



George Stephenson
High School

Appointment of Finance Officer

APT&C Grade 8

Option 1: Full or Part Time, 52/52

Option 2: Full Time, Term Time Plus
(10 days during school holidays)

Dear Applicant

Thank you for taking an interest in this position at our school. The information provided is intended to help you decide if we are a school you would like to join. I would also encourage you to look at our website (www.gshs.org.uk) which contains information that will give you a flavour of our achievements and ethos.

George Stephenson High School is an 11-18 Trust School of 1204 students, 112 of whom are in the Sixth Form. We also have 36 guest pupils in the Sixth Form from our collaborative partner school. We have 134 staff, 80 of whom are teachers, 54 are associate/support staff. Our school has a really positive ethos, with very strong pastoral and academic guidance and a real emphasis on learning in everything we do. I genuinely believe the support, care and welfare of our students is second to none. This school is and will always be a fully inclusive school which puts the students at the very centre of all that it does. We want it to be a school that is always a happy, safe and enjoyable place to be. Further to that we want the school to be at the very heart of the local community and to become the school of choice of all who live here.

At George Stephenson High School, we believe we offer the best education possible for all of our young people, as well as a warm and friendly atmosphere. We value the individual differences of our students, encourage them to succeed in everything they do and help them to become caring, confident and responsible young people. We strive to achieve this through providing excellent teaching, fostering the very best relationships, having a personalized and enriched curriculum, having the highest aspirations for all of our students and developing strong partnerships. We also want the school to be at the very heart of the local community and to be the school of choice of all who live here. We are a popular, inclusive and oversubscribed school that is central to our community.

The level of communication with and support from parents is excellent. We have a regular and well-attended Parents Forum and a wide range of evening Parental Engagement events are held. Attendance at Parents Evenings was over 80% last year – this figure has increased every year for the last five years. Over 500 parents filled in the survey we administer on these evenings and the results were very positive indeed. 97% feel their child is happy here, 98% feel they are both safe and make good progress, 99% feel they are well taught here, 98% feel the school is well led and managed and over 95% would recommend our school to another parent. We are delighted that so many parents are choosing our school and are so positive about it and we believe that this shows a great deal of support from our local community.

We are proud to share that our March 2025 Ofsted inspection confirmed George Stephenson High School as a warm, respectful, and inclusive environment where students feel safe, supported, and inspired to achieve. Inspectors praised our calm and purposeful learning atmosphere, ambitious curriculum, and strong focus on responsive, inclusive teaching. Our provision for students with SEND was highlighted as a key strength, alongside our thriving sixth form and rich extracurricular offer. Ofsted also recognised the positive staff culture, underpinned by strong leadership, a focus on well-being, and a commitment to professional development. This report reflects our shared ambition to help every student flourish both in and beyond the classroom.

The school is organised into year groups which are split into a number of separate tutor groups. Each year group has a full time non-teaching Guidance Manager who stays with the year group from Year 7 to Year 11 and so gets to know every student very well. Guidance Managers are generally the primary point of contact for parents wishing to discuss progress or problems with the school. They support the work of the form tutors and deal with difficulties referred to them by the tutors or subject staff, as well as recognising and rewarding all positive aspects of students' life in school. Each year group is also supported by a teaching Achievement Support Coordinator who acts as a mentor to students of all abilities. The tutor groups, under the leadership of the

Guidance Manager, remain together with the same form tutor through years 7 to 11, meeting for registration periods daily, and in some subjects are taught as a class group in the younger years. A strong sense of coherence and team working is developed over these years. The form tutor has day to day responsibility for our students' welfare whilst they are in the school and have a very important role to play in helping them to settle into their new school. They also closely monitor and track their academic progress, support them to reach their targets and help detect and solve any problems which may arise.

The postholder will work under the direct line management of the School Business Leader, who will provide day-to-day operational oversight and support. The role will form part of the wider Operational Management Team and will involve close collaboration with senior leaders, the Local Authority, and other external agencies to ensure the effective administration of financial processes, accurate record-keeping, and the smooth running of routine financial operations across the school.

If you are highly organised, detail-oriented, and confident in working with external partners, we would be pleased to receive your application. This role offers the opportunity to play an important operational role within the school, supporting compliance, efficiency, and effective use of resources in a collaborative environment.

We have made real progress over recent years and are proud of what we have achieved so far. However, we know that we have the capacity to improve still further. We are a forward looking school, committed to giving our students the best possible educational experience. Although increasingly successful, we are not a complacent school. There are many aspects that we can improve further and our challenge is to do this without compromising our existing strengths. George Stephenson High School is a great place to work, with fantastic staff and talented students. I hope you are enthused by the enclosed information and choose to apply.

Please submit a letter of application (no more than two sides of A4) and a completed application form for the attention of Mrs Angela Cowen (Headteacher's PA) by noon on **Monday 9th February 2026**. **We expect to hold interviews on Wednesday 11th February 2026.**

Yours sincerely
Mr. Peter Douthwaite



PETER DOUTHWAITE

Headteacher

Job Description: Finance Officer

APT&C: Grade 8

Contract Options: Option 1: Full or Part Time, 52/52

Option 2: Full Time, Term Time Plus, (10 days during school holidays)

Responsible for: Finance Assistant

Responsible to: School Business Leader

Core Purpose:

Provide strategic and operational support to the School Business Leader and Headteacher in planning, forecasting, and budgeting. Lead on financial management and control, ensuring robust accounting systems, accurate records, and compliant financial operations. Produce timely financial management information, oversee financial reporting, and ensure completion of all statutory returns in line with regulatory requirements.

Key Responsibilities:

Planning, Forecasting and Budgeting

- Support the School Business Leader in the development of financial plans aligned with the School Improvement Plan
- Support the preparation of the school's annual budget, including ongoing review and updates as required
- Manage budget and financial software systems
- Ensure the integrity of data input, modelling assumptions, and the validity of financial models and forecasts
- Support the production of budget and forecast reports for the School Business Leader, Headteacher and Governing Body
- Submit agreed budgets and forecasts in line with regulatory requirements and published timetables

Financial Management, Control and Operations

- Manage the school's accounting and financial record systems, including the School Fund Account
- Maintain effective systems and procedures for financial control in line with regulatory, audit, and policy requirements
- Review and respond to any control weaknesses identified through audit or internal checks
- Manage income and expenditure operational systems, including BACS, online payments, cashless systems, and banking
- Manage all income and expenditure relating to school trips, including student procedures and records, and the booking of travel, accommodation, and activities
- Provide budget holders with advice relating to their budgets and produce termly budget reports
- Operate and maintain the School Contracts Tracker

- Complete monthly reconciliations and report any banking errors to the School Business Leader
- Maintain all school insurances and claims paperwork

Financial Reporting, Control Reporting and Management Information

- Produce, obtain approval for, and submit all financial reports and statutory returns in line with internal and regulatory timetables, including budgets, accounts and VAT returns
- Internal management reports, including forecasts, cashflow reports, management accounts, bank reconciliations, benchmarking data, and departmental budget reports
- Ensure the school's Financial Procedures Manual is reviewed and updated as required
- Review annually the Asset Management, Finance Management, and Recharging policies, making recommendations as appropriate

Stakeholder Management

- Produce financial reports for the Governing Body and attend Finance Committee meetings (currently six per annum)
- Act as the principal point of contact with the Local Authority, DFE, HMRC, auditors, and other relevant external bodies

Management of Finance Function and Finance Team

- Support the School Business Leader in identifying and implementing continuous improvement initiatives within the Finance function
- Line manages the Finance Assistant, including recruitment, induction and training and performance management

General:

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an **Enhanced disclosure from the Disclosure & Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This 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 you.

Job Holder _____ Date _____

Line Manager _____ Date _____

Headteacher _____ Date _____

Person Specification – Finance Officer

Qualifications and Experience

Essential	Desirable	Evidence
<p>Appropriate financial qualifications/and/or significant experience in the field (AAT, etc).</p> <p>Evidence of finance, business, and administrative management experience to support the day-to-day operation of an establishment within financial remit.</p> <p>Experience in managing expenditure and generating income.</p> <p>Experience in management change and implementing new systems, procedures, and controls.</p> <p>Evidence of effective management of staff.</p>	<p>Accounting or Financial Qualification.</p> <p>Evidence of finance, business or administrative management experience within a school or similar environment.</p>	<p>Application Form</p> <p>Letter of Application</p> <p>References</p> <p>Interviews</p> <p>Certificates</p>

Knowledge and Skills

Essential	Desirable	Evidence
<p>Able to manage, develop and motivate a small team, delegating duties as required.</p> <p>Ability to work constructively as part of a Management Team, understanding school roles and responsibilities including own.</p> <p>Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, and other professionals.</p> <p>Ability to proficiently use Microsoft Office, specifically excel, and other Financial Databases.</p> <p>Ability and knowledge to produce budgetary estimates, reports, cash flow and financial and statistical summaries, ideally combined with operational experience.</p> <p>Knowledge of principles and methods of financial control and reporting and their adaptation to various purposes, including the preparation of financial accounts.</p> <p>Good working knowledge and understanding of methods of procurement, contracts, and value for money.</p>	<p>Knowledge and understanding of Schools Financial Value Standard (SFVS).</p> <p>Knowledge of FMS and SIMS.</p>	<p>Application Form</p> <p>Letter of Application</p> <p>References</p> <p>Interviews</p>