



# DIRECTOR OF FINANCE AND OPERATIONS

1 YEAR FIXED TERM CONTRACT

FULL TIME

START DATE CAN BE NEGOTIATED

## SAFEGUARDING

Harlington School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All job offers are provisional until such time as the school has undertaken appropriate safeguarding checks and is satisfied that successful candidates are suitable to work with children and young people.

[WWW.HARLINGTONSCHOOL.CO.UK](http://WWW.HARLINGTONSCHOOL.CO.UK)

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PINKWELL LANE, HAYES, MIDDLESEX, UB3 1PB



# WELCOME FROM THE HEADTEACHER

Welcome prospective colleague, to quite possibly your next role and a life changing experience for both yourself and our students. Thank you for showing an interest in joining our team and working alongside us here at Harlington School. If successful you will be joining a dynamic, diverse and passionately committed team of highly professional staff. All of our staff place our students at the heart of everything we do.

Our vision is to enable each and every one within our School community to 'Be the BEST version of themselves'. Be it ourselves as staff or our students, we believe in being the best in ourselves so that we can bring positive solutions to make the world a better place. In an ever-changing world we aim to keep moving forward and to be part of the positive solutions...

We look after our staff here, using coaching and joint collaboration model for improving professional practice and pedagogy. Middle and senior leaders work hard to support staff with behaviour management to ensure you have the skills and support to teach without interruption. We see professional development for all associate and teaching staff as the foundations of our success. Whatever post you are applying for, you will be incredibly well supported in your professional development to become an outstanding practitioner. We are highly regarded by ITT providers for the quality of training that we offer to colleagues at the beginning of their careers, and for more experienced colleagues, professional development is a key priority; colleagues are frequently promoted after working with us. Associate staff are equally supported to develop their professional practice, with industry 'gold standard' accreditations, and we have a stable staffing with low annual turnover.

Harlington School has a responsibility for, and is committed to, safeguarding and promoting the welfare of students and young people, and ensuring that they are protected from harm. All positions are subject to an enhanced DBS check and we take pride in being an equal opportunities employer.

Harlington has undergone significant transformational change over the last few years coupled with significant improvement in progress outcomes and examination results. Anticipating moving into our new building in November 2023 (phase 1/2), we are a happy, successful and popular oversubscribed school, with waiting lists in every year group. Much of this has been due to the successful inclusive culture fostered over many years by the staff and students at Harlington.

Our teaching and student facing staff aim to deliver quality first teaching approaches that builds both the keys to successful academic outcomes alongside the stability and resilience to thrive as an independent successful contributing adult. Our associate staff work tirelessly to deliver a professional, outstanding quality of practice with the students at the heart of their work, understanding that regardless of role our priority always remains the safety, wellbeing and improving the life chances of our students. It is these common goals and the ability to see challenges as opportunities rather than barriers that enables our collective and unified response, built over many years of dedication to the students of our Harlington School community.

Where we support, coach and promote successfully from within, we are also in the position to recruit transformational staff who can support, build on and enable our continued growth and change. We look for individuals with the capacity and drive to succeed, see solutions rather than problems, and are glass half full individuals with the ability to recognise that regardless of role, our students are paramount and that they have solutions to enable a better tomorrow.

We work hard, but the rewards are immense. We aim to maintain a work life balance so that in protecting each other we enable us to be at our best professionally and committed in the time we are here. We have a supportive culture where staff wellbeing is augmented by our commitment in constant improvement to keep moving forward.

We welcome contact prior to application (email [recruitment@harlingtonschool.org](mailto:recruitment@harlingtonschool.org)) – please contact HR if you would like to see us in action, and we'll do our best. I would like to wish you every success in your future career, and look forward to receiving your application if you choose to apply for this position.

Yours sincerely,

Mr A D'Onofrio  
Headteacher



# THE ROLE

## DIRECTOR OF FINANCE AND OPERATIONS

**It is an exciting time to join the team at Harlington School. With a new building opened in October 2023 and a new vision for the school, it is the perfect time to join our journey.** Harlington is a happy, successful and oversubscribed school, where staff retention rates are excellent. We are a dynamic and passionate team of associate and teaching staff, who put the students in our Harlington family at the heart of everything we do. We employ colleagues who have a passion for working in a diverse, multicultural school.

**SALARY:** Competitive. The starting point for this role is for discussion.

**HOURS:** This is a full time (52 weeks) appointment with core but flexible hours and is fixed for one year only. While the term time core hours must fit within the hours of 7.00am - 5.00pm, Monday to Friday, agreed hours during the school holiday periods can be negotiated, including some home working. The successful candidate will need to be flexible in working time management and be responsive to the operational needs and requirements of the school throughout the year, as well as supporting and responding to out of hours emergencies.

There will be regular occasions when it will be necessary for the post holder to attend evening or weekend meetings or functions in return for time in lieu during school holiday periods. Similarly, while the requirement for attendance on site is somewhat reduced during school holiday periods, the regular presence of the Director of Finance and Operations on site will be necessary during the holiday periods, to oversee operational matters when the students and most of the staff are not in school.

**HOLIDAYS:** Holidays will be in accordance with NJC guidelines and negotiated in advance with the Headteacher. Certain points in the year, including, but not confined to preparing for financial year end and key evening events, will not be authorised for annual holiday requests. All full-time associate staff are also directed to take some leave during the Christmas and New Year period in line with the closure days of the school during that period.

### LINE OF RESPONSIBILITY:

The Director of Finance & Operations will be directly reporting to the Headteacher.

## THE DIRECTOR OF FINANCE AND OPERATIONS

- is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- shall uphold the school's policy in respect of child protection and safeguarding matters.
- shall be subject to all relevant statutory and institutional requirements.
- may be required to perform any other reasonable tasks after consultation.



## APPLY:

To apply for this post, please submit the following documents by the deadline:

- Completed Application Form, which is available for download from the school's website or applied via TES.
- A Supporting Statement of no more than two pages of A4 explaining how you meet the requirements of this post, with reference to the Job Description and Person Specification

All enquiries and applications via email only to: [recruitment@harlingtonschool.org](mailto:recruitment@harlingtonschool.org) or via TES. If you require any further information or wish to discuss this role in more detail, please contact the Headteacher via the recruitment email.

*We are committed to safeguarding and promoting the welfare of children, and to equality of opportunity. Enhanced DBS clearance will be required. No agency enquiries. CVs alone will not be accepted.*

**CLOSING DATE: 27<sup>TH</sup> JUNE 2025, 9am**

**INTERVIEW: TBC**

**shortlisting and interviews may take place before closing date for suitable candidates.**

If you have not heard from us within two weeks after the closing date, please consider your application as unsuccessful.

## SELECTION AND INTERVIEW PROCESS

### APPOINTMENT PROCEDURE

The appointment procedure will be based on the following activities:

- Shortlisting based upon skills and experience that meet the person specification and job description
- Suitable references and safeguarding checks occurring prior to, during and after the interview process.
- Tasks
- HR Interview
- Interview panel if calibre of teaching and reflection is good, in line with the experience of the candidate.

Please note that we shall be following up references after shortlisting has taken place. Please ensure that you complete all sections of the application form. Gaps in employment history will be explored with you at interview, and we ask that you bring copies of your qualification certification with you – thank you.

### REVIEW OF THE JOB DESCRIPTION

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post-holder may be required to undertake additional duties as required by the Headteacher. This job description will be reviewed and updated as necessary in consultation with the post-holder and the Headteacher

**Person Responsible: Headteacher.**

### CONDITIONS OF EMPLOYMENT

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme.



## KEY TASKS AND RESPONSIBILITIES:

### JOB PURPOSE:

The Director of Finance and Operations is a member of the Senior Leadership Team of the school, attending relevant Senior Leadership meetings and reporting directly to the Headteacher and the Governing Body. As such, the Director of Finance and Operations will share collective responsibility for the overall management, development, continual improvement, and success of the school.

### Key Tasks and Responsibilities

The main duties and responsibilities are indicated below. Other duties of a reasonable and appropriate level and nature, commensurate with the seniority of the post and evolving development plan, may also be required, as directed by the Headteacher

### Strategic Leadership

- Provide sound leadership and direction for Harlington School's financial management, including supporting the development of strategy, long-term financial forecasts, infrastructure and business modelling.
- Operational efficiency reviews and identification of the potential for financial efficiencies.
- Responsible for leading the finance, facilities and sports centre teams.
- Oversight of legal and compliance activities, insurance and all major contracts.
- Provide strategic leadership in a manner that inspires, challenges, motivates and empowers others to deliver the school's strategy and development plan.
- Develop the culture of the organisation in line with high standards of professionalism, quality, accountability and cost effectiveness.
- Reporting at Full Governing Board meetings, and Finance and Premises Subcommittee meetings, and establishing good working relationships with the Chairs of both committees.
- Maximise sources of revenue, and the utilisation of school assets to ensure the financial stability of the school.
- Support the Headteacher and Governing Board in analysing and planning for the future needs and development of the school, including ensuring that the school has appropriate staffing structures and processes which support high quality education for all children and other strategic operational priorities.
- Work as a Senior Leadership Team member with responsibility for the delivery of strategic plan and vision for school improvement as a whole, sharing information and best practice openly and productively.

### Financial Leadership

As a Foundation School, we receive our funding via the Local Authority. We have a considerable degree of autonomy with regard to the deployment of the school budget, but the Governing Body is directly accountable to the Local Authority for the management of school finances and is legally required to remain within budget limits and not go into deficit. Accounting, reporting and auditing requirements are therefore stringent. The school budget and accounts are managed and serviced using Capita Education School Information Management System (SIMS), and FMS and SBS accounting software. We seek always to work within best practice, using the schools' financial Value Standard (SFVS) and local and national benchmarking to evaluate the value for money we achieve.

The school income is currently determined by a formula devised by the Local Authority based on a combination of factors including age weighted pupil numbers, deprivation and pupil prior attainment. The National Funding Formula indicates that Harlington School will be a net 'gainer' in funding when implemented. The annual school budget is currently in the region of £11 million, approximately 88% of which is deployed on staffing costs. The school is solvent and is not subject to any notices of concern or enhanced monitoring from the Local Authority.

As is the case with all schools, Harlington School has experienced considerable erosion of public income in recent years, at a time when staffing and other costs have risen considerably. It has been necessary to prioritise staff and resources at the expense of other aspects of school investment. Prudent financial



management and imaginative income generation are therefore essential to maintain a healthy budget balance and meet projected operational priorities. The school generates some additional income from out of school hours lettings; however, there is an urgent need to generate further income to maintain and improve the current quality of provision, and secure additional funding to add value to the resources for the New Build which is now in year two of its opening.

The Director of Finance and Operations will be responsible for all aspects of school finance and accounting, assisted by the Finance Team. It is therefore a requirement that the successful candidate has a background in, and significant experience of, accounting and financial management, and an awareness or understanding of finance within a school setting. Harlington School is a Foundation School, not an academy, and is therefore bound by local authority financial controls and systems, rather than those of the EFSA.

budget considerations that improve educational outcomes are central to the decision-making processes pertaining to the allocation of funding to priorities. The successful candidate will therefore be expected to optimise the benefit to be accrued from school income and expenditure streams by applying 'value for money' discipline to all that we do and to demonstrate innovative and entrepreneurial expertise in the continued generation of new income.

### Key Tasks

Executive and direct operational and legal responsibility for the school budget, correct maintenance of school accounts, procurement of services and resources using appropriate procurement control mechanisms and income generation. This includes direct line management of the Finance Team.

- assuming the responsibilities of operating within the Local Authority systems of financial controls and ensuring that all financial and other reporting systems meet the requirements of all regulatory authorities.
- Management, and where necessary, enhancement of the financial governance framework to guide the organisation's financial decision-making and development.
- Preparation of annual budgets and forecasts aligned to strategic plans, including agreement of underlying assumptions.
- Financial management information, including monthly management accounts for the Senior Team, and senior level budget holders and regular financial reports for Governors, as and when required.
- Cashflow management and forecasting.
- Banking arrangements.
- Oversight and management of the payroll function.
- Undertake such other financial analysis and reporting as requested by the Headteacher or Governing Board.
- Ensure that delegated budgets are communicated to those who have oversight, and ensure they are effectively managed.
- Manage the deployment of a range of income-generating activities to maximise the school's financial resilience.
- Develop business cases for securing funds through successful grant applications and bid submissions.
- Monitor financial, tax and corporate governance developments across the education sector and assess their impact on the school, proposing actions as appropriate.
- Ensuring exemplary financial probity, taking responsibility for the integrity of financial records and the active prevention of fraud.

### Estate Management

- The school grounds comprise a large area of open sports fields, and a field on a second site, maintained through a grounds' maintenance contract with an external provider, a MUGA and two car parks.
- The school building itself is a large, two-story building that has opened in November 2023 via the DfE PSPB2 building programme.
- The school employs a part time Facilities Manager, who oversees the estate management, lettings and the Premises Team one day a week. The Director of Finance and Operations will be expected to work alongside this colleague and provide financial support and expertise for all financial aspects of



the estate management, including procurement of contracts and services pertaining to the estate, and to oversee facilities management for four days per week.

- Further to the New Build, and going forward, the Director of Finance and Operations will be expected to actively pursue additional funding and partnerships to further develop the school site, including sports facilities improvements via Sport England.
- The school also operates a number of tenancies, including contracts for Adult Education services with the Local Authority, a GOALS football franchise and a Credit Union. The Director of Operations will take operational responsibility, and will be jointly responsible, with the facilities manager, for all aspects of tenancy management.
- Executive responsibility for the maintenance and development of the school estate and capital assets, including the school premises, health and safety requirements, grounds maintenance, GOALS and all tenants who operate on the school site; this includes direct line management and working in conjunction with the part time Facilities Manager, oversight of the Premises Team 4 days per week. In addition:
  - Ensuring the efficient functioning of the school, ensuring the health, safety and welfare of all students, staff and stakeholders.
  - Maximising utilisation and revenue-generation from the school estate.
  - With the Facilities Manager, overseeing building projects, renovations or refurbishments within appropriate procurement requirements and using best value principles.

### Catering – Outsourced Services

- Harlington offers a full catering service via an outsourced provision. The current contract is with Innovate (Cucina). The Director of Finance and Operations will have oversight of this provision and will jointly share oversight of the day to day running of the service, in addition to the OJEU tender and procurement cycle with the Facilities Manager.
- Assist in the tendering and procurement of services at the end of each contractual period.

### Cleaning – Outsourced Services

- Harlington outsources its cleaning services. The current contract is with Kindred. The Director of Finance and Operations will have oversight of this provision and will jointly share oversight of the day to day running of the service, in addition to the OJEU tender and procurement cycle with the Facilities Manager.
- Executive responsibility for the school's outsourced provisions including catering and cleaning contracts, and the strategic development and line management of the Sports Centre and its staff.
- Day to Day management of outsourced provisions on the days that the Facilities Manager is not in school.
- Regular review of KPI's and contractual obligations of outsourced provisions.
- Development Planning and line management of the Sports Centre team.
- Assist in the tendering and procurement of services at the end of each contractual period.

### Risk Compliance

To ensure that the school is protected from risk and legal challenge, making sure that the school is fully compliant with local and national requirements

- Risk management processes across all functions and liaison with the Governing Board.
- Oversight of the Risk Register and mitigations put in place against identified risks.
- Overall responsibility for the school's statutory policy framework, ensuring policies are put into effect and overseeing the implementation of any changes to policies; executive responsibility for all finance, facilities and Health and Safety policy renewal, as and when required.
- Legal and contractual matters, liaising with established external legal advisers as required.
- Liaise with professional third parties to produce policies related to pay and personnel and organise strategic overview of all personnel issues with the SLT Lead for HR.
- Lead, develop and regularly review a clear and consistent school brand, including guidance and use of school logo and templates.
- Oversee marketing and promotional materials consistent with the school brand, e.g. prospectus,



website and marketing materials.

- Provide regular information to the Governing Board and other external stakeholders regarding support services, finance, procurement, infrastructure and marketing.
- Maintain awareness of wider developments in the sector and key government initiatives relevant to Harlington School
- Keep the Governing Board aware of their legal compliance requirements.
- Proactive stance to ensure there is a robust protection of the school against fraud.

## HR Support

The schools HR matters are led by the Director of HR & Administration with a specialist HR provider. The Director of Finance and Operations will support as and when required aspects of HR work with relevant HR leads if requested.

## GDPR

The school employs an external provider to act as the DPO. The Director of Finance and Operations will be a part of the Data Safeguarding Team, and assist the school DPO, overseeing all aspects of data protection and safeguarding in line with subject requests and GDPR legal requirements.

## Working with the Governing Board

- Responsibility for running the school is divided between the Headteacher and Senior Leadership Team, who provide professional day-to-day management of the school and the Governors, who are volunteers and who have responsibility for the strategic governance and management of the school. The Governing Body is the statutory authority that holds final responsibility and accountability for the school. As a Foundation School, the Governing Body are the employers of the staff, and are legally responsible for the school estate.
- Governors therefore have a significant role in monitoring and evaluating the work and progress of the school. This largely takes place through the work of the full Governing Body and the Governing Body committee structure. Individual Governing Body and Committee meetings take place in the evening and members of the Senior Leadership Team attend, as appropriate, to report on their respective areas of responsibility.
- The Director of Finance and Operations will attend and participate as appropriate in the work of the Governing Body and those Committees of the Governing Body pertaining to key areas of responsibility, including Finance and Premises and Personnel.

## Day to day general running of the school and membership of the Senior Leadership Team.

The Director of Finance and Operations will not be expected to have direct responsibilities in the teaching or pastoral care of students but will be expected to be committed to the ethos of the school. They will be expected to play a full part in the life of the school, working within the systems and structures of the school and following agreed protocols and established school policies. Occasional On-Call and student supervision may take place. All staff are expected to fully support the school's safeguarding protocols and procedures and protect children from harm.

- Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- Maintain a professional relationship with the students, modelling appropriate ways of communicating at all times.
- Understand and implement the school's behaviour policy and code of conduct including the issuing of rewards and sanctions within the school's policies and procedures.
- Liaise with outside agencies, schools and organisations, and attend to queries required.
- Provide On-Call and lunch duty supervision if required.
- Receive visitors/ callers to the school, for example, parents/carers, professionals from outside agencies, and deal with enquiries as required, maintaining security requirements and confidentiality.
- Report any safeguarding and/or child protection concerns in accordance with school policies and Keeping Children Safe in Education.



- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Play a full and visible part in school life, commensurate with the responsibilities of being a part of the Senior Leadership Team.

## REVIEW OF THE JOB DESCRIPTION

- This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post-holder may be required to undertake additional duties as required by the Headteacher.
- This job description will be reviewed and updated as required, in consultation with the post-holder and the Headteacher.
- Person Responsible: The Headteacher.



## PERSONAL SPECIFICATION

Qualification Criteria	Essential	Desirable
Recognised accountancy qualification (s)	✓	
Degree in accounting, business, finance or a related field, or equivalent financial qualification(s)	✓	
Evidence of significant finance and business management in a setting with similar or bigger budget (school or other sectors)	✓	
Recognised School Business Management Qualification or working towards such a qualification	✓	
Recognised estate management qualifications or experience	✓	
Experience of successfully managing procurement and tendering processes, including OJEU compliance	✓	
Experience of understanding and explaining complex financial information, managing budgets effectively and ensuring financial propriety with organisational procedures and relevant legislation	✓	
Experience of developing and managing strategic financial plans and influencing decision making	✓	
Evidence of successful project management, planning, managing and monitoring of workstreams and KPIs	✓	
Experience of managing change, and successfully implementing new systems, procedures and controls	✓	
Evidence of building and forming successful working teams and wider relationships across professional and operational boundaries	✓	
Knowledge of SFVS and school benchmarking systems and using them to inform, advise and plan future financial best practice	✓	
Knowledge and understanding of Health and Safety legislation and writing risk assessment	✓	
Prior successful experience of bid writing and income generation processes	✓	
Knowledge and Experience	Essential	Desirable
Exceptional analytical skills, with the ability to analyse complex data and information, and use it to develop, monitor and support planned workstreams	✓	
Able to produce clear, concise and accurate reports that are suitable for different stakeholder groups	✓	
Advanced computer literacy skills in accountancy and financial management systems	✓	
Experience in using school financial and MIS software systems such as SIMS, FMS and SBS	✓	
Confident and adept in using Microsoft and Google applications	✓	
Ability to build and form good relationships with all stakeholders, both inside and outside the school	✓	
Good negotiation skills that can be employed for contract negotiations and finding solutions to problems	✓	
Calm, emotionally regulated behaviour, even when faced with challenges; Extremely emotionally resilient and self-aware	✓	
Manage a diverse workload that may have conflicting deadlines, and maintaining a high standard of performance whilst working to tight deadlines	✓	
Able to work flexibly and respond to unplanned situations	✓	
Able to demonstrate initiative when planning workstreams	✓	
A strong team leader, who can successfully manage a team and support their professional development	✓	



A good attendance record		
<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Excellent written and oral communication skills	✓	
Excellent numerical and financial skills	✓	
Highly computer literate, with particular skill in using Microsoft Office and financial databases (FSM, Parentmail)	✓	
Understands the importance of confidentiality and discretion	✓	
The ability to write clearly and concisely and to produce and maintain documents and systems	✓	
Effective team worker, able to make good judgements and lead when required	✓	
Demonstrates resilience, motivation and commitment to driving up standards of work and achieving excellence	✓	
Approachable, flexible, calm and caring with a 'can-do' attitude	✓	
Adaptable, organised and able to work with minimal supervision	✓	
Acts as a role model to staff and students	✓	
Vision aligned with School's high aspirations and high expectations of self and others	✓	

<b>Personal and Interpersonal Qualities – all posts</b>	<b>Essential</b>	<b>Desirable</b>
Be prepared to adopt and support the core values of Harlington School, in order to play your part in providing high quality education and support to our students and other staff colleagues	✓	
Understand, promote and uphold policies for safeguarding children and young people	✓	
Maintaining absolute confidentiality and integrity; being trustworthy and honest.	✓	
Excellent interpersonal and communication skills; a non – judgemental team player	✓	
Positive, 'can do' approach to tasks and workstreams	✓	
Calm and patient; emotionally resilient in challenging situations	✓	
Energetic, enthusiastic and good attendance and punctuality.	✓	
Professional in attitude, conduct and appearance – a role model to young people	✓	
Planned and organised approach to workload	✓	
Excellent written and verbal communication skills	✓	
Good ICT skills	✓	
Thinking laterally and open to new ideas and approaches	✓	
Committed to professional training and development	✓	
Committed to equality and diversity	✓	
Thinking laterally and open to new ideas and approaches	✓	
Committed to professional training and development	✓	
Committed to equality and diversity	✓	



# SCHOOL BACKGROUND INFORMATION

Harlington School is a large school in the southernmost part of the London Borough of Hillingdon. After a period of very high student mobility, the school is now successful and oversubscribed.

We are a Foundation, mixed ability comprehensive school, with a small Specialist Resource Provision for children with Physical and Sensory Disabilities. The School has been in the top quintile nationally for FSME6, EAL and mobility for a number of years, but since 2016, we have moved nearer to the national average for deprivation, although we are still in the 4th quintile. Prior attainment on entry is below the national average in all year groups, but the number of highly able students is increasing year on year. Our staff and students are passionate, friendly and diverse, hailing from across the globe. More than 60 languages are spoken at the school, and we are renowned for our inclusive, supportive culture. Our admissions policy includes priority placement for the children of staff. Currently we employ approximately 162 staff, including teachers, associate staff and apprentices. We also host up to 20 Beginner Teachers every year, from a number of ITT providers including the Hillingdon SCITT, a number of universities and we also train colleagues from Teach First.

The school has a number of links with other schools, and external accreditations. We are an IQM Flagship School, an ArtsMark Gold School and are pleased to be in receipt of the Schools' Wellbeing Award. In September 2018 we were featured in the Parliamentary Review:

<https://www.theparliamentaryreview.co.uk/organisations/harlington-school>

In our most recent OfSTED Section 8 inspection in October 2024, the school was judged as continuing to be Good.

<https://reports.ofsted.gov.uk/provider/23/102451>

## ASSOCIATE STAFF: ETHOS, VALUES AND PROFESSIONAL DEVELOPMENT

Associate staff are expected to be committed to supporting and educating young people, whether or not their job involves working directly with the students. Everything that we do is to provide a high quality educational experience for our students. Associate staff are encouraged to develop their own professional development and have equal access to the staff development budget. We are currently supporting entry level and higher level apprenticeships in finance and learning support, and we have a great track record in supporting staff into teacher training from a learning support assistant background. Industry accreditations such as CLEAPPS and HAS training is also encouraged and supported.



# HOW TO FIND US

Harlington School is situated at the southern end of the London Borough of Hillingdon, near the M4 and Heathrow Airport. We have good access to London to our east by road, rail and underground. There is also easy access to the countryside of Berkshire, Buckinghamshire and Hertfordshire via the M4 and M25.

## BY BUS

U4 Uxbridge – Prologis Park via Hayes & Harlington Station.

## BY RAIL

Hayes & Harlington Station from Paddington, Ealing, Reading and Slough.

## BY CAR

Exit M4 Junction 4, following signs towards Hayes.

If you wish to use your Sat Nav to find us, use postcode UB3 1PB. Please park in the car park accessed from Dudley Place.

