



# **RISEDALE**

## **SCHOOL**

A family of learners

# **RECRUITMENT PACK**

January 2026

Dear Candidate,

## **SUBJECT: Recruitment Pack – Finance Manager**

Thank you for your interest in the Finance Manager role at Risedale School. I hope you find the information you require within this recruitment pack.

Risedale is a fairly small community school with a fantastic, tight-knit staff, a wonderful group of young people and a clear but determined agenda to make sure that every pupil is looked after, challenged and ultimately leaves ready for a positive future. We are at an exciting point in our journey; the school has entered a phase of change with improvements in progress and the opportunity for everyone to make a difference. We are absolutely committed to no young person being left behind and are passionate about ensuring that the quality of education (including enrichment) is excellent. We are also proud of our connections with the military and seek to capitalise on this and our community partnerships, including veterans and local historians.

Our aspiration is that every pupil and staff member is supported to be the **BEST** version of themselves. Members of our Risedale family will feel a strong sense of belonging and accomplishment as a direct result of attending our school. They will accumulate knowledge, cultural capital and social skills, such as empathy and kindness, enabling them to thrive in society and enjoy healthy **RELATIONSHIPS**. All our pupils will make good progress from their starting points. At whatever stage of their education Risedale pupils leave us, they will be well-equipped to take the next steps on their journey to becoming a **RESPONSIBLE, RESPECTFUL** and **RESILIENT** citizen who can embrace change and learn from mistakes.

If you decide to apply, please do so using the Risedale Job Application Form, utilising the 'Supporting Evidence and Further Information' sections to detail how your knowledge, skills and experience meet the requirements for this post, what you can bring to this post and why you wish to work at Risedale. Please do not send a CV or apply through a recruitment agency.

Return your application either via email to [jobs@risedale.org.uk](mailto:jobs@risedale.org.uk) or alternatively post your application to Mrs L Greenwood, Headteacher, Risedale School, Hipswell, Catterick Garrison, DL9 4BD. Please ensure your application arrives no later than 23:59 Thursday 12th February 2026. Please mark your envelope 'Finance Manager' in the top left-hand corner.

I hope you will accept my thanks in advance for your interest in the post, and excuse my discourtesy in responding only if you are shortlisted for an interview.

I look forward to hearing from you.

Yours sincerely,



**Mrs L Greenwood**  
Headteacher





# RISEDALE

A family of learners

## JOB INFORMATION

<b>JOB TITLE</b>	Finance Manager
<b>SALARY / GRADE</b>	Pay Grade M Point 32-40 £45,154.04 - £49,149.68 pro rata'd salary (£47,181.00 - 51,356.00 full time equivalent salary)
<b>HOURS</b>	37 hours per week
<b>CONTRACT TYPE / TERM</b>	Term time + 1 week training days + 4 additional weeks
<b>TO START</b>	April 2026
<b>CLOSING DATE</b>	12th February 2026
<b>INTERVIEW DATE</b>	24th February 2026

### **Make a difference to provision in our school community!**

Are you passionate about supporting the education of young people? Do you want to help them to achieve their potential and our school to deliver excellent outcomes through robust financial planning and management?

Risedale School is seeking a highly motivated and capable individual to join our team as Finance Manager. We're looking for a talented leader to oversee our budget and financial strategy, who will sit on the school's senior leadership team and contribute to key decision-making.

### **About the Role:**

As the school's Finance Manager, you will play a crucial role in delivering an outstanding learning environment for our young people. You will work closely with the Headteacher and the Senior Leadership Team to:

- Lead the strategic financial management of the school
- Manage the whole school budget, ensuring accurate financial reporting to SLT and governors
- Ensure the best value for money by overseeing all external contracts
- Support the school in achieving its vision of high-quality education by promoting excellent business practice and maximising resource efficiency
- Lead on the school's data protection strategy and GDPR

### **Who We Are Looking For**

We are seeking a candidate with accountancy/business management accreditation and experience in this field who is self-motivated, proactive, and able to work independently. The successful candidate will not necessarily have worked in education, but will have strong organisational and time management skills, with the ability to meet deadlines, and will be financially astute with extensive experience of managing budgets and contracts. They will additionally be a strategic thinker who can balance operational demands with long-term goals.

### **Essential Requirements:**

- Experience of managing budgets, resources and contracts
- Strategic thinker
- Excellent communication and interpersonal skills
- Strong organisational and administrative skills
- The ability to work effectively as part of a team
- A commitment to confidentiality and data protection
- Good IT skills, including proficiency in Microsoft Office Suite and/or Google Workspace
- Ability to remain calm under pressure.

If you would like further information on the role or would like to arrange a visit to the school, please email [armstrong.a@risedale.org.uk](mailto:armstrong.a@risedale.org.uk) to arrange a suitable time.

Completed application forms should be emailed to [jobs@risedale.org.uk](mailto:jobs@risedale.org.uk) or alternatively can be posted to Mrs L Greenwood, Headteacher, Risedale School, Hipswell, Catterick Garrison, North Yorkshire DL9 4BD.

**PLEASE NOTE:** The school will not accept referrals/CVs from supply or employment agencies for this post.

**Closing date: 23:59 Thursday 12th February 2026**

**Interview date: Tuesday 24th February 2026**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will, therefore, be required to complete an enhanced Criminal Records Disclosure. We encourage applications from all sectors of the community.



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Finance Manager
<b>PAY:</b>	Grade M
<b>CONTRACT TYPE / TERM:</b>	Term time only plus 5 weeks, 37 hours per week, Established
<b>RESPONSIBLE TO:</b>	Headteacher
<b>STAFF MANAGED:</b>	Direct line management of the Finance Assistant, Digital Officer and Marketing & Publicity Manager

<b>JOB PURPOSE:</b>	<p>To lead and manage the school's financial operations, ensuring compliance with statutory requirements and best practice. The postholder will provide strategic financial planning, budget management, and professional advice to the Headteacher, Governing Board, and senior leadership team.</p> <p>To lead on data protection in the school, ensuring compliance with GDPR.</p>
<b>JOB CONTEXT:</b>	<p>Works as a member of the Senior Leadership Team within the busy school environment taking a strategic role in managing finance to ensure the smooth running of the school.</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Budget Management</b>	<ul style="list-style-type: none"> <li>• Monitor and report on budget performance, providing timely management accounts and variance analysis</li> <li>• Advise on resource allocation to ensure value for money and financial sustainability</li> <li>• Provide budget management support to leaders at all levels</li> </ul>
<b>Compliance &amp; Governance</b>	<ul style="list-style-type: none"> <li>• Uphold the highest standards of financial governance, ensuring compliance with all statutory regulations and audit requirements</li> <li>• Prepare and submit statutory returns and financial reports accurately and on time</li> <li>• Develop and implement relevant policies</li> </ul>
<b>Financial Strategy &amp; Planning</b>	<ul style="list-style-type: none"> <li>• Lead the school's financial strategy, ensuring the long-term financial health and sustainability of the organisation, in alignment with its educational priorities</li> <li>• Provide information, analysis and recommendations to support school planning and improvement</li> <li>• Prepare annual, long and medium-term financial plans, including budgets and forecasts</li> <li>• Continually analyse information to ensure cost efficiency</li> <li>• Assist in reviewing the staffing structure and workforce planning</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide comprehensive management and support to the Headteacher for the effective development and control of the school's financial growth, income generation and contract coordination</li> <li>• Investigate new streams for funding and submit bids as appropriate</li> <li>• Ensure the school has a business continuity plan and a risk register</li> </ul>
<b>Leadership &amp; Collaboration</b>	<ul style="list-style-type: none"> <li>• Line manage the finance staff, Digital Officer and Marketing &amp; Publicity Manager, promoting a culture of attention to detail and continuous improvement</li> <li>• Be responsible for the recruitment, induction, performance management, attendance, mentoring, training and development of these staff</li> <li>• Work closely with senior leaders and governors to support strategic decision-making</li> <li>• Attend staff meetings and training days</li> <li>• Take responsibility for own leadership development, identifying and making known training/development needs</li> </ul>
<b>Operational Finance</b>	<ul style="list-style-type: none"> <li>• Oversee payroll reconciliations, VAT returns, invoicing, and credit control</li> <li>• Maintain accurate financial records for audits and statutory accounts</li> <li>• Negotiate, manage and monitor contracts, tenders and agreements ensuring best value at all times (supported, as appropriate, by the Facilities Manager and the Digital Officer)</li> <li>• Take delegated responsibility for financial decisions following appropriate discussions with Headteacher</li> <li>• Manage any debts to the school and ensure debt is recorded accurately, debts are chased, and debt reports prepared for the headteacher and governors as necessary</li> <li>• Ensure that the school has adequate insurance cover at all times to include employer's liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover (professional advice should invariably be sought)</li> <li>• Oversee and monitor purchasing for the school</li> </ul>
<b>Systems &amp; Information</b>	<ul style="list-style-type: none"> <li>• Monitor and contribute to the effective management of technologies and systems relating to finance</li> <li>• Responsible for maintaining accurate records for the school, including the contracts and asset registers and an inventory, ensuring that any equipment disposed of is recorded as such and communicated to governors, as appropriate</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Establish good working relationships and communicate effectively with staff, pupils, contractors and external partners</li> <li>• Responsible for effective communication with finance, admin. and IT staff, holding regular team meetings with managed staff</li> <li>• Write reports as required for the headteacher and/or governors</li> <li>• Present budget and financial information at governing board meetings</li> </ul>
<b>Partnership Working</b>	<ul style="list-style-type: none"> <li>• Partnership working to ensure maximisation of income generation</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with</li> <li>• Perform some supervisory duties at pupil breaktimes/lunchtimes</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• Lead on Data Protection in school, investigating data breaches, and ensuring monitoring, compliance with GDPR and reporting</li> <li>• Comply with the School's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</li> <li>• Know about data protection issues in the context of this role</li> </ul>

	<ul style="list-style-type: none"> <li>Understand that different confidentiality procedures may apply in different contexts</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure</li> <li>Work with colleagues and others to maintain health, safety and welfare within the working environment</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users</li> <li>Develop own understanding of equality issues</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>North Yorkshire Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Council Policies and Procedures.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>The Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment</li> <li>The Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values</li> <li>Understand your role and its limits, and the importance of providing care or support</li> </ul>
<b>Date of Issue:</b>	January 2026

## PERSON SPECIFICATION

ESSENTIAL UPON APPOINTMENT	DESIRABLE ON APPOINTMENT
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Detailed and specialist knowledge of financial management, including budget management and strategic planning</li> <li>Strong knowledge of accounting standards and regulatory compliance</li> <li>Knowledge of payroll and VAT processes</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of procurement procedures</li> <li>Knowledge of school funding and financial regulations</li> <li>Knowledge of child protection procedures</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>Demonstrable and significant financial management and strategic planning experience</li> <li>Proven track record of preparing budgets, forecasts, and financial reports</li> <li>Experience of managing audits and ensuring compliance with statutory requirements</li> <li>Experience of using financial/data inputting systems</li> <li>Experience of dealing with and overseeing large budgets or several budgets at one time</li> </ul>	<ul style="list-style-type: none"> <li>Experience in education or public sector finance</li> <li>Experience of contract management</li> <li>Familiarity with school funding and financial regulations</li> <li>Experience of income generation and fundraising</li> <li>Experience of implementing process improvements</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>Excellent IT skills (Microsoft Office and finance systems)</li> <li>Ability to manage a substantial budget on both a strategic and operational level</li> <li>Ability to lead and motivate a team</li> <li>Analytical skills</li> <li>Negotiation skills</li> <li>Ability to communicate complex financial information clearly to non-financial stakeholders</li> <li>Strong organisational and time management skills</li> <li>Ability to work as part of a team</li> <li>Ability to make decisions</li> <li>Attention to detail and accuracy</li> <li>Ability to work under pressure and meet deadlines</li> <li>Flexible and committed</li> <li>Report writing skills</li> </ul>	<ul style="list-style-type: none"> <li>Proven project management skills</li> </ul>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Appropriate level 4 qualification (e.g., AAT or equivalent, or significant experience in an accountancy role)</li> </ul>	<ul style="list-style-type: none"> <li>Fully qualified accountant (ACA, ACCA, CIMA or equivalent)</li> <li>Chartered membership</li> </ul>
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>Enhanced DBS clearance</li> <li>To be committed to the school's policies and ethos</li> <li>To be committed to Continual Professional Development</li> <li>Motivation to work with children and young people</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	

<ul style="list-style-type: none"> <li>• A commitment to safeguarding pupils</li> <li>• High level of integrity and confidentiality</li> </ul>	
<b>Behaviours</b>	<a href="#">Link</a>

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill-specific areas throughout the selection process.





## OUR VISION & VALUES

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Our aspiration is that every pupil and staff member is supported to be the **BEST** version of themselves.

Members of our Risedale family will feel a strong sense of belonging and accomplishment as a direct result of attending our school. They will accumulate knowledge, cultural capital and social skills, such as empathy and kindness, enabling them to thrive in society and enjoy healthy **RELATIONSHIPS**. All our pupils will make good progress from their starting points.

At whatever stage of their education Risedale pupils leave us, they will be well-equipped to take the next steps on their journey to becoming a **RESPONSIBLE**, **RESPECTFUL** and **RESILIENT** citizen who can embrace change and learn from mistakes.

We are 'The Risedale Family' and together we are 'A family of learners'.

## ABOUT US:

Risedale School is a coeducational community secondary school welcoming pupils aged 11 to 16. It enjoys an enviable and growing reputation in its local community. Links with the Armed Forces are strong. The school has one of the largest proportions of Service Children of any secondary school in the UK, and this military connection is an essential part of the school's distinctive character.



## OUR LOCAL AREA:

Risedale School is located within the pretty village of Hipswell at the heart of Catterick Garrison, close to the historic market town of Richmond. It is set within a beautiful part of North Yorkshire, close to both Swaledale and Wensleydale. Catterick is a thriving and advancing location offering a choice of affordable and desirable housing opportunities and a unique and close community. Princes Gate Retail Park offers all major amenities including supermarkets, cafes, shops, a leisure centre and a library. Risedale is just a 5-minute drive from the A1(M), providing easy access to Teesside, York and the Leeds conurbation. Major centres like Darlington are within easy reach for commuters, shoppers or leisure seekers, at around a 30-minute drive along the A1(M).

## CHILD PROTECTION:

We are committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them. All applicants are requested to provide, in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form, details of any other unpaid work/experience, for example, voluntary work.

Applicants are advised that references will be requested prior to interview where consent has been given. References should be from "suitable" referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate.

Interviewees are required to bring to interview original documents relating to identity and qualifications.

This school will only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.

As part of a robust safer recruitment process, the school will carry out online searches on shortlisted applicants to identify any safeguarding or suitability issues that can be explored at interview.

At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the North Yorkshire Safeguarding Children Partnership, Local Authority and School Child Protection and Safeguarding policies and practice guidance and information on expected probation, safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures. The [Child Protection Policy](https://www.risedale.org.uk/information/policies) can be found on our website at [risedale.org.uk/information/policies](https://www.risedale.org.uk/information/policies).