



Finance Manager

Information Pack

Transforming Lives

fullhurst.leicester.sch.uk



Introduction



Dear Applicant,

It is with great pleasure that I introduce myself as the Executive Headteacher of Fullhurst Community College. Thank you for expressing your interest in becoming a part of our school community.

Fullhurst Community College is committed to creating a supportive and inclusive learning environment for our 1500 students, aged 11-16 years. We take pride in offering the highest quality education and personalised learning pathways for every student, a commitment recognised in our recent Ofsted Inspection (September 2023): “Dedicated staff at the school have worked hard to create an inclusive culture.”

Our primary objective is to shape successful, confident, and responsible individuals, equipped with both academic qualifications and essential personal and social skills.

Acknowledged by Ofsted, our broad and varied curriculum ensures that all students have opportunities to realise their aspirations. “The school has planned an ambitious curriculum to meet the needs of all pupils.”

The core values of Respect, Kindness, Determination, and Unity are integral to our success in enabling students to exceed their potential. “These values underpin the strong relationships pupils have with staff and each other. Pupils respect diversity.” (Ofsted September 2023).

Our commitment to excellence extends to equipping our staff with the necessary tools and materials for delivering high-quality education from the start of their career.

Our state-of-the-art facilities at Fosse and Imperial Campuses cater to the diverse needs of our student body, contributing to our ‘good’ rating across all areas by Ofsted (September 2023).

If you are enthusiastic about contributing to our ongoing success and making a positive impact on the lives of young people, we warmly welcome your application.

We look forward to the possibility of welcoming you to our team of dedicated staff.

Yours sincerely,

Christina Bailey
Executive Headteacher

Our School Values

Kindness, Respect, Determination and Unity. These values are central to everything we do and underpin our vision for both staff and students. At the heart of our work is a commitment to inclusivity, and our belief that education has the power to transform lives. We want this to be clearly reflected in our recruitment materials.

At its core our vision for our school, students and staff is built on inclusivity. At Fullhurst Community College, we are committed to providing the highest quality of education for every student in a supportive environment. We strive to provide access to different opportunities for our students, both inside and outside of the classroom, which will have a positive impact on their life. We believe that education can transform the lives of the students that we serve.

We are proud of our emphasis on a broad and balanced curriculum that promotes independence, creativity and enjoyment and are committed to providing high quality teaching that aims to ensure individual needs are met and that students can make progress, fulfil their potential and experience success. There is a drive to celebrate success and take pride in the achievements of our students.

We want our students to leave our school as successful, confident and responsible young people equipped with the academic qualifications, as well as the personal and social skills, that will enable them to make a positive contribution to society. Our core values of Respect, Kindness, Determination and Unity are key to us achieving and enabling our students to meet and exceed their potential.

As a school we have created definitions for our school values:

RESPECT

We treat ourselves, each other, our school community and the world around us with care

KINDNESS

We treat others as we would like to be treated ourselves

DETERMINATION

We try our best in everything we do, every day

UNITY

We will work together and succeed together

Our school values are reinforced through the key messages that students see and hear whilst they are at school.

Why Fullhurst?



At Fullhurst Community College, we believe in supporting, inspiring and developing every member of our team. When you join us, you become part of a vibrant, inclusive and ambitious school community where your work truly matters.

INCLUSIVE AND SUPPORTIVE CULTURE

A welcoming and diverse environment where staff are valued and supported at every stage of their career.

COMMITMENT TO PROFESSIONAL DEVELOPMENT

Access to high-quality CPD, leadership development opportunities, and pathways for career progression.

STRONG SCHOOL VALUES

Our core values – Respect, Kindness, Determination and Unity – shape everything we do and create a positive, purposeful school culture.

MODERN TEACHING FACILITIES

Two well-equipped campuses – Fosse and Imperial – providing dynamic and inspiring learning spaces for staff and students.

STUDENT-FOCUSED VISION

A shared belief that education transforms lives, with a focus on providing meaningful opportunities both in and outside the classroom.

STAFF WELLBEING PRIORITISED

Wellbeing initiatives, supportive leadership and a healthy work-life balance embedded in our approach.

TEAM ETHOS

A collaborative and motivated staff team, working together to ensure every student thrives.

MAKING A REAL DIFFERENCE

Be part of a school with high aspirations, where your contribution helps shape the futures of the young people we serve.

Fosse Campus



Imperial Campus



What We Can Offer You?



A comprehensive induction process.



Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme.



Dedicated time is set aside for the department to plan collectively and therefore reduce workload.



We do not conduct formal lesson observations.



We're committed to equality and diversity; this is an area of responsibility for a member of our SLT and a linked Governor.



Free access to our fully equipped on-site gym and preferable rates for college facilities hire.



Vivup counselling service offering telephone or face-to-face appointments, 365 days a year.



Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen.



Annual flu jab - to protect against those winter germs.



We provide a wide range of activities and events for staff to relax and enjoy across the year.



Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint.



Free electric car charging.

Job Description

Post title: Finance Manager

Salary: £31,067 - £33,366 per annum (Grade 6 Points 15 – 18)

Contract type: Permanent and full time

Hours: 37 hours per week

(Mon – Thu 8am-4pm with 30min lunch and Fri 8am-3.30pm with 30min lunch)

Responsible to: Senior Deputy Headteacher

CORE PURPOSE OF THE ROLE

To lead and manage the financial operations of Fullhurst Community College, ensuring robust financial planning, compliance, and reporting. The Finance Manager will support strategic decision-making through accurate financial analysis and will ensure the college achieves value for money in all financial matters.

KEY RESPONSIBILITIES

Strategic Financial Management

- Lead the preparation of the annual budget and three-year financial forecasts in collaboration with the relevant Senior Leadership.
- Provide timely and accurate financial reports to the Executive Headteacher, SLT, Governors, and external stakeholders when required.
- Monitor and report on budget performance, identifying variances and recommending corrective actions.
- Support income generation initiatives, including funding bids and lettings, ensuring all paperwork has been sent to hirers and all payments received.

Finance Operations

- Oversee all day-to-day financial transactions, including purchase ledger, sales ledger, bank reconciliations, and payroll.
- Ensure compliance with the college's Financial Procedures Policies, ESFA requirements, and internal financial regulations.
- Manage the preparation of monthly and year-end accounts, liaising with auditors and external agencies when required.
- Maintain and reconcile the fixed asset register.
- Oversee VAT returns and any statutory submissions.

Team Leadership and Development

- Line manage the finance team, providing leadership, training, and performance management.
- Promote a culture of continuous improvement and professional development within the finance department.

Job Description

Systems and Compliance

- Ensure effective use of financial systems (e.g., SIMS, FMS, ParentPay, or equivalent).
- Develop and maintain robust internal controls and financial procedures.
- Ensure all financial records are audit-ready and compliant with statutory requirements

Additional Duties

- Support SLT with HR-related financial matters, including payroll and pensions.
- Attend relevant training and contribute to the wider school improvement plan.
- To oversee that the ordering process for the college ensures orders are placed on time and queries/delays are chased up and communicated back to staff or suppliers.
- To ensure the checking of all deliveries received and issue to relevant faculties/staff
- To ensure regular banking is carried out and petty cash levels are monitored.
- To ensure the financial administration for trips is organised and comprehensive and any queries raised with the member of SLT responsible for trips.
- To explain budget procedures, finance handling and money to staff as required.
- To oversee the inventory of equipment and materials as requested.
- To be proactive in challenging poor behaviour during lesson and at break and lunchtime in line with the college behaviour policy.
- Attend relevant courses and any other training deemed reasonable within the requirements of this post.
- Undertake duties and tasks related to the above deemed reasonable by the Executive Headteacher and relevant SLT.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Executive Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed Staff Member

Signed Line Manager

Date

Person Specification

Post title: Finance Manager

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Responsible to: Senior Deputy Headteacher

QUALIFICATIONS

Essential	Desirable
AAT Level 3 or equivalent	CCAB part/fully qualified (e.g., ACCA, CIMA)
GCSEs (or equivalent) in English and Maths	Degree in Finance, Business, or related field
IT qualification or good knowledge of using Word, PowerPoint, Excel	School Business Management qualification (e.g., CSBM, DSBM)
A willingness to be trained in any other systems as required	SIMS trained or relevant experience
	Hold a first aid qualification or be willing to be trained as a first aider

EXPERIENCE

Essential	Desirable
Substantial experience in a finance role	Experience in a school or academy setting
Budget planning and monitoring	Experience managing budgets over £5M
Preparing financial reports and liaising with auditors	Experience with income generation and funding bids
Managing payroll and pensions	Experience with lettings and extended services
	Knowledge of good practice, policies and procedures in schools/colleges including Child Protection.
	Experience of dealing with third parties both face to face and in person

Person Specification

SKILLS AND KNOWLEDGE

Essential	Desirable
Strong analytical and numerical skills	Knowledge of school finance systems (e.g., SIMS, FMS, ParentPay)
High-level IT proficiency, especially Excel	Understanding of VAT and charity finance
Excellent communication and interpersonal skills	Experience with budget planning software
Ability to lead and motivate a team	
Ability to multitask and prioritise work effectively on a day-to-day basis and when under pressure	
Appreciation of the need for honesty and confidentiality.	

EQUAL OPPORTUNITIES

Essential	Desirable
Must be sensitive to the requirements of disadvantaged groups and students with Special Education Needs and Disability.	
Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice.	
Commitment to equal opportunities and equal value for all students	

OTHER CONDITIONS

Essential	Desirable
Willing to work additional hours to support staff absence if required	
Able and willing to attend/achieve further training and qualifications	
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Person Specification

Skills & Knowledge	Strong analytical and numerical skills	Knowledge of school finance systems (e.g., SIMS, FMS, ParentPay)
	High-level IT proficiency, especially Excel	Understanding of VAT and charity finance
	Excellent communication and interpersonal skills	Experience with budget planning software
	Ability to lead and motivate a team	
	Ability to multitask and prioritise work effectively on a day-to-day basis and when under pressure	
	Appreciation of the need for honesty and confidentiality.	
Equal Opportunities	Must be sensitive to the requirements of disadvantaged groups and students with Special Education Needs and Disability.	
	Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice.	
	Commitment to equal opportunities and equal value for all students	
Other conditions	Willing to work additional hours to support staff absence if required	
	Able and willing to attend/achieve further training and qualifications	
	Must satisfy relevant pre-employment check. An enhance DBS statement will be obtained for the successful applicant	



