



WHITMORE HIGH SCHOOL

Headteacher: James Rebbitt BA, MSC (Oxon)
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD
Telephone: 020 8864 7688
www.whitmore.harrow.sch.uk
Email: office@whitmore.harrow.sch.uk

February 2025

Dear Colleague

FINANCE LEAD

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school and we are seeking to appoint someone to join our team and make a positive impact on students' lives.

Staff here are supportive, caring and committed to a collaborative approach to teaching and learning. As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your practice and career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached Job Description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

We reserve the right to interview early for this post should a suitable candidate apply

If you would like to visit the school, please contact Janina Zachopoulos-Butler, Headteacher's PA via office@whitmore.harrow.sch.uk

I look forward to hearing from you.

Yours sincerely

J.E. Rebbitt
Headteacher

When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.

Whitmore High School is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment.

Our CP Policy is available on the school's website www.whitmore.harrow.sch.uk

All appointments are subject to an Enhanced Disclosure and Barring Service check and pre-employment checks. Online searches may be completed for shortlisted candidates as part of due diligence checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Under the Rehabilitation of Offenders Act 1974, this post is listed as an exempted employment. You therefore need to reveal all spent convictions during the recruitment and vetting process.



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FINANCE LEAD

G10 - £22,084 per annum (actual)

20 hours per week, term-time plus 5 days during school holidays to meet payroll deadlines

Potential for flexible working pattern, to be discussed at interview

Purpose

To be accountable to the Headteacher and Governing Body of Whitmore High School for leading on the planning, implementation and control of the school's financial processes, procedures, policies and overall financial position.

Reporting to

Headteacher and Governing Body

Job Description

- Be proactive in advising the Headteacher, Senior Leadership Team and Governing Body of the impact of change upon the financial stability and business affairs of the school. The Governing Body will expect the Finance Lead to take a principal role in helping them formulate the business and long term financial strategy for the school.
- Present and advise at the Governors' Resource Committee, and attend Full Governing Body meetings when required.
- Line management of associated staff within delegated responsibility and to create/maintain a culture of high expectations. Responsible for managing the finance team currently consisting of 2 staff, with direct line management of the Finance Officer/Manager who is responsible for; ensuring all financial procedures, controls and operations are carried out in accordance with the school's and the council's financial regulations; supporting and assisting the Finance Lead in setting the budget and monitoring/reporting expenditure against the budget; producing a range of data and reports as required by the LA, Headteacher, Business Manager and Governing Body to facilitate sound management of the school's finances and to meet regulatory reporting requirements; has line management of the Finance Assistant whose duties comprise of all aspects of financial processing including payments, issuing invoices and raising purchase orders. The role is also responsible for school lettings including bookings, communication with hirers and collecting lettings income and in all duties they are required to maintain sound internal controls and to deliver efficiency and best value.
- Ensure accountability for financial outcomes throughout the school through application of best practice in CPD and performance management.
- Provide stability and protection, as far as possible, from unforeseen adverse changes in admissions, funding and other income and from adverse changes in the economic climate.
- Use professional expertise to inform strategic planning and work with the Headteacher, SLT and Governors to secure the implementation of school policy.
- Be responsible for all aspects of budgeting and financial management including the development, implementation and maintenance of schools' financial procedures and systems ensuring that all legal and governance requirements are satisfied. Preparation of all annual budgets/accounts to provide specialist advice to the Governing Body.
- Manage cash flow, working capital, capital expenditure, payroll, taxation and insurance. As well as other standard financial functions and processes ensuring the school meets all its financial obligations in accordance with financial regulations.
- Prepare and present to the Headteacher, SLT and Governing Body income and expenditure profiles.
- Ensure sufficient surpluses to allow the school to maintain and enhance its capital stock for the benefit of students, the community and colleagues.
- Ensure, in conjunction with the Headteacher and SLT that the school operates as cost efficiently and effectively as possible in respect of staff utilisation, estates, educational support, teaching hours, class sizes and procurement.
- Model and plan for the financial impact of changes in the funding methodologies and education policies.



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- Ensure that all financial returns are accurate, on-time, unqualified and in the correct format.
- Manage the relationship with and maintain the confidence of bankers, solicitors, auditors and insurance brokers.
- Advise the Headteacher and participate in securing bid-based funding and external funding from a network of external sources.
- Manage the financial relationship with sub-contractors and minimise the risk of working with these in respect of due diligence and contracts management
- Ensure the school is ready for external financial inspection and audits at short notice.
- Oversee the risk management and disaster recovery processes and procedures, safeguarding the school's activities.
- Ensure the SLT and their linked departments apply best practice in respect of financial, legal and contractual matters including compliance with the financial regulations at all times.

Other duties and accountabilities

- Attend relevant CPD courses to enhance knowledge and to place the school in a position to be foremost in current legislation and best placed to secure external funding and best value for money.
- Contribute to the overall ethos, work and aims of the school.
- Respect the confidentiality of all information relating to pupils, staff and their families.
- Undertake such other duties commensurate with the post.

All duties are subject to periodic review and job descriptions can change according to the needs of the school.

Person Specification

The person appointed will:

- Have qualifications or experience relevant to the role as follows:
Desirable Qualifications – Qualified or Part Qualified, Professional finance or finance related qualifications i.e. ACA, ACCA, CIMA, CIPFA, MAAT or equivalent or financial experience relevant to the role; training as required will be provided in post.
Essential qualifications - GCSEs or equivalent at grade C/5 or above including Maths and English
- Believe in the vision, values and culture of the school;
- Be a strategic thinker who keeps up-to-date regarding national educational research and policy and can distil implications and opportunities from that context;
- Evidence where they have led a team where outcomes remained outstanding or improved under their leadership;
- Be a team player who is able to develop and sustain supportive working relationships with colleagues both within and outside the school;
- Evidence commitment to research based, reflective practice and how they have incorporated this into school improvement;
- Be confident in the interpretation, analysis, and presentation of data (educational, financial and operational);
- Evidence financial leadership and management experience;
- Demonstrate commitment to their own professional development, including recognising any areas where they may need support within the first 12 – 18 months; and
- Be committed to the principles and practice of inclusion and equal opportunities for all
- Be committed to the principles and practice of safeguarding all young people

Academic Year 2024/2025