

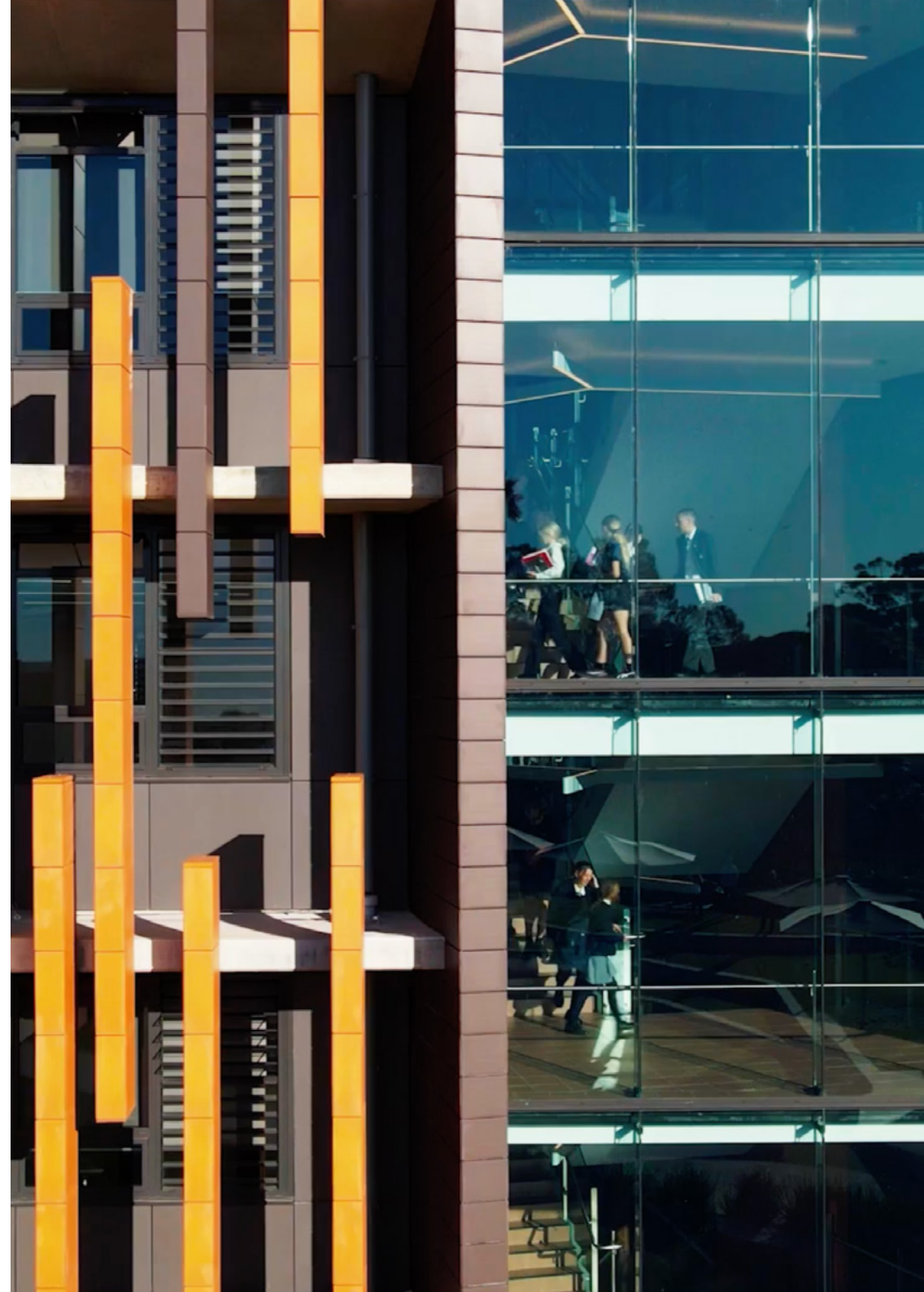
Appointment of the Chief Financial Officer

August 2024



Contents

| | |
|------------------------------|----|
| Invitation | 3 |
| Introduction to Redlands | 4 |
| School Governance | 5 |
| Strategic Plan 2021-2025 | 6 |
| Our History | 7 |
| Our People | 8 |
| Learning at Redlands | 9 |
| Our Resources and Facilities | 10 |
| The Position | 11 |
| Selection Criteria | 13 |
| How To Apply | 14 |



Invitation

We seek to appoint our next **Chief Financial Officer (CFO)** who will be responsible for the strategic leadership and management of the School's business operations, which include our finance and property portfolios.

With 1,800 students across three campuses (two on Sydney's lower north shore and one in the Snowy Mountains), Redlands is vibrant, busy, inclusive and dynamic. We offer our students an exceptional and future focused education in a caring environment where every child is known and supported.

This is my second year as Principal of Redlands and I am immensely proud of the calibre of our people, the collaborative culture and our shared sense of purpose. Reporting to me on the business and operations of the School, and to the Board of Directors and Chair as Company Secretary, the CFO is a key member of the School Executive Team.

This is an exciting time for a new CFO to join and make a substantial contribution to the next era of the School. We have commenced Master Planning which informs the development of our campuses over the next 20 years and affirms Redlands as a leading contemporary and innovative school. This is also a formative time for the development of our next five-year strategic plan.

Reflecting our focus on excellence, innovation and sustainability, our CFO will support the long-term success of the School and our capacity to deliver an outstanding education into the future by providing impeccable financial management, superb learning spaces, a safe environment for our staff and students, and the smooth and efficient running of the School. They will also lead high performing teams and provide opportunities for personal and professional growth.

My colleagues and I look forward to welcoming our new CFO to Redlands. I warmly encourage you to consider joining our wonderful School community.

Sean Corcoran
Principal



Introduction to Redlands

Redlands is one of Australia's preeminent coeducational independent schools. We offer a contemporary, real world education designed to inspire academic excellence and confidence for life.

The School delivers an outstanding academic education through the efforts of exceptional teachers and through using research-based teaching and learning practices.

An extensive range of opportunities is offered to students in academic programs, sport, music, the creative and performing arts, STEAM initiatives, clubs, an entrepreneurial and innovative thinking program and in community service.

These opportunities are designed to develop the whole person, enabling each student to find their niche and explore their passions, while contributing to the life of the School.

Redlands is a school grounded in the Anglican tradition and also welcomes students of other faiths and none. In keeping with our School Values, we encourage each student to use their knowledge, abilities and time in service to others.

Through Redlands' coeducational, inclusive and nurturing environment and its vibrant and dynamic community, each individual is valued and encouraged to let their light shine brightly – at school and beyond.



Vision

To inspire girls and boys to achieve life-readiness and to let their light shine, through the provision of a world recognised, contemporary education.

Mission

We aim to provide a diverse and inclusive coeducational environment based on innovative, flexible and research-based teaching practice. In this context, staff and parents all work together to instil sound values in the young people in our care and to inspire them to recognise and develop their unique potential, and to use their knowledge and abilities for the good of others.

Aspiration

Redlands is a leading contemporary and innovative school inspiring students to adapt, create and thrive in our complex global community.

Values

Honesty
Respect
Responsibility
Compassion
Fairness
Moral Courage

Motto

Luceat Lux Vestra
(Let Your Light Shine)



School Governance

The School is owned and operated by SCECGS Redlands Limited, a public company limited by guarantee.

The business of SCECGS Redlands Limited (the Company) is overseen by a Board of Directors of up to 12 people. Under the articles of association of the organisation, between four and six directors are elected by the Members of SCECGS Redlands Limited, four directors are appointed by the Secretariat of the Sydney Diocese of the Anglican Church and up to four directors are nominated by the Board.

The Role of the Board

The role of the Board is to oversee the management and operation of the Company and to effectively represent and promote its interests, with a view to adding long term value to the School as an educational enterprise. Specific responsibilities include to:

- Appoint the Principal and monitor performance
- Establish the vision and strategic direction of the School
- Support the School Executive and management in the implementation of that vision and strategic direction
- Ensure that the resources necessary for the achievement of agreed goals are available
- Approve the following: annual budget, annual accounts, risk management plan, physical resources management plans, marketing plans, ICT Plans and other matters relating to School performance and governance.

Board Processes

The Board meets eight times per year to receive standing reports on operations. It also operates through the following committees:

- Nominations and Governance
- Finance and Audit
- Risk Oversight; and
- Physical Resources.

Board Directors

Chair

Professor Glenn Wightwick

Deputy Chair

Ms Jane Anderson

Directors

Mrs Kylie Binnekamp

Ms Patricia (Paddy) Carney

Ms Amy Cheung

Ms Megan Coall

Mr Christian Cooksley

Mr Peter Gold

Mr Grahame Petersen

Reverend Greg Webster

Ms Juliet Wenden

Strategic Plan 2021-2025

Key Strategic Drivers

Culture of Innovation

Nurture and deepen a Culture of Innovation in our school.

Personal Excellence

Support and challenge students to achieve personal excellence through programs and pathways.

Quality Staff

Continue to attract, retain and develop quality staff.

Culture of Wellbeing

Deepen and promote a positive and supportive Culture of Wellbeing.

Sustainable Best Practices

Integrate and advocate sustainable best practices.



Our History

Redlands has been teaching children since 1884 and during that time, has led much innovation in education in Australia. It is evident that the essence of Redlands has been there from the very beginning – the innovation, the willingness to reinvent itself to stay at the forefront of education, the Redlands spirit.



1884 The College for Girls

Redlands is established as The College for Girls in Fitzroy St, Milson's Point, under the Misses Liggins and Arnold.

1899 Redlands

The School moves to Redlands House, located at the present site on Military Rd, Cremorne.

1911 Redlands

The School's longest serving Head, Miss Roseby, is appointed and operates the School until her retirement in 1945.

1946 SCEGGS Redlands

Redlands merges with Sydney Church of England Girls' Grammar School (North Sydney) and becomes SCEGGS Redlands.

1976 SCEGGS Redlands

Several SCEGGS schools are sold and become independent of the Anglican Church. Redlands is purchased by parents and comes under the management of an independent Board of Directors – SCEGGS Redlands Limited.

1978 SCEGGS Redlands

Coeducation is introduced and the School is renamed Sydney Church of England Coeducational Grammar School, Redlands.

1982 SCEGGS Redlands

The Margaret Roberts Preparatory School (K-2) established separate to Junior School.

1984 SCEGGS Redlands

The School celebrates its 100th birthday with 900 students.

1988 SCEGGS Redlands

Redlands becomes the second school in NSW to offer the International Baccalaureate.

1990 SCEGGS Redlands

Redlands purchases the former Cremorne Girls High School and relocates the Junior School.

1993 SCEGGS Redlands

Redlands House Early Childhood Centre opens at Cremorne.
High Country Campus in Jindabyne purchased.

1995 SCEGGS Redlands

Redlands Winter School opens at High Country Campus.
Redlands Westpac Art Prize established.

1998 SCEGGS Redlands

Redlands Ballet and Dance Academy opens. Redlands House North Harbour Early Childhood Centre opens at Balgowlah.

1999 SCEGGS Redlands

Bridge across Military Rd achieved through the single contribution of a parent.

2002 SCEGGS Redlands

The Peter Cornish Building constructed on the Junior Campus.

2006 Redlands

The Roseby Building and Liggins Atrium developed on the Senior Campus. The Adams Centre established.

2011 Redlands

New purpose built Margaret Roberts Preparatory School and multi-purpose Dunnet Hall open on the Junior Campus.

2018 Redlands

New dedicated Music centre - The John Roberts Centre opens.
The School celebrates 40 years of Coeducation and 30 years of International Baccalaureate.

2020 Redlands

The Redlands Learning Hub, the final part of Stage 1 of the Senior Campus Master Plan, opens.

2024 Redlands

The School celebrates its 140th Anniversary.

Our People

Redlands is truly a great place to work. We are proud of our dynamic and innovative workplace that provides so much to its most important asset - its people. Our core focus, ensuring strong student outcomes, is heavily predicated on having the best people who are well supported.

Redlands Board and Executive are committed to ensuring that people, and our rich and diverse culture, remain at the heart of what we do. We encourage and support our employees to fulfil their potential by investing in their professional development and supporting their wellbeing, as well as providing a flexible and autonomous work environment, competitive compensation, meaningful benefits and recognition of contribution.

Redlands' 184 teaching staff and 130 support and operational staff enjoy a supportive, engaging and inclusive work environment that fosters diversity, collaboration and professional growth.

Redlands is an equal opportunity employer with a values-based culture, where trust and wellbeing are central pillars in how we support our people.

We are a community of learners in which a wide variety of ongoing professional learning and growth opportunities are embraced by all staff. The Redlands Staff Performance and Development Framework provides every staff member with a robust structure to support their own professional needs and aspirations.

We continue to explore the variety of ways all our people work to ensure we create an agile, flexible workplace that supports all. This ongoing focus means Redlands is well placed as an employer of choice and ensures all staff are best equipped "to let their light shine".



Learning at Redlands

Junior School: Years P-6

A Redlands Junior School education is dynamic and inspiring, focusing on the growth and progression of every student.

Our students are instilled with a sense of purpose and enjoyment for learning, aligning with our School values. By offering opportunities to develop their individual passions, students develop a sense of uniqueness that helps them become aware of themselves as learners, and supports our belief that there is no typical Redlands student.

In addition to our exceptional class teachers, we are proud to have so many specialist teachers who share their expertise in their relevant areas with our youngest students.

Secondary School: Years 7-12

Redlands Secondary School is a dynamic and inspiring learning environment focused on preparing girls and boys for the real world outside the school walls – a world that is coeducational, global in outlook and ever-changing.

The choice of Higher School Certificate or the International Baccalaureate Diploma Programme gives students the flexibility to develop their own pathway to academic success. Redlands has offered the IB for over 30 years, longer than any other school in NSW and today, around 50% of Redlands Year 11 and 12 students are enrolled in the IB Diploma Programme.

Commencing in 2025, our bespoke residential experience, the Year 9 Moonbah Program, supports Redlands' commitment to the development of each student's personal growth. Living in community and on country at Redlands' High Country Campus outside of Jindabyne, students connect, learn and lead to foster deep understanding.

Student Wellbeing

Student Wellbeing at Redlands is the embodiment of our ethos, values and mission. It is being committed to fostering a learning environment which is safe, supportive and caring and promotes social, spiritual and emotional wellbeing and learning – a culture in which each student is known and valued.

Our Student Wellbeing Framework is a structured age-and stage-appropriate program delivered by Class Teachers, Year Coordinators, Tutors, Year Advisors and Deans of Students, supported by School Counsellors and Chaplains to ensure the wellbeing of each student.

Cocurricular

Redlands offers an extensive range of cocurricular activities covering all interests from sport to music, performing and visual arts, academic and leadership and camps and community service.

Sport

Popular Junior School Sports at Redlands include Basketball, Netball, Football and Tennis. There is also AFL, Hockey, Rugby, Touch Football, Gymnastics, Golf, Sailing, Swimming and Surfing. Redlands is known for its Snowsports program and Yr 10 Winter School offering at our High Country Campus in the Snowy Mountains.

Performing Arts

There is a strong Performing Arts program on offer for students from Kindergarten to Year 12, in the areas of Music, Ballet and Dance, Drama and Theatre. In addition to group and individual tuition, there are many performance opportunities both at School and externally, in a professional theatre.

Outdoor Education

From Years 3 to 11, all students are involved in Curriculum Camps, where residential-style experiences are conducted in a sequential learning program in a wide range of environments throughout NSW.

Clubs/Activities

The extensive clubs and activities program includes opportunities in the area of Technology and other clubs such as Chess, Photography, Writer's Workshop and the Science Olympiad.





Our Resources and Facilities

Redlands is situated in Cremorne, on Sydney's Lower North Shore, approximately six minutes from the CBD. The location is one of the most attractive parts of Sydney, close to the harbour, nearby parks and local cafes.

The Senior Campus and Junior Campus are located within easy walking distance of each other.

The School also has High Country Campus in the Snowy Mountains which provides students with unique opportunities for Outdoor Education, as well as a Winter School program for students in Year 10, and from 2025, our Year 9 Moonbah program.

Redlands provides a specialist facility for students of dance through the Redlands Ballet and Dance Academy, located on the Junior Campus.

The School is developing a new Master Plan across all of its campuses, to ensure that the built environment creates a unique 'space and place' that fosters learning within the principles of the Redlands Learning Platform.

The Position

As a member of the Executive, the CFO is committed to the School's Vision, Mission and Values and is responsible to the Principal for the strategic leadership and management of business operations across the School.

This diverse role is responsible for leading a complex range of school operations and is critical to the successful management of the School. The role delivers an effective, highly efficient level of internal and external leadership and direction across the operational areas of Finance, Property Services, Contract Management, Project Management and Master Planning.

This role is responsible for overseeing and leading prudent financial and business functions of the School to ensure sound financial outcomes and best practice corporate governance.

The role includes leadership and implementation of the Strategic Plan (2021-2025), Masterplan and project management of capital works.

This position acts as Company Secretary and provides secretariat functions and governance support through compliance with financial, delegations and corporate regulatory requirements.

Key Accountabilities Include

- The strategic direction of Finance, Property Services, Governance, Sustainability, Uniform Shop & Canteen functions.
- Ensure credibility of the Finance Department by providing timely and accurate analysis of budgets, financial trends and forecasts.
- Preparation of annual financial statutory accounts, as required by the Australian Securities and Investments Commission (ASIC) and the Australian Charities and Not for Profits Commission (ACNC).
- Monitoring and mitigating business and financial risks, in accordance with the Risk Management policies and framework.
- Managing insurance and other financial protections.
- Providing financial and administrative support services to entities controlled by SCECGS Redlands Ltd, including SCECGS Foundation Ltd and the SCECGS Redlands Scholarship Fund.
- Provide leadership in the development and continuous evaluation of short and long-term strategic financial objectives.
- Provide advice and support to the Principal, Executive, and the Board of Directors in capacity as Chief Financial Officer and Company Secretary.

Finance and Treasury

- Oversight of the School's financial and commercial operations and ensuring all reporting meets full compliance with financial regulations and requirements.
- Oversight of financial and administrative policies, procedures and internal controls and processes, including outstanding debtors, payroll, and financial system upgrades and changes.
- Preparation, management and oversight of annual budget processes, including monitoring, monthly reporting and updating forecasts, development of a 10 year financial plan and preparation of business cases.
- Responsibility for relationships with the School's banking and lending authorities, external auditors, accounting and legal advisers, and other professional advisers.
- Strategic management of School resources, investments and borrowings and maintenance of an asset register.
- Ensuring excellent user experience of the School's financial systems.

Company Secretary and Governance

- Ensure the School complies with current corporate governance standards and that the Board has effective oversight of the operations, performance and risk exposures of the School.
- Provide leadership in the continued development and implementation of best practice governance standards for Independent Schools.
- Responsible for the Board Secretariat function, including oversight of preparation and distribution of board and committee papers, distribution of minutes, record keeping, and maintenance of the Members register.
- Responsible for all statutory records required to support corporate governance requirements under the Registration and Accreditation of Non-government Schools.



Corporate Management

- Management of legal and contractual matters (including property transactions), insurance, and provision of administrative support.
- Management of the statutory and corporate responsibilities of the School and Board, including ensuring currency and compliance with WHS legislation.

Government Liaison and Compliance

- Preparation or oversight of Government reporting and capital grant and other funding applications.
- Maintenance of updated information on funding level implications and management of relevant factors.
- Oversight of funding arrangements under both Federal and State recurrent and capital grants programs.
- Liaison with relevant Government departments as required.

Property Services, Master Planning and Project/Property Management

- Oversight of the School's Property Services functions and operations, including legal and contract negotiations and performance of contractors, and project manage capital works across all campuses.
- Work with the Principal and Board to operationalise a Master Plan to support the physical resource development of the School.
- Ensure property management projects are within schedule, budgets and delivered to a high standard through excellent stakeholder management.
- In collaboration with the Head of Property and Property Services Manager, lead the delivery and management of maintenance works and building upgrades.
- Oversee the establishment and maintenance of a property asset register.
- Ensure compliance with standards and/or statutory requirements for funding, finance, construction, operations of an educational facility, Government requirements and reporting are met.
- Oversee operational and strategic plans, ensuring key sustainability objectives of the School, and annual budgeting and forecasting.

Selection Criteria

Leadership

- A demonstrated record of successful senior leadership in finance and operations in a complex, dynamic environment
- Able to build productive working relationships of trust with people at all levels in the organisation to proactively anticipate future financial and operational needs and contribute to the development of the organisational strategy
- A record of leading teams which have a shared sense of purpose and deliver excellent service in support of the key organisational priorities, of creating a positive culture and providing opportunities for personal growth.

Operations and finance

- Extensive experience of effective, accurate and timely financial management and reporting, including a sound understanding of GAAP and tax accounting principles
- Excellent operational and high-level project leadership capability, delivering to time, to budget and with full accountability. Experience of major capital works projects is advantageous
- Expertise in implementing efficient, flexible and contemporary business practices, systems, policies and procedures that provide a user-friendly experience
- Bringing commercial acumen, negotiation skills and the ability to provide guidance and advice on matters of governance, contracts, compliance, risk, Work Health and Safety and regulatory matters.

Personal attributes

- Demonstrating integrity, discretion, sound judgement, attention to detail, creative problem solving, energy, resilience, excellent communication skills and an alignment with the school values and purpose
- A Certified Practising Accountant (CPA) or Chartered Accountant (CA) or Certified Management Accountant (CMA).



How To Apply

For a confidential conversation please contact:

Jane Harlen on +61 (0) 2 8905 3711
Jane.Harlen@odgersberndtson.com

Kelly McClusky on +61 (0) 3 8375 7439
Kelly.McClusky@odgersberndtson.com

Applications for the role should include:

1. Candidate Statement

A brief statement of application (no more than three pages) outlining what you feel you would bring to this role, what you would expect to accomplish and reflecting on your past experience in the context of the Selection Criteria on page 13.

The preferred method of application is online at www.odgers.com/91804
All applications will receive an automated response.

Should you be unable to submit your application online, please email it to Kelly.McClusky@odgersberndtson.com

2. Curriculum Vitae Covering

- Full name, home address, confidential email address and mobile contact details
- Confirmation of the right to work in Australia
- Positions held, dates, scope of responsibilities and key achievements
- Details of education and qualifications
- Any other relevant information, such as involvement in professional and community activities.

**Closing date is
Sunday 8 September 2024**

The successful applicant will be expected to satisfy child protection screening and adhere to the School's Child Protection Policy. They may also be asked to undertake leadership and psychometric assessments in the final stage of the process. Redlands reserves the right to appoint by invitation.

3. Referees and Date of Commencement

- Full contact details of three referees whom the consultant may contact. Referees will be contacted only after prior consultation with you.
- An indication of when you would be available to start.