



# Wycombe High School

~ Girls' Grammar School ~

**At Wycombe High**  
*we look beyond*



## Appointment of **Director of Finance and Resources**

**REQUIRED AS SOON AS POSSIBLE**

**Bucks Pay Scale 11, pt 56 - pt 60 (currently £57,736 - £63,569)**

*Please note, for an exceptional candidate an enhanced salary is available*

**Full time, 52 weeks per annum**

*There is also an extremely generous pension scheme for staff at Wycombe High School*

APPLY AT [WWW.WHS.BUCKS.SCH.UK/VACANCIES](http://WWW.WHS.BUCKS.SCH.UK/VACANCIES)





# The Role

We are seeking to appoint a Director of Finance and Resources to be responsible for the strategic and operational aspects of Finance Resource Management, Management Information and ICT, Human Resource Management, Facility and Property Management, and Health, Safety, Risk and Compliance Management of the School and its associated entities.

The Director of Finance and Resources will be responsible for providing professional leadership and management of School support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the School.

S/he will advise on staff modelling and costs and be the strategic lead in the growth and maximisation of student numbers.

The successful candidate will maintain a strategic 5 year financial plan, and will provide advice to the Trust Board and acts as Company Secretary to the Trust.

S/he will prepare information for publications and returns for the DfE, ESFA, Companies House and other agencies and stakeholders within statutory guidelines.

In return, we offer the opportunity to work in a friendly, vibrant and outstanding school.

**Full job description can be found on the school website**

## KEY DATES:

Deadline for applications

**WEDNESDAY 20 JANUARY 2021, 8:00AM**

Interviews will take place:

**TUESDAY 26 JANUARY 2021**



# The Person

We are looking for the right person to fill this vacancy; you are looking for the right school to work in. The characteristics that we are looking for include:

- Accountancy qualification such as ACA, ACCA or CIMA
- Relevant honours degree
- Specialist knowledge in at least one of the following: governance, finance, premises or ICT
- Good knowledge of the funding, regulatory and legislative environment of academies would be desirable
- Strategic thinker, able to understand the big picture, prioritise effectively and take decisions in the long term interests of the School and Trust
- Strong commercial acumen and common sense approach
- Able to solve problems with confidence and effective decision-making skills
- IT literate with a broad understanding of the overall system requirements of SMEs
- Management of significant budgets (£10+m) and closure of period and year end accounts
- Excellent communication skills; able to present complex information to diverse audiences clearly and succinctly
- Able to demonstrate a positive approach and to champion cultural and organisational change
- Strong negotiating skills; able to persuade and influence colleagues and key stakeholders at all levels
- Experience of managing complex development projects
- Strong team worker, as leader of Finance, ICT and Facilities Management teams
- Committed to the ethos of Wycombe High School

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# How To Apply?

The application form can be found on our website:  
<https://www.whs.bucks.sch.uk/about-whs/vacancies>

To apply for this post, please complete the application form and a letter supporting your application. In your letter you should:

1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post
3. Describe the skills and strengths that you will bring to the school, paying particular attention to the person specification above.

Please note that the application form must be completed in full. It is not sufficient to substitute a CV for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form. We will be pleased to show prospective applicants around school during the week before the deadline for applications. If you are interested in a preliminary visit of this kind you should ring the school for details.

## **SEND COMPLETED APPLICATION TO:**

Mrs S Cromie, Headteacher,  
Wycombe High School,  
Marlow Road,  
High Wycombe,  
Bucks, HP11 1TB  
Email: [hr@whs.bucks.sch.uk](mailto:hr@whs.bucks.sch.uk)

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## **REFERENCES**

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

## **SAFEGUARDING**

Wycombe High School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS).

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people.

All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

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# Pay and Conditions

**Bucks Pay Scale 11, pt 56 - pt 60**  
**(currently £57,736 - £63,569)**  
**Full time, 52 weeks per annum**

***Please note, for an exceptional candidate an enhanced salary is available***



Non-teaching staff are auto-enrolled in the Local Government Pension Scheme, a scheme which offers exceptional employer contributions and benefits.

We also provide an Employee Assistant Programme for staff, a completely free service giving staff 24/7 access to counselling, plus legal, medical and financial advice and support.

## **EQUAL OPPORTUNITIES**

Wycombe High School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation.

Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice.

The Headteacher is responsible to the Governors for monitoring this policy.

The school operates an Equality Cohesion Scheme.

## **SMOKING AND ALCOHOL**

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the time-tabled school day and thereafter only at the Headteacher's discretion during authorised school events.

## **DRESS CODE**

The school has a dress code for staff: staff should dress in a business-like and professional manner, similar to the dress styles which are the norm among service industry professionals who regularly meet the public, such as bank staff. Discrete piercings in the lower ear only are allowed; and no visible tattoos, in line with expectations for students.



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At Wycombe High School, we

*Look beyond* the traditional grammar school.  
*Look beyond* league tables and examination results.  
*Look beyond* stereotypes and conventions.  
*Look beyond* a world where futures are fixed.

At Wycombe High, *we look beyond.*



Marlow Road, High Wycombe  
 Buckinghamshire HP11 1TB

T: 01494 523961  
 Email: [hr@whs.bucks.sch.uk](mailto:hr@whs.bucks.sch.uk)

Visit our website at:  
[www.whs.bucks.sch.uk](http://www.whs.bucks.sch.uk)

Follow us on Twitter @WycombeHighSch

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