



## **Finance Manager**

Grade 8, Level 1-4 (£34,301 to £37,439 p.a.)

**reduced pro rata to £30,963 to £33,795**

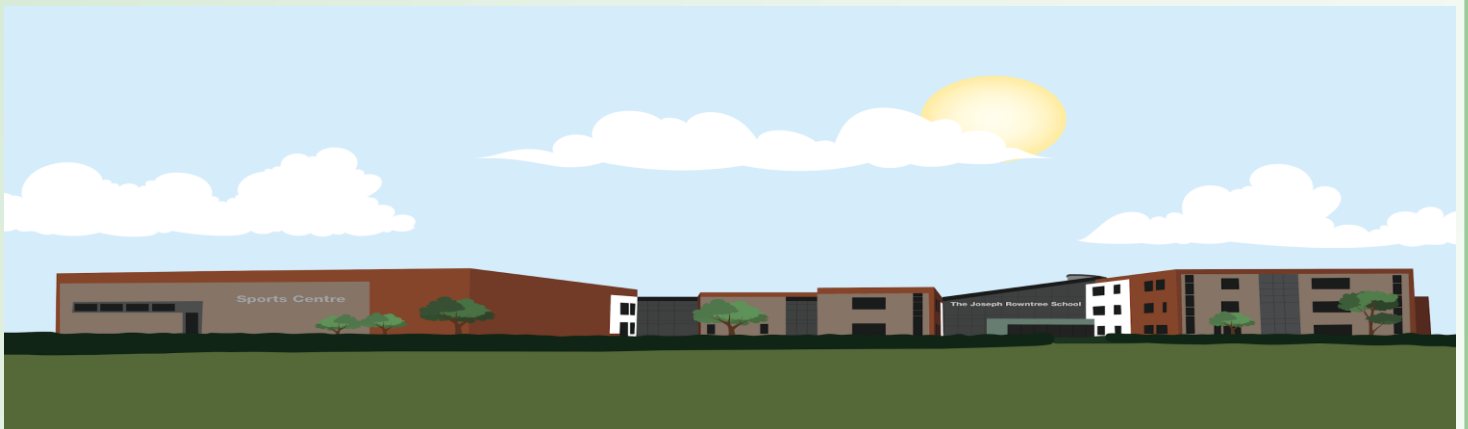
Permanent, full time, term time only plus two weeks

To start as soon as possible

Closing date - Sunday 28 September 2025 at 12 midnight

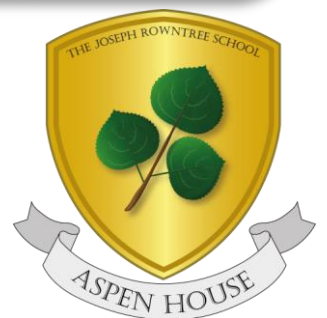
School website - [www.josephrowntreeschool.co.uk](http://www.josephrowntreeschool.co.uk)

School email - [contact@josephrowntreeschool.co.uk](mailto:contact@josephrowntreeschool.co.uk)





The  
**Joseph  
Rowntree School**  
the right school to grow in



Dear Prospective Applicant

Welcome to the Joseph Rowntree School. Please read the information about the school contained in this letter prior to completing your application.

### **General Information**

We are a successful 11-18 comprehensive school of 1268 students, with 221 students in the sixth form. Our modern buildings and state of the art facilities provide an excellent learning environment and our talented and dedicated team of staff are wholly committed to the school and its students. We offer a broad curriculum which enables students to develop knowledge and skills that lead to important qualifications and the nurturing of talents.

Our extensive range of extra-curricular activities develops skills, interests, relationships and an enjoyment of school life. We are a school community where students are happy, safe and develop into well-rounded individuals. Integral to our focus on achievement and creativity, is a strong guidance and pastoral care system; this ensures that students are valued and supported well.

In October 2022, the school was judged to be 'Good' by Ofsted. We were pleased that Ofsted reported so positively on many aspects of the work we do with our students, particularly how well they are supported in school, the ambitious curriculum they access and how they feel safe and happy here. We are proud of our successes but are ambitious for the future. We continue to strive to develop the very best education for our students

### **Origins**

The original school opened in 1942 as a model school in the North Riding. It was built on land provided by the Joseph Rowntree Trust. It continues to have voluntary controlled status with four governors from the Joseph Rowntree Foundation. It is, however, a non-denominational LA school. Since its illustrious origins the school has expanded considerably in phases to meet the demands of a changing educational scene and increased population.

### **Grounds and Buildings**

The school is set in very extensive attractive grounds and playing fields. We have an excellent learning environment and superb facilities.

### **The Educational Context**

The school is part of the City of York Councils education provision. York is a unitary authority, characterised by forward-looking leadership and a desire to work in partnership with its schools and parents/carers. The school shares this aim. There is a close network of effective working relationships in this relatively small LA. The school also has close links with its six main link primary schools.

### **Our Students**

Our students are of above average ability with many from higher socio-economic groups. That said, we are fully comprehensive and proud of it. Approximately 18% of students receive free school meals (29% disadvantaged) and there are 190 on the SEN register (EHCP and K), 62 of whom have an Education & Health Care Plan. Equally, there are students with talents and ability to rank with the best in the country. The intake is largely from the villages of New Earswick, Haxby and Wigginton, with increasing numbers from within the historic city boundary. Our students are friendly, confident, articulate, hardworking and well-motivated. Our strong pastoral and behavioural systems help meet their needs and ensure that they fulfil their potential.



## **Our Staff**

The school is lucky in having a forward thinking and reflective teaching and support staff. There is a wide range of experience and expertise. We are friendly, welcoming and helpful. We set a high priority on professional development and job satisfaction. Our staff work hard and there is a genuine commitment to provide high quality education for all of our learners. Working at The Joseph Rowntree School is rewarding and there is a strong induction programme for new staff. Developing best practice is a real focus at the school.

## **Organisation**

The school's academic structure is based on departments. Guidance and welfare is based on a Year Group system. There is a great emphasis placed on teamwork and collaborative working at all levels. Leaders are expected to provide leadership, support and challenge to their teams. The Governing Body provide excellent support whilst challenging us effectively. The Senior Leadership Team consists of the Head, two Deputy Heads, three Assistant Heads and a School Business Manager. We have high standards and expect colleagues to meet these, regardless of which role they play in school.

## **Curriculum**

The full range of subjects typical of comprehensive schools is available in the school. Currently there are around 30 different AS/A2 subjects available in the Sixth Form with a small degree of collaborative arrangements with the neighbouring Huntington School. Extra-curricular provision is wide ranging, with particularly high engagement in Sport, Drama and Music. We continue to value all subjects equally, notwithstanding a particular focus on English and Maths. We take pride in ensuring our curriculum offer at all stages meets the needs of all students. Since 2010 we have had an enhanced resource provision for students on the Autistic spectrum, one of only two units in the City; our philosophy is to allow such students to access as much of the whole-school curriculum as possible, in order to match their needs.

## **In Conclusion**

The Joseph Rowntree School is a hard-working school community with a high level of cohesion and mutual support. We have high expectations of our students, both in terms of their behaviour and their studies. Our students are treated with respect and care and are expected to treat their staff the same in return. Relationships are good.

We always seek to appoint highly skilled and reflective members of staff. You will need to be enthusiastic, hardworking and committed to delivering high standards in your role. You should like and understand children and be prepared to go the extra mile to help them succeed.

## **Application information**

Please read our 'How to Apply Guide' which will explain the application process from completing the application form through to appointment. Please email your completed application to [recruitment@josephrowntreeschool.co.uk](mailto:recruitment@josephrowntreeschool.co.uk)

We do try to acknowledge receipt of all of the applications we receive but it is advisable that you request a read receipt due to the number of applications we receive. Please accept my thanks in advance should you decide to apply.

Further information about the school is available on our website at [www.josephrowntree.co.uk](http://www.josephrowntree.co.uk)

Thank you for the interest you have shown in The Joseph Rowntree School.

David Hewitt

Headteacher

# **Important Information**

## **Shortlisting**

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. Shortlisted candidates will be contacted and invited to interview. If you have not been contacted within one month of the closing date, please assume you have not been shortlisted. In this case, may we thank you in advance for your interest in this post and wish you the very best for the future.

Due to the volume of applicants, **we are unable to give feedback to non-shortlisted candidates.**

## **Selection Process**

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children. The Joseph Rowntree School is committed to safeguarding and promoting the well-being of all children and expects all staff and volunteers to share this commitment. Therefore, interviews will include questions about safeguarding children.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

## **Validation of Qualifications and Identity**

All shortlisted candidates will be asked to bring original certificates of relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies for the successful candidate will be retained on their personnel file. The copies for unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

## **Right to Work in the UK**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK.

Photographic proof of identity will also be required.

## **Disclosure & Barring Service**

Employment at this school is subject to an enhanced check with the Disclosure & Barring Service. All such checks must be satisfactory before any offer of an appointment can be confirmed and before commencement of work can take place. All supply and/or peripatetic staff will be required to produce their ID and other relevant documents when they arrive at school.

## **Safeguarding**

The Joseph Rowntree School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure (see above)

School Policies can be found on our School website or by following the link below. The School's Child Protection Policy should be read by candidates who are intending on applying for a post at The Joseph Rowntree School.

[https://www.josephrowntree.co.uk/docs/school\\_policies/Child\\_Protection\\_Policy.pdf](https://www.josephrowntree.co.uk/docs/school_policies/Child_Protection_Policy.pdf)

## **Medical Assessment**

Before taking a teaching appointment, the preferred candidate is required to complete a Work Health Assessment Form. This will be sent with the letter of appointment which states that the appointment is subject to a satisfactory medical assessment.

## **References**

It is important that you give details for valid referees otherwise there may be a delay in confirming your appointment, should you be successful.

Please ensure that you provide the full details for two people who can comment on your suitability for the post. These people should be:

1. Your present employer, one of which should be your current Headteacher, or, if unemployed, your last employer, including your last Headteacher; AND
2. Your former employer i.e. your employer prior to your present or last employer; OR
3. If you haven't been employed before or you have only one former employer, you may use, if they consent, the details of:
  - (a) Your current or former teacher, lecturer or tutor
  - (b) Some other person of a "profession" who can comment on your suitability for the role e.g. policeman, doctor, solicitor etc.

You cannot use a family member or a friend as a referee. This applies even if you work for a family member.

All referees must be over 18 years old.

Please seek an alternative referee if you cannot comply with the above requirements. Contact us if you are unsure.

References may be taken up prior to interview for posts within schools. If you have any objection to references being taken up at this point please make the Recruiting Manager aware of this.

Confirmation of the offer of employment will be subject to satisfactory pre-employment checks including references.

## **Induction and Continuous Professional Development**

The Joseph Rowntree School is committed to developing its staff and is proud of the approach it takes to supporting appropriate staff development. Staff are fully inducted into our school community to enable new colleagues to become familiar with the culture of our school and its policies, expectations and procedures.

## **Dress Code**

We expect all staff to dress professionally and appropriately for the roles undertaken at The Joseph Rowntree School. We pride ourselves on the high standards of dress of both our students and staff; these standards are led by our staff whom we expect to set an example.

## **School Policies**

All school policies are available on our website or upon written request - <https://www.josephrowntree.co.uk/Policies/>

## JOB DESCRIPTION

**DIRECTORATE:**  
Learning Culture & Children's Services

**DEPARTMENT:**  
Schools

**JOB TITLE:**  
Finance Manager

**POST NUMBER:**  
E4508785

**REPORTS TO (Job Title):**  
School Business Manager

**Grade**  
8

### 1. MAIN PURPOSE OF JOB

To manage the provision of a comprehensive financial service to the School (£9.5m. p.a.) including the supervision of staff doing financial processing and to provide guidance to all other staff whose duties impact upon the financial aspects of the school. To similarly manage the financial aspects of the school's registered charity known as the Joseph Rowntree School Fund (£250k. p.a.).

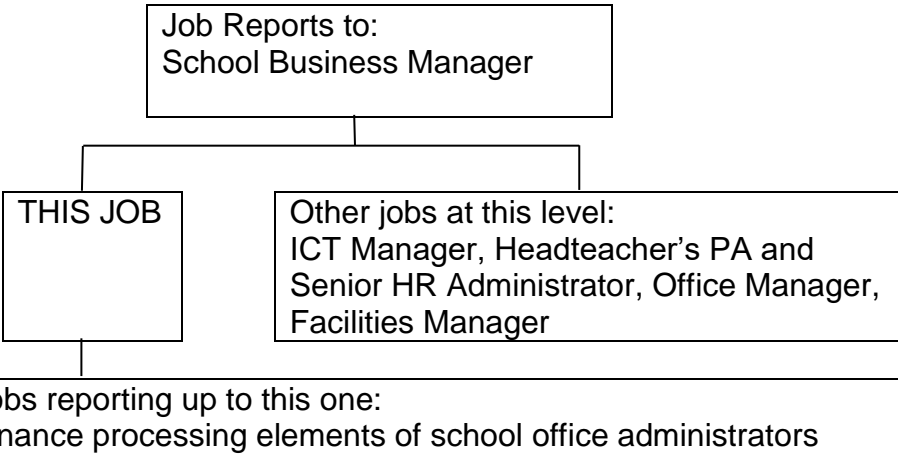
### 2. CORE RESPONSIBILITIES, TASKS & DUTIES:

- |       |   |
|-------|---|
| i.    | To obtain maximised value for money management. This is achieved by applying effective internal control and agreed best practice to procurement and payroll related costs.  |
| ii.   | To represent the school in negotiations in respect of the procurement of significant value goods or services.   |
| iii.  | To compile and maintain a budget for the school, and to routinely provide effective budgetary control and forecasting (through monitoring reports and other routine procedures) to the school's Governors, Headteacher, Senior Managers and all other staff with budget or financial responsibilities.  |
| iv.   | To bring into effect and record all the financial transactions of the school and the Joseph Rowntree School Fund in a manner that meets all statutory, mandatory and discretionary requirements, particularly those required by the City of York Council, HM Revenue & Customs, the Charity Commissioners or the Fund's independent examiner. |
| v.    | To ensure compliance of regulatory requirements for the safe and secure storage of the schools financial records and asset inventory, comprising both physical and electronic data.   |
| vi.   | To design, develop and maintain systems aimed at maximising income for the school whilst ensuring it is received in a prompt manner.  |
| vii.  | To have the responsibility for the data analysis and production of complex reports and complex returns e.g. to the Local Authority and Governing Body. These reports must satisfy all relevant statutory and regulatory requirements.   |
| viii. | To act as an approved signatory for requisitioning and for payments from the schools banking and investment accounts.   |
| ix.   | To negotiate on behalf of the school the provision of its banking (Lloyds TSB designated Preferential Customer status) and independent examination service requirements.  |
| x.    | To manage the school's financial resources and to safely invest any significant temporary surplus funds in a manner that will maximise its earnings.  |
| xi.   | To oversee lettings at the school, maximising income potential of hiring out the school facilities and being the main point of contact for those hiring school facilities.  |
| xii.  | To oversee the financial governance aspects of school trips.  |

	xiii.	To produce Teachers Annual Salary statements, incorporating in year contractual changes.
	xiv.	Post holder may be required to directly control whole school budget and reports to the Headteacher and Governors on financial issues.
	xv.	To support and advise the school's Governors and its senior staff in the school's strategic considerations and developments.
	xvi.	May be required to deal with and respond to complaints.
	xvii.	May be required to be involved in tendering processes.
	xviii.	To represent the school at and to contribute to the development of the City of York SBM / Finance Forum, particularly its finance related considerations.
	xix.	Take lead responsibility for whole school specialist area (eg Finance).
	xx.	Take on delegated responsibilities including being first point of contact for the Headteacher in finance related matters.
	xxi.	Take a lead role in the initiation and continuous review of schools policies & procedures where they have financial implications.
	xxii.	May be required to handle large amounts of cash / cheques and personally handle and transport to the School's Bank.
	xxiii.	To take a lead role in recognising need, instigating necessary action, planning, developing, designing and implementation of policies, procedures and financial systems.
	xxiv.	To undertake special projects or assignments relating to the school's finances as required by its Governors or senior staff, and to advise other schools undertaking similar projects.
<b>3.</b>	<b>SUPERVISION / MANAGEMENT OF PEOPLE</b> Supervising/managing a group of people working within the same area of work e.g. admin/finance	
<b>4.</b>	<b>CREATIVITY &amp; INNOVATION</b> Subject to minimal supervision, established procedures, practices and routines, where these exist. Where these don't exist, to recognise the need and to then use creativity and innovation to design and develop appropriate solutions. Will be required to deal with complex problems and deal with complaints. The postholder will follow documented school procedures and interpret legal guidelines. The postholder uses initiative in proposing changes to working practices and developing procedures where they have a financial impact. Continually assessing work improving systems as necessary. Ability to give advice and seek information from pupils / parents, school's Governors, Headteacher, Senior Managers and all other staff with budget or financial responsibilities. Designing, developing and implementing financial systems, e.g. using appropriate IT software to ensure statutory, mandatory and discretionary requirements are fulfilled. Represent the school in negotiations with external business partners. To undertake special projects and assignments.	



5.	<p><b>CONTACTS &amp; RELATIONSHIPS</b></p> <p>Regular meetings with the Headteacher and School Business Manager. To provide reports, statements, options and advice on the Financial Management of the school. Discuss practical issues and devise solutions.</p> <p>Daily meetings with budget holders to resolve routine financial concerns. To provide reports regularly and accurately to aid in budget management.</p> <p>Reports to SLT any relevant financial issues.</p> <p>Regular attendance at School Governor Meetings to provide financial information and seek approval for plans, policies, procedures and dynamic budgeting.</p> <p>All staff, pupils and parents. Contact with LA Officers, senior staff from other schools / colleges, suppliers, Special Educational Needs (SEN) agencies and Ofsted.</p> <p>A confident, calm, empathetic, professional and firm manner may be required.</p>
6.	<p><b>DECISIONS – discretion &amp; consequences</b></p> <p>Management / prioritisation of own workload and that of others, delegating work as appropriate.</p> <p>Negotiation, problem solving, giving advice and seeking information.</p> <p>Working without close supervision and dealing with issues which may not be subject to established procedures, practices and routines.</p> <p>Use judgement to design, develop and implement modification / variations to processes and working arrangements, to improve the quality of the work of the school.</p> <p>Uses discretion when responding to enquiries so as not to commit any breaches of confidentiality.</p> <p>The role the jobholder undertakes can have a significant effect on the staff morale and efficiency of the operation of the department and the service it provides.</p> <p>Consequences may include the loss of income to the school, it not receiving ‘Value for Money’ and inappropriate decisions could be made if financial information provided was inaccurate.</p>
7.	<p><b>RESOURCES – financial &amp; equipment</b> (<i>Not budget, and <u>not</u> including desktop equipment.</i>)</p> <p>Description (Value)</p> <p>Normal Office Equipment.</p> <p>Responsible for the accurate handling and security of larger sums of cash and cheques.</p> <p>Safekeeping of sensitive, controlled and critical stock / stationery.</p>

8.	<p><b>WORK ENVIRONMENT – work demands, physical demands, working conditions &amp; work context</b></p> <p><b>Work Demands</b> Elements of job predictable others unpredictable. Required to work to deadlines set by Governing Body, Headteacher, external organisations or Local Authority.</p> <p><b>Physical Demands,</b> This role is largely office bound but sometimes involves moving around the school premises.</p> <p><b>Working Conditions</b> No unpleasant working conditions. Normal office environment.</p> <p><b>Work Context</b> There may be a risk of abuse from some pupils, parents, visitors, creditors and debtors. A risk from contagious illnesses.</p>
9.	<p><b>KNOWLEDGE &amp; SKILLS</b></p> <p><i><b>This section lists the potential demands of the job required by the school and not the individuals own knowledge and skills.</b></i></p> <p>Must demonstrate a high level of computer literacy, particularly finance systems. Has accountancy experience and holds the Association of Accounting Technicians qualification (NVQ Level 4) or equivalent, and routinely is able to demonstrate the qualities attained whilst working at a senior level. Knowledge of the financial requirements of a school. Awareness of SEN and child protection issues. Pro-active record of CPD. Managerial skills. Awareness of Health and Safety, Audit and Risk Management issues. Ability to input, understand and present data. Ability to give clear, accurate advice, and the ability to communicate on all levels. Ability to prioritise own work and that of others and work to strict deadlines and under pressure. Requires skills for planning, development and monitoring of financial support services. Requires persuasive, influencing skills for dealing with staff, governors, and external contractors. Requires sound knowledge of compliance and licensing requirements and is able to satisfy these requirements whilst acting with due probity. Able and willing to contribute to the strategic development of the school. Demonstrates the ability to prepare complex financial reports.</p>
10.	<p><b>Position of Job in Organisation Structure</b></p>  <pre> graph TD     A[Job Reports to: School Business Manager] --- B[THIS JOB]     A --- C[Other jobs at this level: ICT Manager, Headteacher's PA and Senior HR Administrator, Office Manager, Facilities Manager]     B --- D[Jobs reporting up to this one: Finance processing elements of school office administrators] </pre>

# THE JOSEPH ROWNTREE SCHOOL



## **School Ethos and Values**

- **R**espect all members of our community
- **O**vercome obstacles to success
- **W**ork together collaboratively
- **N**urture talent
- **T**each and learn through inspiration
- **R**ecognise excellence
- **E**mbrace diversity
- **E**ncourage wellbeing