



**TEMPLE GROVE  
ACADEMY**



# Chief Financial Officer (CFO)

**Information for Candidates  
2024**

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

# Introduction from the Chief Executive Officer



Dear Applicant,

Thank you for your interest in working at Temple Grove Academy.

Temple Grove Academy is an Ofsted rated 'Good' school, September 2019. It is a very happy school in which all children feel secure and confident. Children are encouraged to develop positive attitudes towards learning and to achieve high standards in all that they do.

We are extremely fortunate at Temple Grove to have a team of caring and highly motivated staff, who provide an exciting and stimulating environment in which all children can be provided with a wealth and variety of learning experiences. These experiences will help them develop their basic skills, concepts and social attitudes alongside their emotional, physical and intellectual development.

Our goal is to help all children develop lively enquiring minds, good personal relationships and the knowledge and skills for the ever-changing technological and multi-cultural world in which we live. To achieve this, self-discipline and tolerance of others, their cultures and races are encouraged at all times. We recognise the importance of good home/school links and of the partnership with parents.



**Isabel M Ramsay**

**CEO**

**Temple Grove Academy**

**Part of the Temple Grove Academy Trust**



# Our Ethos and Values



## Try. Grow. Achieve

At Temple Grove we strive to all ensure the best outcomes for all pupils. As part of this children receive a unique offering:

- Wider curriculum offering – Science, French, Sports and Art
- Computing with Purple Mash
- PSHEC with SCARF
- Music
- Links to other schools locally and nationally
- Forest school
- Extensive grounds, onsite pond area, amphitheatre



# Job Profile



**Post Title:** Chief Financial Officer

**Salary and Grade:** KR10 (pro-rata)

**Working Hours:** P/T 1.5 days (within school hours – actual days to be discussed at interview)

**Contract Type:** Fixed Term until 31 August 2024

**Possible Start Date:** ASAP after interview

**Line Manager(s):** CEO and Chair of Trust

## Main Purpose of the Job:

- The CFO is responsible for the financial development and sustainability of Temple Grove Academy Trust and for the financial probity of the organisation.
- They will be responsible for providing the leadership and management of the trust's finance and business functions, enabling the trust to work effectively towards its aims.
- They will support the CEO in their role as the trust's accounting officer.

## Duties and responsibilities

### Finance:

- Advising on financial policy, including investment, treasury, and credit strategy.
- Budget planning, forecasting and monitoring.
- Oversee financial management and controls, records, and reporting.
- Relationships with auditors, banks, and other outside bodies, including credit control and payment policy.
- To prepare annual accounts for auditing and inspection, liaising with the auditors to obtain sign off and ensure filing of annual company accounts according to ESFA and Companies House guidelines;

- To ensure that monthly audit checks, internal scrutiny and external audit checks are carried out appropriately and in line with the ATH requirements and that processes are robust;
- Identify strategic, operational, compliance and financial risks to the Trust's and maintain the risk register as appropriate.
- Prepare and with the AO approve monthly payroll and ensure all salaries are paid on time and accurately.
- Process purchase orders and pay invoices.
- Manage sales ledger.
- Prepare and procure monthly management accounts, including budget vs actual, cash flow forecast, balance sheet, KPI's and pupil number forecasts.
- Ensure compliance with Academy Trust Handbook.
- Manage insurance matters.

## Safeguarding:

- Follow all school policies and the staff code of conduct relating to safeguarding and promoting the welfare of children.

## Professional development:

- Complete all whole-school training deemed necessary including but not limited to Safeguarding, GDPR and Prevent.
- Undertake other training required to develop in the role
- Take part in the school's appraisal procedures

# Job Profile



## Other

- Attend Finance & Trust Board meetings, team meetings and staff meetings as required.
- Maintain confidentiality inside and outside the workplace.
- Understand and apply all Trust policies.
- Undertake any reasonable additional responsibilities requested at any time by the Headteacher.
- Read and adhere to relevant school policies.
- Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. The postholder may be required to do other duties appropriate to the level of the role, as directed by the line manager.
- This job description may be amended at any time in consultation with the postholder.

**This document should be reviewed annually in July.**

# Person Specification



The person specification shows the abilities and skills you will need to carry out the duties in the job profile. You should indicate clearly how you meet these requirements with examples of impact when you fill in your application form and supporting statement.

The letters in the final column indicate in which element of the recruitment and selection procedure the evidence is intended to be collected.

A Application Form    SS Supporting Statement    I Interview

CRITERIA	QUALITIES	Assessment Method
<b>Qualifications and experience</b>	> Hold an accounting certification or be able to demonstrate the required skills through previous professional experience.	A
	> Have at least 5 years' experience in a senior finance-related position	A
	> Proven excellent track record relevant to sector.	A,I
	> Experience and understanding of managing budgets and IT in relation to its effective use.	A, SS, I
<b>Skills and knowledge (Leadership &amp; Management)</b>	> Have experience in supporting boards and/or executives.	I
	> Have experience in the education or charity sector.	SS, I
	> The ability to communicate effectively in writing and orally to a range of audiences	SS, I

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced Disclosure and Barring Service check.

# Application and candidate selection process: our candidate charter



We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

## We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.



## In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

## Our commitment to you:

- **Transparency** We will treat you with respect, honesty and fairness
- **Protecting your privacy** We will ensure your information is secure and handled sensitively
- **Understanding You** will be given everything you need to make informed decisions
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential
- **Feedback** We will provide constructive feedback professionally and promptly
- **Listening** We welcome feedback and we'll act on what you have to share
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse workforce.



# Safer recruitment in education: information for applicants



**Temple Grove Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.**

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

## What we will provide

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- Temple Grove Academy application form

All applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in employment history.



## Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

## References

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.

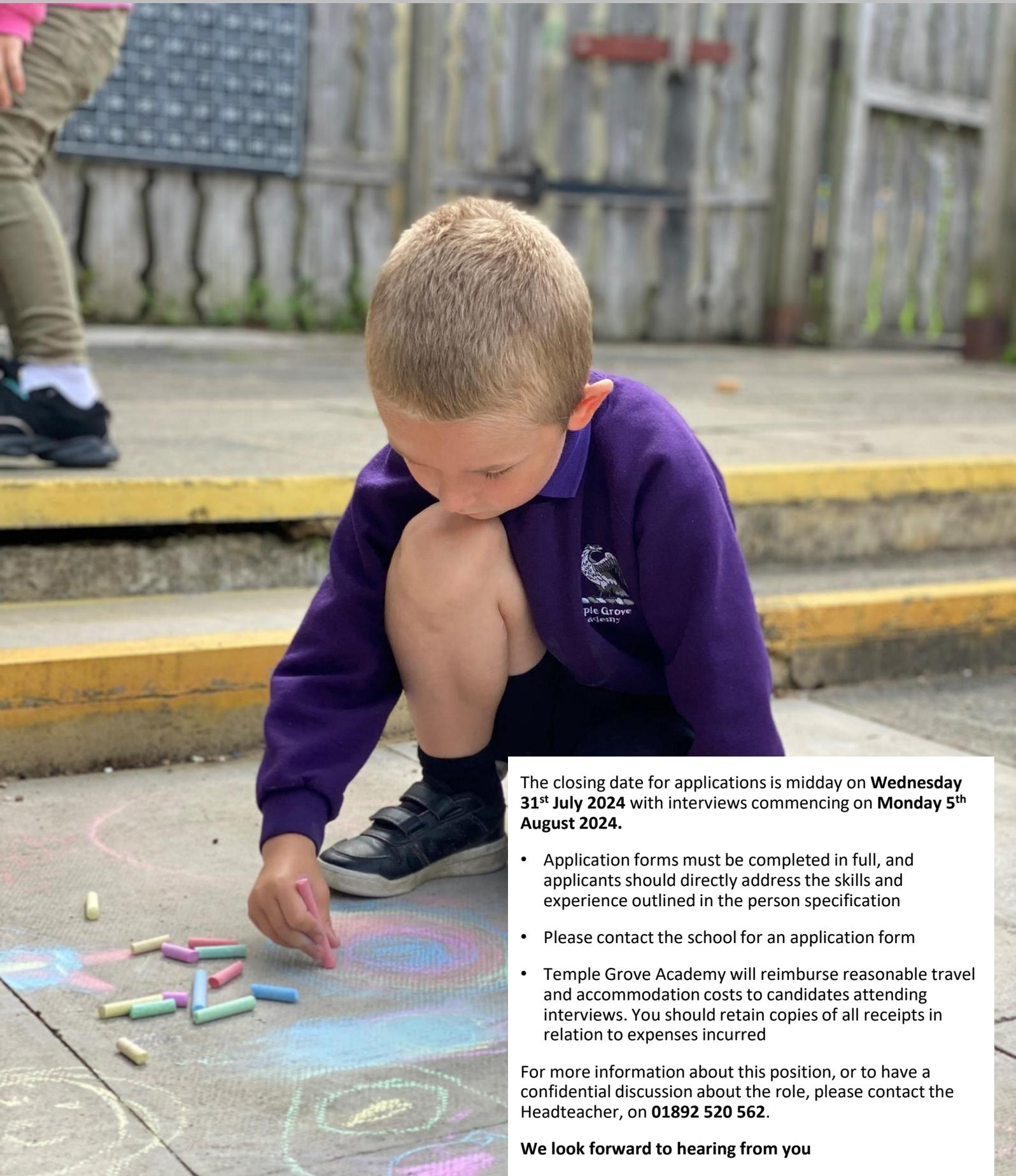
If the referee has any reservations, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

We will also carry out online searches for all shortlisted candidates to identify any incidents or issues, related to suitability to work with children.

## Pre-employment checks

- an enhanced DBS check is required for all successful applicants;
- prohibition and overseas checks will also be completed if necessary.

# How to Apply



The closing date for applications is midday on **Wednesday 31<sup>st</sup> July 2024** with interviews commencing on **Monday 5<sup>th</sup> August 2024**.

- Application forms must be completed in full, and applicants should directly address the skills and experience outlined in the person specification
- Please contact the school for an application form
- Temple Grove Academy will reimburse reasonable travel and accommodation costs to candidates attending interviews. You should retain copies of all receipts in relation to expenses incurred

For more information about this position, or to have a confidential discussion about the role, please contact the Headteacher, on **01892 520 562**.

**We look forward to hearing from you**



**Temple Grove Academy**  
Friars Way  
Tunbridge Wells  
Kent TN2 3UA

01892 520562  
[office@templegroveacademy.com](mailto:office@templegroveacademy.com)  
[www.templegroveacademy.com](http://www.templegroveacademy.com)