



Chief Finance and Business Officer Application pack

Chipping Campden School
INSPIRE • EMPOWER • EXCEL



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Principal's Welcome

Thank you for your interest in joining Chipping Campden School as our Chief Finance and Business Officer. This is a seminal appointment for us and one that comes at an exciting point in the school's development. We are proud of Chipping Campden and what our students and staff achieve, but we are always looking at what we can do better.

We have thought carefully about what we need from this role and where it can make the greatest difference. Our new CFBO will be a key member of the Senior Leadership Team and will have the opportunity to influence how we work and what we do next. I want the person joining us to bring their own experience, ideas and perspective, not simply maintain what is already here.

Financial sustainability will be a significant part of that challenge. We need to continue strengthening our medium and longer term position, looking both at how effectively we use the resources we already have and at opportunities to generate additional income. Alongside this, there is work to do to improve our systems and processes, strengthen our approach to risk and assurance and make sure that our Finance and HR functions are equipped for the future.

I don't expect the person joining us to arrive with all the answers; I do want them to ask good questions. I am looking for a senior leader who will be curious about our organisation, willing to challenge established thinking and confident in offering clear professional advice. Someone who can see the bigger picture but also make things happen. Someone who supports the teams they lead, develops the people around them, builds strong relationships and is visible and approachable across the school.

Our working relationship will be particularly important. I am looking for someone I can trust and work closely with. Someone I can discuss ideas openly with, who will tell me when they think we could do something better and who is equally comfortable having their own thinking challenged.

Chipping Campden is a successful school with a strong identity and an important place within its community. We are also a complex organisation and there is plenty still to do. I think this is what makes this such an exciting opportunity. If what you read in this pack interests you, I would encourage you to find out more about us. Look at our plans and our finances. Ask us questions. Come and see the school and talk to the people who work here. If you decide to apply, I look forward to hearing what you think you could bring to Chipping Campden and, just as importantly, what you would want to understand about us.

Gareth Burton
Principal



Chipping Campden School

1465 Students	11-18 Age range	184 Staff
£12m Annual Income	Outstanding Sixth Form and Personal Development Ofsted May 2025	1440 Founded

Chipping Campden School is a large 11–18 Single Academy Trust serving Chipping Campden and communities across the surrounding area. Our scale brings many of the opportunities and complexities of a larger organisation while allowing decisions to remain close to our students, staff and community.

Our organisation extends beyond the classroom. The Cidermill Theatre, Sports Centre and wider facilities strengthen our links with the community and create commercial opportunities alongside their educational and community use.

Chipping Campden has an engaged and supportive board of Trustees and is proud to be a Single Academy Trust. We have considered what the changing academy landscape might mean for us, and at present our focus remains on developing Chipping Campden as a standalone Trust. We also recognise that the education landscape will continue to change and want to be well placed to respond to future opportunities and challenges.

Chipping Campden offers a rural setting without being isolated, with Stratford upon Avon, Cheltenham and a number of stunning Cotswold and Warwickshire towns and smaller villages within commuting distance.

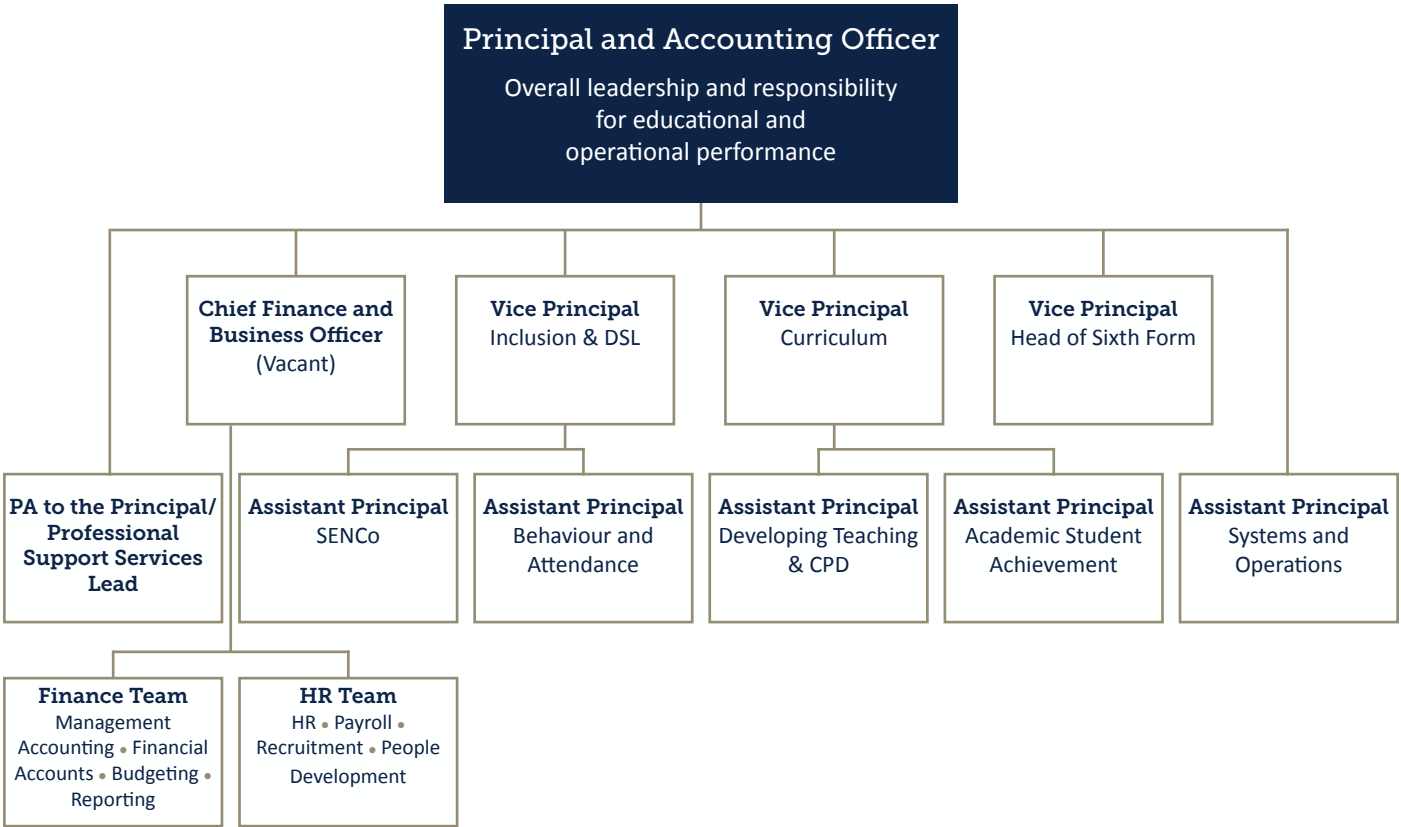
Chipping Campden is led by the Principal and an experienced Senior Leadership Team with responsibility across the educational and business functions of the school. The CFBO will join this team as the school’s senior finance and business leader.

GOVERNANCE



LEADERSHIP

Senior Leadership Team



— Line Management/Accountability

A photograph of three school pupils in uniform. On the left, a boy with dark hair is seen in profile, looking towards the center. In the middle, a girl with blonde hair and glasses is also in profile, looking towards the right. On the right, a boy with curly brown hair is smiling broadly, looking towards the other two. They are all wearing dark blue school jackets over white shirts and dark blue ties with yellow diagonal stripes. The background is a light-colored stone wall.

Pupils at this school
are happy and feel
a strong sense of
belonging.

Ofsted – May 2025



The Opportunity

Chipping Campden School has considerable strengths and ambitious plans for the future. The new CFBO will play an important part in ensuring our resources are used as effectively as possible to support those ambitions. We want to continue to identify efficiencies, explore new sources of income and strengthen the connection between our financial strategy and the school's medium and longer term priorities.

There is also an opportunity to look at how some of our business functions could work differently. Financial systems and processes are changing, the Finance team is evolving and there is scope to strengthen the way financial information, risk and assurance support decision making.

The new CFBO will not be expected simply to inherit existing ways of working. We want them to understand what works well, ask questions about what could work better and help shape what comes next.

This is a role with real influence. The CFBO will work closely with the Principal, Trustees and Senior Leadership Team, while leading and developing the Finance and HR functions. They will have the opportunity to bring together financial strategy, people, risk, procurement and commercial thinking in a way that supports the school's educational ambitions.

In return we offer:

- A competitive salary and membership of the Local Government Pension Scheme (LGPS).
- A supportive induction and probationary period, with regular performance and development conversations.
- Professional development tailored to you and the role, with opportunities to build on your existing expertise and develop in areas that are new to you.
- A working culture where staff are trusted and supported, with a strong commitment to wellbeing.
- Complimentary use of the school's sports facilities, including the gym and swimming pool, together with access to the Cycle to Work scheme.
- Access to an Employee Assistance Programme for you and your family, confidential counselling, and support from our Staff Wellbeing Group.



Job Description

Responsible to: Principal

Leadership responsibility: Member of the Senior Leadership Team

Line management: Finance and HR functions

Salary: Leadership Pay Spine L15-L19 - £77,141 - £84,957 (2026)

Working arrangements: Full time, all year round, in school

Main purpose

The Chief Finance and Business Officer (CFBO) is a senior strategic leader of Chipping Campden School, responsible for ensuring that the school's financial and business resources are aligned with its educational ambitions and deployed effectively and sustainably.

Working in close partnership with the Principal, Senior Leadership Team and Trustees, the CFBO will provide strategic financial and business leadership, professional advice and constructive challenge. They will play a key role in shaping the school's medium and long term plans, ensuring that decisions are informed by robust financial analysis, effective risk management and a clear understanding of organisational capacity.

The CFBO will lead and develop the Finance and HR functions, creating effective teams, systems and controls that enable the wider organisation to operate confidently and efficiently.

As a member of the Senior Leadership Team, the CFBO will contribute beyond their professional portfolio, bringing commercial insight, professional curiosity and an organisation wide perspective to the strategic leadership of the school.

Key responsibilities

1 | Strategic Leadership and Organisational Development

- Contribute fully to the strategic leadership of Chipping Campden School, ensuring that financial and business considerations inform the development and delivery of the school's vision and priorities.
- Work closely with the Principal and other senior leaders to translate strategic ambition into sustainable and deliverable plans.
- Use evidence, data, benchmarking and sector insight to inform decision making and identify opportunities for organisational improvement.
- Lead and support significant organisational change within the CFBO portfolio, ensuring that systems, structures and resources remain appropriate to the school's evolving needs.
- Provide professional advice and constructive challenge, exercising sound independent judgement while contributing collaboratively to collective leadership decisions.

2 | Financial Strategy and Stewardship

- Lead the development and delivery of the school's medium and long term financial strategy, ensuring financial sustainability and alignment between resources and educational priorities.
- Lead the annual budget and multi-year financial planning processes, providing clear analysis of financial performance, forecasts, opportunities and risks.
- Ensure that Trustees, the Principal and senior leaders receive timely, accurate and insightful financial information that supports effective decision making.
- Develop the school's approach to integrated curriculum, workforce and financial planning, ensuring that resources are deployed where they will have greatest impact.
- Ensure robust financial management, controls and systems, meeting statutory, regulatory and Academy Trust Handbook requirements.
- Lead the relationship with external auditors and other sources of financial scrutiny and assurance.
- Ensure appropriate oversight of cash flow, reserves, investment, taxation and the financial implications of capital and other significant organisational decisions.

3 | Governance, Risk and Assurance

- Fulfil the Trust's Company Secretary responsibilities, ensuring appropriate corporate and statutory compliance in liaison with the school's Governance Professional.
- Work closely with Trustees and the Finance, Audit and Risk Committee, providing high quality professional advice, analysis and assurance.
- Lead and develop the school's strategic approach to financial and organisational risk, ensuring significant risks are understood, appropriately mitigated and considered within decision making.
- Develop effective systems of internal control and assurance and ensure that recommendations arising from internal and external scrutiny are addressed.
- Oversee compliance with statutory and regulatory reporting requirements within the CFBO portfolio.
- Support Trustees and senior leaders to understand the financial, organisational and risk implications of strategic choices.

4 | People and Workforce

- Provide strategic leadership of the school's HR function, working with the Principal and senior leaders to ensure that workforce planning supports educational priorities and financial sustainability.
- Shape and lead the development of workforce strategies that support recruitment, retention, organisational effectiveness and the school's values and culture.
- Use workforce and financial information to advise on organisational design, staffing models and future capacity.
- Ensure that effective HR policies, systems and professional advice support leaders and staff and meet relevant employment and regulatory requirements.
- Lead and develop the teams for which the CFBO is responsible, establishing clear accountability, supporting professional growth and building capacity to deliver high quality services.

5 | Procurement, Commercial Development and Value

- Provide strategic leadership of procurement and contract management, ensuring public resources are used effectively, transparently and in accordance with relevant requirements.
- Develop a forward looking approach to procurement and supplier management that identifies opportunities for improved value, resilience and efficiency.
- Bring commercial insight to strategic decision making, identifying and evaluating opportunities for income generation, partnership working and more effective use of the school's resources.
- Develop robust business cases for significant investment, commercial or income generating opportunities, ensuring that financial return, educational benefit and risk are properly evaluated.
- Provide strategic financial advice and oversight in relation to the school's capital investment and wider commercial activities, and associated organisations, as appropriate.

6 | Leadership, Relationships and Professional Practice

- Build trusted and effective relationships with the Principal, Trustees, senior leaders, staff and external partners.
- Promote and uphold the school's commitment to safeguarding and the welfare of children and young people, recognising safeguarding as a responsibility of all senior leaders.
- Communicate complex financial and business matters clearly and proportionately to different audiences.
- Develop a culture of accountability, continuous improvement and effective use of resources within the functions led by the CFBO.
- Maintain high standards of integrity, objectivity and professional judgement and model the values and ethos of Chipping Campden School.
- Maintain professional knowledge and networks and use external insight to challenge thinking and bring new ideas and opportunities into the school.
- Undertake such other strategic responsibilities as may reasonably be agreed with the Principal, consistent with the seniority and purpose of the role.



“
My teachers strive
to help us and give
us support every
single lesson.

Evie – Year 7
”



Person Specification

Criteria	Essential	Desirable	Assessed by
Significant senior level experience of financial management and leadership within a complex organisation	✓		A, I
Experience of strategic financial planning, including budgeting, forecasting and using financial information to support organisational decision making	✓		A, I, R
Experience of leading and developing teams, with effective delegation and accountability	✓		A, I, R
Experience of leading organisational change and improving systems, processes or ways of working	✓		A, I, R
Experience of working with senior leaders, using professional judgement and influence to provide clear advice, constructive challenge and shape organisational decision making	✓		A, I, R
Understanding of strategic HR and workforce management	✓		A, I
Understanding of governance, risk, internal control and organisational assurance	✓		A, I
Strong commercial awareness, including procurement, value for money and identifying opportunities for efficiency or income generation	✓		A, I

A clear commitment to safeguarding and promoting the welfare of children and young people, with an understanding of the responsibilities of senior leaders in creating a safe organisational culture	✓		A, I, R
Ability to build trusted relationships and communicate effectively with a wide range of stakeholders	✓		I, R
Evidence of operating as a strategic leader beyond their own functional area, contributing to the wider organisational priorities and decision making	✓		A, I, R
Evidence of building effective external relationships and professional networks to support organisational development	✓		A, I
High standards of integrity, discretion and professional judgement	✓		I, R
Commitment to the values, ethos and educational purpose of Chipping Campden School	✓		A, I
Relevant professional qualification in finance, accountancy, school business leadership or a related discipline	✓		A
Ability to communicate complex information clearly and persuasively to a range of audiences	✓		A, I
Senior finance or business leadership experience within an educational setting		✓	A
Knowledge of academy funding, regulation and the Academy Trust Handbook		✓	A, I
Experience of working with trustees, governors or another non-executive board		✓	A

Key: A = Application, I = Interview and Assessment Tasks, R = References



“
2026 was another year to be proud of at Chipping Campden with 27% of GCSE grades awarded at 7-9 and one in five A Level grades at A* or A.

Gareth Burton - Principal
”



Who are we looking for?

We are looking for an experienced financial and business leader who can bring strategic thinking, professional expertise and sound judgement to our Senior Leadership Team.

Technical competence matters, but it will not be enough on its own. The successful candidate will need to be:

STRATEGIC

able to see beyond the immediate issue, connect finance and resources to our wider priorities and help us plan for the longer term.

CURIOUS

willing to ask questions, understand why we do things as we do and identify where we could do things differently or better.

COMMERCIALLY MINDED

alert to opportunities to improve value, generate income and make the best use of the resources available to us.

A CONFIDENT PROFESSIONAL ADVISER

able to interpret complex information, form a clear view and give evidence based advice.

CONSTRUCTIVELY CHALLENGING

prepared to question, disagree and say when something does not stack up, while maintaining strong working relationships.

AN EFFECTIVE PEOPLE LEADER

able to delegate, develop others, create accountability and build confidence and capability within their teams.

COLLABORATIVE

someone who will work across professional boundaries and recognise that the best solutions will not always sit neatly within one area of responsibility.

VISIBLE AND APPROACHABLE

able to build trust and credibility with colleagues across the school.

PRAGMATIC

able to move from analysis to action and find workable solutions rather than allowing perfect to become the enemy of good.

PROFESSIONALLY COURAGEOUS

with the integrity and independence of judgement expected of the school's senior financial leader.

We want someone who will bring their own experience and ideas to Chipping Campden, who is confident enough to challenge our thinking and open enough to have their own thinking challenged in return.



How to Apply

We recognise that applying for a senior leadership role is a significant decision and we want you to have the opportunity to understand Chipping Campden properly before deciding whether this is the right role for you.

Prospective applicants are encouraged to have an initial confidential conversation with **Emma Gray of ASCL's Leadership Appointment Service**, who can be contacted on **07885 810810** or by email on **Emma.Gray@ascl.org.uk**. We would also be very happy to arrange an opportunity for you to visit Chipping Campden, meet Gareth Burton, Principal, and see the school for yourself during week commencing 5 October 2026. Please contact Emma initially to make these arrangements.

Come with questions. We expect you to have them.

A conversation or visit is entirely optional and will not form part of the selection process.

Your Application

Please complete parts 1 and 2 of the application form, which can be found on our website:

campden.school/work-here

and email them both to **recruitment@campden.school** by 10:00am on Monday 12 October. Please note CVs will not be accepted as application for this role, nor will incomplete application forms.

The Selection Process

Our selection process will be designed to explore your professional expertise and how you think, lead and exercise judgement as a senior leader.

Shortlisted candidates will be invited to take part in a two day selection process on 12 November 2026 and 13 November 2026. Further information about the process will be provided to shortlisted candidates. References will be taken up following successful shortlisting, prior to the interview, using the details provided in your application.

Chipping Campden School is fully committed to safeguarding children and promoting the welfare of children and young people and expects all staff to prioritise this commitment. The preferred candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, and we will also conduct a Section 128 check for financial probity. Please also be aware, in line with Keeping Children Safe in Education Guidance, you will be subject to an online check and may be questioned about the findings of the check at interview.



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