



POSSUNT QUIA POSSI VIDENTUR

# Beech Hall School

for pupils aged 6 months to 18 years



## Finance Operative

required September  
2025 (or ASAP)



## WELCOME to Blenheim Schools...

### Education for every child. The world over.

We are committed to enabling outstanding futures for all children through a portfolio of inclusive, high-quality independent and international schools. Blenheim Schools deliver a personalised, non-selective approach that empowers pupils of all abilities to thrive. At the core of our ethos is the Tapestry framework, a six-strand blueprint fostering a learning mindset, global awareness, health and wellbeing, digital literacy, sustainability, and entrepreneurship.

Rejecting traditional entrance exams, we welcome pupils through a bespoke admissions process that celebrates individuality. Flagship institutions like Beech Hall School Riyadh exemplify our vision, setting new benchmarks for inclusive, future-focused education on a global stage.



## From the Headmaster, Mr James Allen

Beech Hall is an all-ability independent school for boys and girls aged 6 months to 18 years. Situated in a beautiful sixteen-acre site on the edge of the Peak District, housing two listed buildings, playing fields and swimming pool, we are proud to be able to provide a truly child-centred approach to education.

Small classes and a focus on the individual child mean that quality teaching and learning lead to success. However, we believe, opportunities beyond the curriculum are just as important as those in the classroom as we seek to provide a truly unique curriculum for every child. A balanced focus on academic attainment, sporting opportunities, emphasising individual strengths and celebrating traditional values are at the core of everything that is important to us at Beech Hall.

In 2021 the school became part of the Chatsworth Schools group and, in January 2025 Blenheim Schools became part of the highly prestigious Outcomes First Group, committed to enabling outstanding futures for all children through a portfolio of inclusive, high-quality independent and international schools. Blenheim Schools deliver a personalised, non-selective approach that empowers pupils of all abilities to thrive

At Beech Hall we have the highest standards of expectation for our children and the quality to which we believe they are entitled. This means that processes to ensure individual achievement are rigorous, and opportunities for pupils to participate in the widest variety of ways are multiple and varied. Communication remains a three-way process throughout our children's education, ensuring that your child, their teachers and you work collaboratively to achieve happiness and success.

Our vision is for all Beech Hall pupils, their families and colleagues to wake up and bounce into school, excited to learn and work in a genuinely inclusive and respectful learning environment that empowers every child to believe, achieve and become the very best version of themselves.

We believe in our motto - taken from the Latin *possunt quia posse videntur* - we achieve because we believe we can, and our four school values of kindness, respect, integrity and ambition are at the heart of everything that we do.

Why not come and see for yourself?



## Beech Hall School Award Winners 2024



ISA Senior School  
of the Year  
Highly  
Commended



Fastest junior  
team to cross  
the English  
Channel



Youngest junior  
team to cross  
the English  
Channel



Independent  
School of the  
Year  
FINALIST



£105,000  
raised for  
Mencap

## Summary of the Role

An enthusiastic and hard-working Finance Operative is required to support our Director of Finance and Operations as well as the wider admin department. Due to the nature of the setting the candidate will need to be able to work with a range of people including children, parents and suppliers. This is a fast-paced and varied role offering an excellent opportunity for the right candidate in a friendly and supportive environment.

Although a formal finance qualification is not necessary, experience working within education, including finance tasks, is preferable.



### Finance responsibilities:

- Placing orders and dealing with deliveries
- Paying supplier invoices
- Helping manage school subscriptions
- Booking and paying for all coaches
- Managing payment of all trips and residential trips
- Assisting the Director of Finance and Operations with month end procedures

### General administration responsibilities:

- Working on the reception desk for part of the week
- Answering phone calls
- Dealing with pupil queries - including first aid
- Checking in of visitors
- Communication with parents
- Booking outside venues
- Attend school inset days and functions as directed by the Head of School
- Clear and destroy any confidential/financial information in line with policy

### Pastoral life of the school:

- Promote the general wellbeing of all pupils
- Liaise with the Deputy Head (Pastoral) & Designated Safeguarding Lead
- Alert appropriate staff to problems experienced by pupils
- Communicate with parents on a regular basis

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be defined. All staff are expected to comply with any reasonable request from a senior member of staff to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff. The job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the post-holder.

## The ideal candidate will bring all or most of the following:

### Qualifications:

- Level 3 qualification (GCSE or equivalent) in English and Maths
- Evidence of professional development
- Current enhanced DBS
- Any other relevant qualifications

### Experience:

- Working in a school or education environment
- Previous experience working in a finance role or with financial aspects
- Experience working with Sage accounting software (not essential)

### Skills:

- Good communication and interpersonal skills
- Ability to prioritise workloads and to be well organised
- Ability to promote the school's aims and ethos positively and effectively

### Personal attributes:

- Ability to inspire, challenge and motivate both pupils and colleagues
- A commitment to extra-curricular activities in school and the wider curriculum
- Independence and ability to work as part of a team
- Flexible with an excellent work ethic
- A sense of humour and a positive 'can do' attitude

Above all, the successful candidate will put children at the heart of everything that they do, and be willing to engage with the school as a learning community, establishing and fostering links with parents, colleagues, external stakeholders and the local community.



## Safeguarding:

The post-holder is responsible for promoting and safeguarding the welfare of children and young people for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the School's Safeguarding (Child Protection) Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or to the Headteacher.

## What can you expect from Beech Hall School and Blenheim Schools?

The salary for this role will be commensurate with the appointee's experience.

- A beautiful school set in 16 acres of land, with a mix of traditional and modern teaching facilities
- Continuing professional development
- Twice-weekly morning staff briefings in which pupils are at the heart of our discussions
- Excellent transport links to both Manchester and London
- The opportunity to take part in the wider community of the school
- Receptive and supportive Senior Leadership Team and outstanding support from both Blenheim and Outcomes First's team of experienced Directors and other Leaders
- Friendly and supportive colleagues
- Open and positive working environment in which hard work and commitment are valued to the highest degree
- Free use of the school's multi-gym and swimming pool
- Lunch and tea/coffee
- On-site parking
- Company pension
- Fee remission



## The Application Process:

A completed application, together with a covering letter demonstrating why you want this position, and why you would like to work at Beech Hall, should be submitted to the Director of Finance and Operations no later than **8am on Wednesday 13th August 2025**.

Shortlisting will take place **ASAP** with interviews scheduled for **Friday 15th August 2025**.

**Phone:** 01625 422192 - speak to Mr John Moran, Director of Finance and Operations

**Email:** [jmoran@beechhallschool.org](mailto:jmoran@beechhallschool.org)

**Post:** Beech Hall School, Beech Hall Drive, Macclesfield, Cheshire SK10 2EG

Please be aware that all shortlisted candidates will be subject to an online check.

Beech Hall School is an equal opportunities employer and values a diverse workforce; we welcome applications from all sections of the community.





Beech Hall School



Outcomes  
First Group



BLenheim  
SCHOOLS