

**Christ Classical Academy**  
**Assistant Head of School for Finance and Operations**

Job Title: Assistant Head of School for Finance and Operations

Work Location: Administrative Offices

Reports To: Head of School

Salary Range: Competitive salary with healthcare benefits and paid leave

Leads & Manages: Office Manager, Financial Administrator, Site Manager and Caretakers, Independent Contractors, Catering Team

**Christ Classical Academy Vision Statement**

Our desire is to graduate young men and women who think clearly and listen carefully, who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of the Scriptures; and who do so with eagerness in joyful submission to God. We will train them to recognize cultural influences as distinct from biblical. We aim to prepare them well for all situations, possessing information and the knowledge of how to use it. We desire they be socially graceful and spiritually gracious; equipped with the tools of learning; fully realizing the limitations of the wisdom of this world. We desire they have a heart for the lost, the courage to seek to dissuade those who are stumbling toward destruction; and that they distinguish genuine religion from religion in form only. Most of all that they possess the former, knowing and loving the Lord Jesus Christ with humility and gratitude to God.

**Job Purpose**

1. The Assistant Head of School for Finance and Operations is the school's leading support staff professional and works as part of the Senior Leadership Team.
2. The Assistant Head of School for Finance and Operations is responsible for providing professional leadership and management of school support staff in partnership with academic leadership and faculty.
3. The Assistant Head of School for Finance and Operations strategically ensures the most ethical and effective use of resources in support of the school's learning objectives.
4. The Assistant Head of School for Finance and Operations is responsible for and oversees the management of financial resources, general administration, communications and information technology, human resources, facility and property, and health and safety.

**Duties**

The Assistant Head of School for Finance and Operations negotiates and influences strategic decision making within the school's Senior Leadership Team. Duties include planning and managing systems changes in accordance with the strategic plan. This role assists the overall financial planning and implementation process, and manages the whole school administrative function and leads all support staff. The Assistant Head of School considers approaches and consults with experts to introduce new technology or improve existing technology for administration, communication, and learning. This role manages the payroll services for all school staff and the recruitment, performance management, evaluation and development for all support staff. He/she serves as point of contact for various outside parties regarding facility maintenance and ensures the supervision of relevant planning and construction projects are undertaken in accordance with contractual obligations and the needs of the school. The Assistant Head of School acts as the school's Health and Safety Coordinator and ensures the health and safety policies are implemented at all times.