



JOHN KYRLE HIGH SCHOOL & SIXTH FORM CENTRE

**Vacancy
Information
pack**

Finance Officer

Headteacher's Welcome

Thank you for the interest in our school and the advertised post. I hope you find the information you require, but please contact us if not.

All roles in our school are important and I pledge personal support for each and every member of our fantastic community. I am privileged to lead this school and we all work hard to ensure that we succeed as a team. **“Together we are mighty”**.

Our key priorities as a school are simple and we all work towards our “TEACH” goals:

- T** Teaching and Learning
- E** Engagement
- A** Academic Outcomes
- C** Community
- H** High Quality Leadership

I look forward to receiving your application.

Kind regards



JULIAN MORGAN
Headteacher



Welcome



The school is fortunate to have hugely-committed staff who give their all, take Public Service seriously and are keen to provide extra-curricular activities in a multitude of areas. John Kyrle aims to provide all students with a life-enhancing secondary school experience where students feel happy and secure yet challenged.

John Kyrle is a popular and oversubscribed high school with over 1400 students who are drawn from the town of Ross and the surrounding rural areas. The school is located on the Ledbury Road about half a mile from the Market house and adjoining the dual carriageway. John Kyrle High School is organised on a year basis with form tutors and a head of year responsible for the pastoral care and monitoring of students. We also have a team of highly experienced Pastoral Support Assistants. Form tutors stay with their tutor groups from Years 7 to 11. A head of sixth form oversees Years 12 and 13.

The sixth form is accommodated in a purpose-built block which contains a common room, kitchen, study rooms and superb ICT facilities. Admission to the sixth form courses is open but preference is given to those students who achieve two grade 5s in subjects including English and Maths. Those who achieve grade 4s may still be admitted but this will be in consultation with staff. Sixth form courses include a wide range of A levels. Students show good progress and attainment at KS4. Progress in the sixth form places us in the top 2% of schools nationally for A level.

John Kyrle High School encourages students to participate in the many societies. Out-of-school activities and clubs exist to suit a wide variety of students' interests. Overseas study visits to Europe, Africa and North America and a large number of sports teams which represents the school at rugby, soccer, hockey, netball, athletics, cricket, tennis and rounders, are just some of the activities offered.

The school has excellent facilities, including sports fields, an all-weather sports surface, tennis courts, a specialist drama studio, a purpose-built art and ceramics facility, and a modern library. There are also technology workshops, a music-technology suite and practice rooms, computer and business rooms, language lab, a gymnasium and an on-site sports hall which are used extensively. Our tennis and netball courts have just been refurbished and are a fantastic addition.

There is a strong tradition of music, drama and art at the school. A recent increase in student numbers has led to the installation of additional classrooms. A Maths Centre of Excellence has been opened with 10 specialist Maths classrooms and a shared study facility for A-level students and staff.

Our latest development, a new science block with six large specialist laboratories, was opened recently.

Partnerships with parents and the wider community are high on our list of priorities in order to help every student achieve his or her potential.

Our school motto is '**Carpe Diem**' - **seize the day!**

We try to live up this motto.



The Role

We are looking to appoint a suitably experienced and qualified individual to provide financial support to the school, leading in budget monitoring, supporting budget holders and working closely with other finance colleagues on order and invoice systems within the school. The successful candidate may also be required to provide financial support to the multi academy trust (Heart of Mercia) if required.

The role is for 37 hours per week (Term Time Only plus 10 days)

Salary points 11-19, £25,257 - £28,775 (FTE £28,142 - £32,061) Pay Award Pending

Candidates should complete the application form in full (black or typewritten please)

Please enclose a letter with your application which should include the following points:

- Why you are interested in the post
- How your experience to date fits you for the post
- What personal qualities you believe would be desirable in the post holder

Open testimonials and CV's are not required and should not be submitted.

The closing date for receipt of application is: **Friday 17th July 2026**

Shortlisted candidates will be invited to attend interview on a date to be confirmed.

John Kyrle High School & Sixth Form Centre are proud to be part of the Heart Of Mercia Multi-Academy Trust (MAT)

Registered office: Hereford Sixth Form College, Folly Lane, Hereford, HR1 1LU. Company Number: 10499174

All employees of JKHS are employed by the trust.

Job Description

Responsible to: Headteacher and Chief Financial Officer of the MAT

Main Purpose of the role

To provide financial support to the school, leading in budget monitoring, supporting budget holders and working closely with other finance colleagues on order and invoice systems within the school.

Job Activities

- To provide budget monitoring support to the school, working closely with Budget Holders, the Headteacher and Trust finance colleagues.
- To investigate anomalies/overspends and liaise with budget holders and determine corrective action.
- To provide financial reports to budget holders and the senior leadership team as required.
- To provide training to budget holders on the Implicit finance system.
- To work closely with the finance colleagues on the school ordering system with particular attention to departmental budget constraints, ensuring a “best value” for the school
- To deal efficiently with all order queries such as faulty/incorrect items and arrange collections.
- To authorise school invoice payments made on the Implicit finance system in accordance with MAT policy and credit terms and deal effectively with all invoice queries/anomalies
- To manage credit control on behalf of the school and ensure payments are received, if payments are not received to take appropriate action to recover the outstanding monies.
- To liaise with other funding agencies e.g. Herefordshire Council, to ensure all income due is received.
- To proactively examine ways in which expenditure can be reduced for the school and discuss this with the Headteacher and Chief Financial Officer of the MAT
- To ensure the Implicit finance system is kept up to date and to post entries on the system as required, including month end procedures and budget journals.
- To support the Trust with any financial audit work.
- To support finance colleagues with the collection of payments for trips, transport, equipment sales etc. and prepare banking and ensure accurate records are kept
- To liaise with staff organising school trips, discuss costings, income and expenditure, transport arrangements etc. and maintain accurate records and advise of potential overspends/anomalies
- To support financial colleagues with ParentPay, a programme which enables parents/carers to pay for items/trips online, to manage payments received and maintain accurate records
- To respond to correspondence on behalf of staff (trip letters, payment information etc.)
- To support the collection of outstanding monies by contacting parents/carers and dealing appropriately with difficult situations, whilst ensuring confidentiality at all times
- To support the school uniform process within school, including ordering, record keeping and budget management
- To maintain and update the school’s asset register and ensure accurate record keeping
- To deal efficiently with the daily finance post and email.
- To maintain and administer school’s lettings, liaising with hirers and ensuring appropriate application forms and information is collected in line with school’s policies including insurance cover, safeguarding and health and safety.
- To provide financial Trust wide support to cover absence or other emergencies.
- To undertake other general financial duties within the scope and level of this post.

General information

The post holder will be required to comply with the school's policies and procedures. The school has a no-smoking and vaping policy. Staff are not permitted to smoke or vape on any of the school's premises nor in any vehicle used on school business. The post holder will promote the school's health and safety at work policies and ensure that they are implemented efficiently within their areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that staff are aware of the school's safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Staff have a duty to ensure that they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

The job description covers the main duties and responsibilities of the job and will be subject to review and amendment in consultation with the post holder, to meet the changing needs of the school. Other activities commensurate with this job description may, at any time, be undertaken by the post holder.

Person Specification

Post Title: Finance Officer	
Essential	Evidence
<ul style="list-style-type: none"> • Experience of working in a financial setting in a procurement, budgetary or accounting role. • Experience of dealing with external agencies. • Experience of dealing with the general public on financial matters 	<p style="text-align: center;">Experience and Knowledge</p> <p style="text-align: center;">Application</p> <p style="text-align: center;">Interview</p>
<p>Qualifications</p> <ul style="list-style-type: none"> • Evidence of continuing professional development relating to finance • A financial qualification e.g. AAT or other relevant qualification 	<p style="text-align: center;">Qualifications</p> <p style="text-align: center;">Application</p>
<p>Skills & abilities</p> <ul style="list-style-type: none"> • Ability to work with a wide range of people. • Computer literate including Microsoft Office and experience of a financial software package in the workplace • Ability to work to deadlines • Attention to detail • Able to work largely on own initiative but also communicate as part of a wider team. • Organisational skills • Interpersonal skills • Communication skills 	<p style="text-align: center;">Application</p> <p style="text-align: center;">Reference</p> <p style="text-align: center;">Interview</p>

Essential	Evidence
<p>Other</p> <ul style="list-style-type: none">• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Knowledge of wider educational issues• Clear understanding of equal opportunities• A strong belief in the value of diversity and inclusion• Enhanced DBS clearance	

Recruitment of Ex-Offenders Statement

John Kyrle High School is required to publish a copy of its policy on the recruitment of ex-offenders which outlines the following:

The school fully complies with the 'DBS Code of Practice' and will not discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

All applicants are subject to an enhanced DBS check before the job appointment is confirmed; this includes details of convictions, cautions and reprimands, as well as spent and unspent convictions. A positive disclosure will not necessarily prohibit a candidate from being offered a position.

The school is committed to the fair treatment of all applicants, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability or offending background.

The school promotes equal opportunity and welcomes applicants from a wide range of backgrounds, including those with criminal records.

Candidates are selected for interview based on their skills, qualifications and expertise.

All application forms and recruitment notices contain a statement that disclosure will be requested if a position is offered.

All applicants are encouraged to provide details of their criminal record at the earliest stage possible. This may be sent under a separate and confidential cover letter.

All applicants will be made aware of the 'DBS Code of Practice' and will be provided with a copy on request.

The school is committed to ensuring all disclosure information will only be seen by those who require access as part of their duties.

The assistant headteacher (personnel) will discuss any matters revealed on a DBS certificate with the applicant before withdrawing a conditional offer of employment.

At the interview, or in subsequent discussion, opened and measured discussion will take place on the subject of the offences.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of any offer made.

Where the role involves engaging in regulated activity with children, it is a criminal offence for an individual:

- to seek to engage in regulated activity from which he/she is barred;
- to offer to engage in regulated activity from which he/she is barred; and
- to engage in regulated activity from which he/she is barred.

