



Finance Officer Application Pack



INSPIRE • EMPOWER • EXCEL

Contents

Page 2	Contents
Page 3	Welcome from the Principal
Page 5	Staff benefits
Page 7	Job description
Page 9	Person specification

Welcome from the Principal

Thank you for your interest in this post. Choosing the right school in which to work is a very important decision, and the aim of this application pack is to provide you with sufficient information to support your consideration of whether you would be happy and motivated working with us over the coming years, to shape the future of our school and inspire our students to make academic progress that is within the top 15% of all schools nationally.

Chipping Campden School is indeed a very special place – unlike any other. What makes our school so special is its culture and ethos; something that has been grown since the school's formation in c.1440, enabling students to feel empowered in their learning and inspired to excel. The school has a very special place in my heart, having served at the school between 2003 and 2011 as a Teacher of mathematics, Head of Year and latterly Assistant Headteacher. Without doubt, having the opportunity to return to the school as Principal in 2023 is the proudest moment of my career. Having taught and led in a variety of other schools across the country, when I drive to Chipping Campden School each day, I know that I am very privileged to be coming to such a special place, with so many amazing people.



When you take a walk around our school, it is impossible not to feel a palpable buzz of excitement. There are so many opportunities for students to flourish, whether that be representing our school on the sports field, performing on stage in our state-of-the-art Performing Arts Centre, leading one of our Student Parliament Ministries or completing the Duke of Edinburgh Gold Award; our offering of co-curricular and extra-curricular activities is enormous.

We are unashamedly ambitious for all our students, enabling them to develop high aspirations and chase goals that perhaps at first, may seem a little daunting. It is only when we relentlessly pursue these high aspirations and settle for nothing less than our very best, do we enable our students to leave our school being able to successfully compete with their global counterparts, in whatever they choose to do at the end of, what for most, will be a seven-year partnership with us. As staff at the school, I believe it is our job to provide the expertise and environment to enable our students to do just that, supporting and challenging along the way.

If you decide to apply to support me in leading our school, you will be committed to delivering high-quality finance services to both Chipping Campden School and to the schools' related companies, Chipping Campden School Enterprises and the Cidermill Theatre Trust. You will be able to balance the demands of processing and reconciling financial transactions efficiently and effectively whilst working in a busy and fast-moving school environment, with good attention to detail and the ability to work to deadlines. We are

looking for someone with a flexible approach, a good work ethic and willingness to help the rest of the team as required.

If you would like to explore the vacancy in more detail prior to applying, a confidential conversation can be arranged with me, please contact Emma Smith (HR Manager) by email at recruitment@campden.school or telephone (01386 840216) to make an appointment. In addition to this, a wealth of information about our school can be found on our website.

If you would like to apply for these positions, please do so by completing both parts of our application form, which can be found on our website, by clicking [here](#). Part 1 of the form (pages 3 and 4) provides a space for you to write about the relevant skills and experience that make you a suitable candidate for this post. This section is restricted to two pages and should outline how your skills set and experiences to date are suited to the requirements of the person specification. The deadline for applications is **10am on Monday 5th October 2026**.



I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'G. Burton'.

Gareth Burton
Principal

Staff benefits

Every school is unique and ours is no exception. One of our unique selling points is the relatively high average length of service of our staff, and relatively low rate of staff turnover. Neither of these are by chance and are the product of staff feeling trusted, empowered and recognised for leading the roles they do. We feel that a mark of the outstanding school we are is symbolised by the number of staff who choose to send their children to be educated with us.



Below is a list of just some of the ‘pull factors’ that contribute to making our school a great place to work:

- An allocation of three, paid staff wellbeing days, where employees are not required to be in school.
- Access to a beautiful property at below market rent situated a short distance from our school (subject to availability/waiting list)
- Commitment to staff wellbeing through a variety of internal practices, designed to recruit and retain the very best staff.
- Complimentary use of the school sports facilities, fitness suite and swimming pool (timetable in place).
- Comprehensive range of staff social events throughout the year.
- Cycle to Work scheme

- Freshly prepared and cooked food available on site
- Health and wellbeing support including access to our Employee Assistance Programme (EAP); that provides free, confidential, confidential counselling services and advice for employees, available 24 hours a day.



- Staff Wellbeing Group, who meet regularly to ensure that our staff wellbeing is prioritised.
- Outstanding, tailored CPD
- Pension Scheme membership (Teachers Pensions or Local Government Pensions Scheme)
- Support in completing relevant external leadership development programmes.
- The school is located within the beautiful Cotswold town of Chipping Campden, with friendly businesses, including a wide range of restaurants and pubs.

Job description

Job Title:	Finance Officer
Reporting to:	Finance Team Leader
Grade:	6 (points 15 – 20)
Contract:	Permanent, 38 weeks per year (term time) plus an additional 15 days per year to be worked flexibly
Pattern of Work:	24 hours worked across either 4 or 5 days per week

Job Purpose:

Provide support to the Chief Finance and Business Officer (CFBO) for the maintenance of and delivery of an effective financial and administrative service to Chipping Campden School and its related companies, Chipping Campden School Enterprises Ltd and the Cidermill Theatre Trust.

To provide finance support across the school as required

Main Duties:

- Bank and cash book, posing of all P/I and S/L credits and debits including all direct debits.
- Cash Book - maintenance of CB, processing of any faster payments /cheques.
- Credit Card administration
- Fortnightly payment run (CCS)
- Maintenance /management of finance@ and orders@ email boxes.
- Ordering of items off Amazon other websites as requested
- Payment runs and issuing of remittances.
- Manage and reconcile Petty Cash transactions
- Purchase Ledger - Invoice processing, reconciliation and matching to PO
- Purchase Orders, production and issuing of.
- Reconciliation of all school credit cards.
- SAGE
- Sales Ledger - production of all sales invoices including EHCP and Music Invoices
- Sixth Form Bursary
- Any other duties as required by the CFBO and in support of the team

Other:

- To undertake such other reasonable associated duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of the job
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy
- To share the School's commitment to safeguarding and promoting the welfare of children and young people and ensure compliance with the school's Child Protection Policy at all times.

Person specification

Education and qualifications	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
GCSE Grade C/4 or above (or equivalent) in English and Mathematics	E	A
Good standard of general education	E	A
AAT qualification or working towards AAT	D	A
Relevant finance, accounting or business administration qualification	D	A
Professional knowledge and experience	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Experience of working in a finance, accounting or administrative department	D	I/R
Excellent working knowledge and practice in Microsoft Office packages and accounting software. Particularly Excel to present financial data and SAGE	E	A/I
Experience of managing and operating financial systems	E	A/I
Experience of processing financial transactions accurately	E	A/I
Experience of maintaining confidential records and handling sensitive information.	E	A/I
Good communication skills; ability to communicate effectively at Principal, Operational Management and senior staff levels and to liaise effectively with internal and external auditors.	E	A/I/R
Good organisational skills, able to co-ordinate a variety of tasks/communications/meetings and organise own workload	E	A/I/R
Experience of budget monitoring and reconciliation.	D	A/I
Experience of purchase ledger, sales ledger and payroll processes.	D	A/I
Experience of working in a school environment	D	A

Traits and competencies	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Committed to and good understanding of Safeguarding and Child Protection practice and procedure	E	A/I
Able to carry out routine tasks without close supervision	E	I
Able to identify, prioritise and deal with issues as they occur	E	A/R
A 'self-starter' with the ability to motivate self, prioritise effectively and meet deadlines	E	I/R
Ability to be customer focused so as to assist non-financial stakeholders.	E	I/R
Someone who is: • Willing to work outside of normal hours if required • Flexible and adaptable to changing circumstances • Enthusiastic, approachable and team spirited	E	I



Chipping Campden School
Cidermill Lane
Chipping Campden
Gloucestershire
GL55 6HU

(01386) 840216

www.campden.school
office@campden.school

INSPIRE • EMPOWER • EXCEL