDE UTC has provided exceptional education to learners of all abilities from year 9 and up, who aspire to pursue a career in design and engineering.

We are committed to providing our staff with the necessary time and resources required, ensuring our learners remain at the heart of our mission. Our learner-focused approach, coupled with our state-of-the-art facilities and specialist equipment, empowers learners to become the next generation of confident, independent, and work-ready individuals. By fostering academic excellence and forging strong partnerships with employers, we prepare our learners to thrive in the ever-evolving landscape of design and engineering.

One of the key aspects that sets us apart is our curriculum, which revolves around engaging and compelling employer-led projects. Through active learning experiences, we cultivate a learning environment that is both relevant and memorable, boosting our learners' academic achievement.

We understand the importance of comprehensive career guidance. That's why we have formed strategic alliances with our employer partners and universities to provide expert advice, mentoring, site visits, and work placements. Through these invaluable opportunities, every learner has the chance to secure amazing progression routes into higher apprenticeships, or to pursue higher education.

If you are interested in sharing your knowledge, skills, and passion with our dedicated staff and eager learners, we invite you to get in touch with us. Together, we can explore the limitless possibilities that await you and contribute to shaping the future of design and engineering.

Yours sincerely,

**Geoffrey Fowler, CEO & Principal**





#### OUR CONTEXT:

The LDE UTC is a technical college where learners exceed their expectations, enjoy pathways onto incredible destinations and make higher than national average progress. The progress our learners make is often extraordinary, for example our learners achieve an average attainment grade of a Distinction for all their technical subjects.

Due to the need for technical skills required from industry, the desire to be engineers from the young people of London, the LDE UTC has been oversubscribed since opening in 2016 and receives over 1600 applications for just 180 year 12 places and over 600 applications for just 80 year 9 places.

Many learners at the college are from the borough of Newham, however the geographical spread of the population of learners as a whole is very wide. Our learner body comes from diverse backgrounds with 93% Black Asian and Minority Ethnic (BAME), 42% of the learners are funded by pupil premium and 55% have English as an additional language (EAL) i.e., English is not their main language at home.

Upon arrival, learners encounter our dynamic, distinctive, and tailored curriculum, delivered with extensive knowledge and expertise in cutting-edge facilities. This environment inspires our learners to excel academically, and we are committed to ensuring that each and every one of them transitions to high-quality employment, training, or educational opportunities.

LDE learners enjoy the employer engagement as they realise the purpose in what they are learning, receiving the Knowledge, Skills and Behaviours required to secure academic excellence and progression routes onto industry via higher apprenticeships, university or straight into the workplace.

#### OUR VISION

“Creating technology and employer-led education that provides learners with the ability to exceed their potential, celebrate their diversity and embrace the opportunities of the 4th industrial revolution.”

Our objective is crystal clear: we strive to narrow the UK’s skills gap and equip our learners to leave at 16 or 18 years old with top-notch apprenticeships, job placements, university acceptances, or college courses. We foster close partnerships with numerous employers to deliver an education that is both engaging and perfectly aligned with the demands of the professional world.





#### OUR ETHOS:

Our ethos is straightforward: we view the college as a workplace. Consequently, everyone is expected to conduct themselves professionally and demonstrate mutual respect in all interactions. This mirrors the professional environment our partners operate in. Our college serves as a preparatory ground where our learners develop the skills needed to succeed in their chosen careers.

#### OUR VALUES:

|                                   |   |
|-----------------------------------|---|
| Passionate about everything we do | We commit ourselves wholeheartedly to everything we do.<br>We approach our work with enthusiasm, energy, and positivity.<br>We do what we do because we love it, and this passion shines through.                       |
| Reach higher, be better           | We are always learning and challenging ourselves and each other, to be the very best we can be. We have the courage to improve the way we work and exceed expectations.   |
| Be respectful and value everyone  | We take time to listen to each other and treat people in the way they want to be treated. We are supportive, inclusive and recognise everyone has their own skills and experience to offer. All our family has a voice. |
| Take care                         | We look after ourselves, our colleagues, and our community. We have a zero-compromise approach to health, safety and well-being.  |
| Take ownership                    | We take responsibility and never walk on by.<br>We are proactive – focusing only on solutions instead of problems.  |
| Be proud, be seen                 | We celebrate our past, we are proud of what we do today, and we are excited about our future.   |



**Here at LDE UTC we are proud to offer a competitive benefits package for our valued employees.**

We understand as an employer we need to be flexible and responsive in order to promote diversity and equality whilst being able to attract and retain the highest quality workforce. Therefore, we hope that you will be able to take advantage of some of the benefits we offer whilst you are employed by us.

#### **Catering Offer:**

LDE offers free breakfasts and lunches whilst at work, this can be from a selection of hot or cold food made freshly on site. On Wednesdays LDE have a 'Free Fruit' day and fresh fruit is available to all staff. Free tea and coffee daily.

#### **Advise and Counselling Service:**

Our free Employee Assistance Programme (EAP) is a confidential 24/7 telephone line manned by accredited counsellors who are there to help staff with any matters they are worried about (work based or in their personal lives). This service also offers some face-to-face counselling where needed and other excellent benefits.

#### **Cycle2work Scheme:**

Cycle2work is a government initiative that was introduced in 2001 to encourage more people to commute to and from work by bike, enabling people to make healthier choices and reducing the UK's carbon footprint. The initiative also allows you to make huge tax and National Insurance savings on the cost of a new bike and safety accessories. These savings are achieved via salary sacrifice and managed by us.

#### **Season Ticket Loan:**

For all staff who have completed 10 months' continuous service we offer a travel loan scheme where we can advance you the cost of your season ticket (subject to certain limits) and deduct this from your net salary each month, thus spreading the cost of your ticket across the year.

#### **Parking:**

LDE have partnered with neighbouring UEL to secure staff car parking space. There is a limit on how many spaces we get per year and a cost. The parking charge is currently 0.6% of gross monthly salary. You will have to apply for a permit space on a yearly basis.

#### **Staff Children Admission Category:**

The LDE UTC Admissions Policy includes a category of admission relating to the children of staff, who may be given priority in the allocation of student places at the school if either of the following criteria are met:

- Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.





#### **Occupational Health Service:**

LDE work with an external company to provide a high quality OH service.

#### **Flu Jab:**

If you wish to take the seasonal flu jab and are not entitled to a free one, LDE will reimburse you for this. We want our staff to stay fit and well.

#### **Staff Well-being Committee (SMILE):**

Members of staff have set this committee up to support well-being amongst staff. Events/team outings are often arranged

#### **Multi-faith Chaplaincy:**

The Haven room located on site is a space which has been created to help you think about how faith, spirituality, and values shape who we are and the choices we make in life. It is a place where you can talk to someone, a place to unwind or if you want to make a difference in your community, the Chaplains can help.

#### **IT Equipment:**

Upon starting with LDE, you will receive a high-quality laptop and laptop bag to the value of £900 on average.

#### **Flexible Working and Working from Home:**

We are happy to be able to offer flexible working to our staff and most staff members take advantage of this and work from home 20% of the week in some shape or form. For teachers this may work around your timetable. For support staff, depending on role, this could be one day at week home working.

We have also implemented a 4.5 day timetable for learners, creating 54% learner contact time and 46% of the working week for PPA and CPL. 10 of the 190 days for our learners are 'flipped learning days' allowing further time for CPL and PPA for teaching staff.

#### **Personal Development:**

LDE offer opportunities for personal and professional development in a supportive environment. Newly qualified teachers to the school are allocated a mentor at the start of their employment and there is a well-planned Induction process for all staff.

#### **Sight Tests & Corrective Spectacles/Contact Lenses:**

LDE staff are entitled to basic vision tests. There are allowances (usually £50) to reimburse staff members for eye tests and the purchase of VDU spectacles/contact lenses.



#### Annual Leave:

On joining LDE, support staff working all year round will benefit from 28 days' annual leave per annum pro rata, plus 8 bank holidays.

#### Pension Scheme:

##### Teachers:

Membership of the Teacher's Pension Scheme.

Key benefits of the scheme are:

- You receive a guaranteed pension through the Teachers' Pension Scheme.
- You pay into your pension and so does LDE as your employer.
- It's a Defined Benefit Scheme, registered with HM Revenue and Customs, based on your salary and service rather than investments – so there'll be no nasty surprises when you come to claim your pension.

##### Support staff:

Member of the Local Government Pension Scheme, key benefits to you are:

- Secure pension.
- Flexibility to pay more or less contributions depending on your circumstances, tax efficient now and in the future.
- Freedom to choose when you would like to take your pension between the age of 55 and 75.

#### Long Service Recognition and Reward:

Staff are rewarded in recognition for their hard work, dedication and loyalty with a bonus following 5 and 10 years of service.

Eligible staff are entitled to the following:

**5 years' service - £250**

**10 years' service - £500**

This is paid via payroll at the end of September to all staff who passed the milestone (5 or 10 years) during the previous 12 months and remain employed.

#### Electric Car Scheme:

Electric Car Salary Sacrifice Scheme is open to all staff following a successful probationary period. We work with a third-party provider to offer the best and environmental friendly driving solution for staff. There are huge savings available on pure electric vehicles as Benefit in Kind is just 2% between April 2022 and April 2025, meaning you can make significant tax and NI savings on the scheme.

#### Discounted Gym:

A discounted gym membership at UEL SportsDock is available for LDE UTC staff, just show your LDE UTC ID badge at SportsDock to benefit from this.

|                         |  |
|-------------------------|--|
| <b>Job Title:</b>       | <b>Chief Financial Officer (CFO)</b>   |
| <b>Location:</b>        | <b>London Design &amp; Engineering UTC / Newham</b>  |
| <b>Contract type:</b>   | <b>Permanent</b>   |
| <b>Contract term:</b>   | <b>Full Time</b>   |
| <b>Salary:</b>          | <b>L1 – L10 £56,100 - £67,880<br/>Or L10-L20 £67,880 - £84,256 (for highly experienced candidates)</b> |
| <b>Accountable to:</b>  | <b>CEO &amp; Executive Head Teacher</b>  |
| <b>Responsible for:</b> | <b>Central Finance team</b>  |

#### Core Purpose:

As the Chief Financial Officer (CFO), you will oversee all financial aspects of the London Design & Engineering University Technical College (LDE UTC), the London Design & Engineering University 6th Form (LDE UT6), and the Engineering Skills College (ESC). You will be responsible for strategic financial planning, managing financial risks, financial reporting, and ensuring the organisation's sustainable economic health.

#### Key Responsibilities:

##### Strategic Leadership and Trust Development:

- Advise the CEO, board, and other trust leaders on all matters relating to financial strategy and operations.
- Contribute to developing and implementing the trust's strategy, providing financial analysis and guidance on all activities, setting financial objectives, and monitoring performance.
- Conduct financial due diligence on schools/colleges/organisations applying to join the trust and report recommendations to the board and other trust leaders.
- Contribute to the trust's risk management efforts, including identifying strategic and operational financial risks, taking steps to mitigate these risks, and maintaining the trust's risk register.
- Develop, implement, and monitor the trust's business plan, using effective financial and budget modelling and benchmarking to support strong decision-making.

##### Financial Management and Control:

- Manage the budget process, from planning to approval, working with other trust leaders.
- Work with headteachers and/or business managers within the trust to prepare and monitor individual academies' budgets in line with school development plans and the trust's strategic objectives.
- Provide accurate and timely information to the board and other trust leaders to enable effective budgetary control.
- Develop, implement, and monitor the trust's financial policies and procedures on procurement, virements, asset management and disposal, etc., in accordance with the Academies Financial Handbook, enabling robust financial management.

- Take appropriate action to address financial risks, problems, and irregularities.
- Develop and maintain an effective internal audit procedure for the trust and its academies, including producing audit reports and making recommendations for improvement.
- Manage the external audit procedures for the trust and its academies and follow up on any recommendations resulting from audits.
- Establish and monitor effective procurement procedures to achieve financial efficiencies, including overseeing the tendering process.
- Oversee the trust's commercial contracts, ensuring they represent value for money.
- Arrange and manage necessary insurance arrangements for the trust.
- Manage the trust's tax and National Insurance arrangements, including ensuring claims for VAT and business rates are submitted, and refunds are received and appropriately accounted for.
- Manage the trust's cash position, including overseeing bank deposits.
- Support the income generation strategy for the trust and its academies.

#### **Reporting and Compliance: Leadership and Management**

- Complete and submit financial returns as required by the Department for Education, the Education and Skills Funding Agency, the Charities Commission, and Companies House.
- Prepare and submit the trust's financial returns and reports, including annual and monthly management accounts.
- Maintain the trust's accounts per the funding agreement and the Academies Financial Handbook.
- Monitor developments to legislation around payroll, pensions, and benefits, implementing changes and adapting processes as required.
- To support effective leadership and governance, provide appropriate and timely reports to the trust board and other trust leaders.

#### **Leadership and Management:**

- Take responsibility for the trust's financial management system, including managing user access, providing training, considering future system developments, and generating reports.
- Manage the central finance team, taking responsibility for their professional development and ensuring best practices are always observed.
- Develop the trust's central finance services, ensuring these are fit for purpose and provide a high-quality service to individual schools, helping the trust achieve continuous improvement.
- Work with the Chief Operations Officer (COO), Chief Personnel and Culture Officer (CPCO), and others to support the effective delivery of payroll services for the trust and its academies.
- Develop effective relationships with the trust's stakeholders and partners to support its development and operation.
- Act as a representative for the trust in external networks and forums, raising its profile, engaging with the wider sector, and ensuring that the trust is alert to information, changes, and opportunities that could affect its work.//

#### **Research and Evaluation:**

- Stay updated on emerging trends, research, best practices in college/school leadership, educational financial standards, and continuous improvement.
- Where needed, evaluate and recommend new methodologies, tools, and practices.
- Develop partnerships with educational bodies to generate projects and initiatives aligned with the Trust's vision.
- Foster relationships with universities and other educational institutions to identify opportunities for collaboration and improvement.



#### Trust Employee Responsibilities:

- Work and act in accordance with the Trust's vision, values, and strategic plan.
- Consistently demonstrate professional behaviour and appearance.
- Ensure activities are conducted in accordance with safeguarding and health and safety requirements.
- Safeguard the welfare of children, young persons, and other vulnerable people.
- Be accountable for your own safety and that of colleagues/visitors to the workplace.
- Work flexibly and undertake other duties as reasonably requested

#### Ethics and Professional Conduct:

You will ensure our values are embedded into everyday life at the college. Our Values:

- **Passionate about everything we do:** We commit ourselves wholeheartedly to everything we do. We approach our work with enthusiasm, energy, and positivity. We do what we do because we love it, and this passion shines through.
- **Reach higher, be better:** We are always learning and challenging ourselves and each other, to be the very best we can be. We have the courage to improve the way we work and exceed expectations.
- **Be respectful and value everyone:** We take time to listen to each other and treat people in the way they want to be treated. We are supportive, inclusive and recognize everyone has their own skills and experience to offer. All our family has a voice.
- **Take care:** We look after ourselves, our colleagues, and our community. We have a zero-compromise approach to health, safety, and well-being.
- **Take ownership:** We take responsibility and never walk on by. We are proactive – focusing only on solutions instead of problems.
- **Be proud, be seen:** We celebrate our past, we are proud of what we do today, and we are excited about our future.

Working with BDT you will ensure we remain a firm supporter of the UTC's values:

- A well-designed curriculum through which students are enthused, engaged, and make especially good progress in their chosen technical field.
- Learning is stretched and deepened through its application and the contribution of partner employers.
- Learners leave work ready, professional, with well-developed employability skills.
- Learners secure progression to ambitious destinations.

#### As a leader, you will:

- Uphold public trust in college leadership and maintain high standards of ethics and behaviour. You are expected to demonstrate consistently high standards of principles and professional conduct and always uphold and demonstrate the Seven Principles of Public Life. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:
  - Selflessness
  - Integrity
  - Objectivity
  - Accountability
  - Openness
  - Honesty
  - Leadership
- Build relationships rooted in mutual respect, observing proper boundaries appropriate to your professional position.
- Show tolerance and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain.

- Uphold fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance for those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways that exploit your position or Learners' vulnerability or might lead Learners to break the law.

**You will:**

- Serve in the best interests of the college's learners.
- Conduct yourself in a manner compatible with your influential position in society by behaving ethically, fulfilling your professional responsibilities, and modelling the behaviour of a good citizen.
- Uphold your obligation to give account and accept responsibility.
- Know, understand, and act within the statutory frameworks which set out your professional duties and responsibilities.
- Take responsibility for your own continued professional development, engaging critically with educational research.
- Make a positive contribution to the broader education system.

**Diversity Statement:**

The Trust recognises and values the contribution of people from diverse backgrounds and experiences. We aim to provide an education service that promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion, or sexual orientation.

**Health & Safety Statement:**

All employees are responsible for promoting and maintaining a safe and healthy working environment. Line managers have specific responsibility for the health and safety of their team.

**Safeguarding Statement:**

The Trust is committed to safeguarding the welfare of young people and expects all employees and volunteers to share this commitment.

This job description is subject to change as the demands of the organisation and the role develop. Employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

### Person Specification

The successful applicant will be able to demonstrate the following minimum requirements in their career to date through A – Application; B – Tests, Exercises; C – Interview; D– References.

| Category                           | Essential  | Desirable   |
|------------------------------------|--|---|
| <b>Qualifications</b>              | <ul style="list-style-type: none"> <li>Professional accounting qualification (e.g., ACCA, CIMA, CPA). (A)</li> </ul>   | <ul style="list-style-type: none"> <li>Bachelor's degree or higher in Finance, Accounting, Business Administration, or a related field. (A)</li> <li>MBA or other advanced degree in finance or business. (A)</li> <li>Additional qualifications in financial management or strategic planning. (A) Experience of managing human and financial resources at a senior level. (A)</li> <li>Experience working with governors and local community stakeholders. (A)</li> </ul> |
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>Proven experience in a senior financial leadership role within a similar sized organisation. (A, C)</li> <li>Demonstrated success in financial planning, analysis, and strategy development. (A, C)</li> <li>Experience in managing financial operations, including budgeting, forecasting, and reporting. (A, C)</li> <li>Track record of improving financial performance and operational efficiency. (A, C)</li> <li>Experience working with governors and local community stakeholders. (A)</li> <li>Proven experience in a leadership role within an educational setting. (A, C)</li> <li>Demonstrated success in developing and implementing quality assurance strategies aligned with organisational goals. (A, C)</li> </ul> | <ul style="list-style-type: none"> <li>Experience working with external financial bodies and stakeholders. (A, C)</li> <li>Experience in the education sector at a senior leadership level. (A, C)</li> <li>Experience of working with external educational bodies and stakeholders. (A, C)</li> <li>Experience of managing human and financial resources at a senior level. (A)</li> </ul>   |
| <b>Knowledge and Understanding</b> | <ul style="list-style-type: none"> <li>In-depth knowledge of financial regulations, standards, and best practices. (A, C)</li> <li>Strong analytical and strategic thinking skills. (A, C)</li> <li>Effective oral and written communication skills. (A, C)</li> <li>Knowledge of current financial issues, including national policies, priorities, and legislation. (A, C)</li> <li>Awareness of equalities legislation, safeguarding policies, and data privacy regulations. (A, C)</li> </ul>  | <ul style="list-style-type: none"> <li>Familiarity with innovative financial technologies and their application in improving financial outcomes. (A, C)</li> </ul>  |



|                                   |  |
|-----------------------------------|--|
| <b>Other Skills and Abilities</b> | <ul style="list-style-type: none"> <li>• Strong leadership and management skills with the ability to motivate and inspire teams. (A, C)</li> <li>• Excellent communication and interpersonal skills with the ability to collaborate effectively with stakeholders at all levels. (A, C)</li> <li>• Strategic thinker with the ability to translate vision into actionable plans and initiatives. (A, C)</li> <li>• Strong project management skills with the ability to prioritize and manage multiple projects simultaneously. (A, C)</li> <li>• High standard of interpersonal skills and emotional intelligence. (B, D)</li> <li>• Ability to manage time and prioritize well, meet deadlines, and work under pressure. (A, B, C, D)</li> <li>• Strong team-working skills and the ability to work effectively with people at all levels. (B, D)</li> <li>• Interest in whole organization developments and the wider life of the college. (A, C)</li> </ul>  |
| <b>Personal Qualities</b>         | <ul style="list-style-type: none"> <li>• Innovative thinker with a passion for enhancing financial performance and outcomes. (A, C)</li> <li>• Adaptable and resilient with the ability to thrive in a fast-paced and dynamic environment. (A, C)</li> <li>• Ethical and committed to promoting equal opportunities, safeguarding, and data privacy. (A, C)</li> <li>• Collaborative team player with a positive attitude and a commitment to continuous improvement. (A, C)</li> <li>• Strong problem-solving skills and a proactive approach to overcoming challenges. (A, C)</li> <li>• Accuracy and attention to detail. (C)</li> <li>• Flexible approach to work. (A, C, D)</li> <li>• Ability to relate to academic staff and students. (A, C)</li> <li>• Ability to work under pressure and to tight deadlines. (A)</li> <li>• Honesty, integrity, and the ability to build trust. (A, C)</li> <li>• Resilience. (B, D)</li> <li>• Energy, enthusiasm, and the ability to keep things in perspective. (A, C, D)</li> <li>• Commitment to the aims and values of the UTC. (A, B, C)</li> <li>• Confidence, communication skills, and fluency to deal with staff, learners, and parents. (C, D)</li> <li>• Awareness, understanding, and commitment to equal opportunities. (A)</li> <li>• An understanding of the needs of young people. (C)</li> <li>• Maintains high professional standards at all times. (D)</li> </ul> |

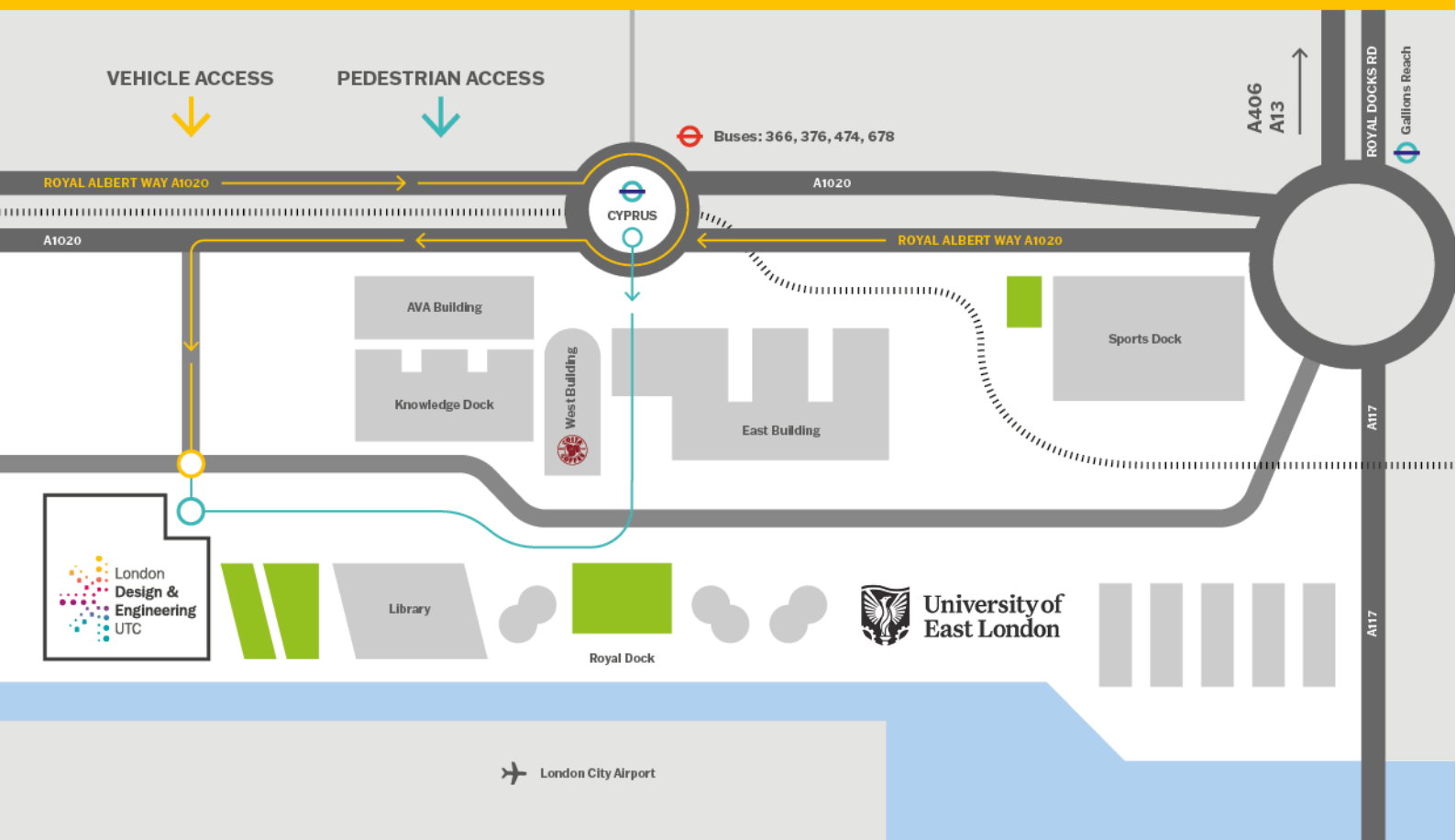


Please apply via TES or email your completed application to: [HR@Ideutc.co.uk](mailto:HR@Ideutc.co.uk)

Closing date: Monday 16<sup>th</sup> September 2024 at 9am

Interviews: Week commencing Monday 23<sup>rd</sup> September 2024

Start date: Ideally October 2024 (depending on notice period).



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