



Dallam School

Work with us

Application pack

Finance Officer- Sales Ledger

Start date: *September 2026*

Salary: *NJC Salary Scale 4 Points 7 – 11, currently £27,274 to £29,071*

Hours of work: *Permanent, 27.5 hours per week, term time + 1 week*

Belong here | Learn here | Thrive here

Welcome from the Headteacher

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Steven Henneberry
Headteacher

“Staff, including those in the early stages of their careers, feel well supported by leaders.”
Ofsted, 2023.

Welcome to Dallam School; a place I hope you will call home for many, many years to come.

At Dallam, our purpose is clear:

To build an ambitious, joyful and creative school community where everyone belongs, contributes and strives for excellence - so that every student leaves ready to succeed on their chosen path.

This is for all of us - students and staff alike. We are committed to being a school where you feel you belong, your voice matters, and your contribution makes a real difference.

Dallam is a friendly, supportive and ambitious place to work, where wellbeing is prioritised, creativity is encouraged, and professional growth is part of everyday life. Most importantly, we want you to see the impact of your work in the confidence, character and success of the young people who thrive here.

It is an exciting time at Dallam, and I look forward to hearing about how you can contribute to our development journey.

Steven



Our school

We're a vibrant and friendly comprehensive school where our children can continue studying into Sixth Form or study away from home, staying in our State Boarding House.

Dallam School offers day and boarding students a place to achieve academically, enjoy a wide range of creative and outdoor opportunities, and develop into a responsible and caring individual.

We have a truly comprehensive intake with 900 students, 11-18, currently on roll. Our 60 boarding students and cohorts of short-stay international students contribute to a culturally diverse school community.

Visitors are always impressed by our family atmosphere and the warmth of relationships between our staff and students.

Come and visit us

We've offered you an opportunity to come and visit us. Here's what you'll discover when you do:

- A rural yet international school close to the Lake District World Heritage Site with endless opportunities for adventures from coast to mountains.
- A career opportunity in a place with high aspirations for its students. We have a clear focus on outcomes for learning, behaviour and community.
- Our Headteacher, Steven Henneberry, who was once a student here, is looking to recruit a like-minded colleague with a strong presence and an interest in evidence-based practice to help inspire change and set a positive course for Dallam.
- Fantastic facilities including modern school buildings, historic Boarding House, pavilion and playing fields, all-weather 3G pitches, and excellent indoor sports halls.
- A heritage and traditions stretching back to 1613, the school is grounded in traditional values but forward-thinking and innovative.
- A supportive and inclusive culture in and around school where community is at the heart of all that we do. This includes the working relationship between teachers and students, the trusting relationships with form tutors and the pastoral team, and the honest relationships our staff develop with parents and carers.
- Every opportunity to pursue professional development. You'll also benefit from our extensive educational networks within Cumbria, including the South Lakes Federation of 10 secondary schools, Kendal College and University of Cumbria.

Working in a great location

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Our vision, values and purpose

Our vision

Belong here. Learn here. Thrive here.

Our mission statement

We are here to build an ambitious, joyful and creative school community where everyone belongs, contributes and strives for excellence – so that every student leaves ready to succeed on their chosen path.

Our purpose and culture

At Dallam, **belonging comes first**. We understand belonging to mean far more than inclusion: it is about being known, valued and actively involved as part of an ambitious, joyful and creative school community. This sense of belonging underpins our approach to wellbeing for students, staff and families alike.

At Dallam, **wellbeing is not the absence of challenge, but the presence of belonging, purpose, high expectations and support**. For students, this means feeling safe, supported and stretched in a school where learning is vibrant, adventurous and driven by high expectations. Students are encouraged to contribute to school life, take intellectual risks, explore ideas with confidence and develop the character, creativity and curiosity they need to thrive on their chosen path.

For staff, belonging means feeling respected, developed and empowered as professionals and as people. It is about having a genuine voice, being invested in through mentoring, collaboration and leadership opportunities, and helping to shape the culture and direction of the school. This creates a working environment where staff wellbeing is sustained through clarity, trust, shared responsibility and professional pride, enabling colleagues to give their best to the students they serve.

This culture of belonging shapes our expectations and our practice. Everyone is seen. Everyone is supported. Everyone contributes. Everyone is challenged to thrive.

This vision informs leadership, teaching, behaviour and support across the school. It defines a community where **belonging fuels ambition, contribution is expected, and excellence is a shared commitment**; creating the conditions in which both wellbeing and success can flourish for every member of the Dallam School community.

Our values



Courage
(be brave)



Respect
(others, self and environment)



Compassion
(be kind)



Endeavour
(strive for excellence)



Integrity
(be honest)

Our environment

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Dallam School is located in the North West of England and is surrounded by the national parks of the Lake District and the Yorkshire Dales.

Based in the South Lakeland district of Cumbria, close to Kendal and Windermere, Dallam School offers day and boarding students a place to:

- Achieve academically.
- Enjoy a wide range of creative and outdoor opportunities.
- Develop into a responsible and caring individual.



Flexible working

Dallam School is committed to supporting its workforce in achieving a greater work-life balance.

Through our Flexible Working Policy, we offer a range of formal and informal flexible working options, which have been adopted by a growing number of our staff. We are open to discussing our approach to flexible working options at any stage of the recruitment process or beyond.

Please contact our HR Officer for further details.

You will be given every opportunity to pursue professional development and encouraged to perform to the highest standards.

Your professional development

We aim to be the place where staff can develop their careers and achieve their ambitions, through high quality professional learning. We strive to create a working environment that impacts positively on staff development; a culture of mutual trust, respect, openness and commitment to student achievement.

You can expect us to:

- Ensure access to high quality and bespoke professional development and the opportunity to progress your career at Dallam School
- Provide opportunities for staff to take on leadership roles, and, participate in project-based, collaborative thinking and learning
- Enable teachers to collaborate to refine their teaching practices and work together to solve problems in school. This includes working with partner schools to improve individual practices and school wide policies and protocols
- Secure a continuous appraisal process with meaningful feedback which enables staff development. Regular professional development conversations allow staff to excel in their roles, provide feedback on what support and progression they want, stay current with best practices, and continuously improve their craft



Our commitment to well-being

At Dallam, we care deeply about the well-being of our staff. We know that when colleagues feel supported, valued and trusted, they do their best work for our students. This sets out the practical ways we support each other every day, so that everyone can do their job well and feel proud to be part of our team.



A buddy for new staff who join Dallam for their first year



Provision of flu jab vouchers for eligible staff each winter



Calendared well-being weeks with no morning meetings scheduled



School, assessment and directed time calendar published in advance of the school year



No student data is collected for data's sake



Dedicated classrooms for teaching staff wherever possible



Access to occupational health support for staff if required



Comprehensive weekly staff induction sessions for new staff to Dallam School



Complimentary tea and coffee provided in the staffroom



A flexible approach to family appointments, children's events, nativities, sports days etc.



Weekly FriYays to celebrate and share appreciation of staff work



Measured approach to lesson observations, drop-ins and open door weeks



Termly survey of workload and staff voice to enable changes to be made if necessary



SLT open door policy at all times



Well-being champions within the school governance team



Key information collated into a streamlined weekly bulletin for all staff



Dedicated support staff meetings with senior staff each half term



Flexible working upon request



Half termly trade union meetings with the Headteacher



Well-being cover support; provide 4 lessons of cover to enable one day off in lieu.



Drop ins with the Headteacher each Friday with coffee and croissants

Job description

Finance Officer – Sales Ledger

Post: Finance Officer – Sales Ledger
Salary: NJC Salary Scale 4 Points 7 - 11, currently £27,274 to £29,071 per annum pro rata
Contract: Permanent, 27.5 hours per week, term time + 1 week
Disclosure Level: Enhanced
Location: Dallam School, Milnthorpe, LA7 7DD - the role may require travel between the trust school sites

Relationships

1. Reporting to:

The post holder reports to the School Business Manager

2. Responsible for:

The post-holder interacts with other professional colleagues, students and parents and should establish and maintain productive relationships and promote mutual understanding of our aim to improve the quality of the student experience at the South Westmorland Multi Academy Trust.

Purposes of the Post

To operate and support the School Business Manager in the provision of a high quality, efficient finance service for the MAT.

Main Responsibilities

Sales Ledger

- Undertake routine processing of sales invoices, credit notes and remittances, ensuring appropriate approval and paperwork is obtained
- Support the day to day accounting procedures and recording of all financial transactions accurately on the financial software package
- Ensure the prompt processing of all cheques, cash and online remittances from Parentmail
- Be responsible for Parentmail processing, including responding to parental queries; the upload of trips, bus passes and other payments; daily reconciliations; dealing with new starters and leavers (both staff and students)
- Oversee and maintain the petty cash function, ensuring the correct approvals are obtained and accounts are reconciled in a timely manner
- Respond to all audit queries relating to the sales ledger provision

Catering

- Oversee all financial aspects of the catering provision and the cashless catering system, including setting up new starters, removing leavers, the processing of cash and online payments, oversight and upload of staff duties, debt collection, daily reconciliation of monies received via the revaluation units
- Be responsible for catering provision and the voucher system for students eligible for free school meals
- Set up new starters on the Fusion app, and respond to student/parental queries
- Liaise with external companies over the annual updates to the cashless catering system
- Oversee the biometric element of the cashless catering system, including the finger scanning of all new staff and students

School Shop

- Be responsible for the ordering and sales of all goods through the school shop – ties, badges, calculators, revision guides, and PE equipment
- Have oversight of all locker sales, maintain accurate records of replacement keys/damage and process refunds in a timely manner

School trips and Visits

- Provide an efficient and effective process to support staff running school trips
- Provide financial guidance on trip letters, insurance requirements, collection of trip fees, and payments to suppliers
- Maintain accurate records of trip income and expenditure
- Respond to queries from trip leaders and parents

Other

- Completing administrative routines relating to orders, invoices, cheques, income, payroll and the receipt and distribution of goods and services
- Assisting other faculties, departments and parents with queries

General**Culture and Ethos**

- Promote the academy ethos, attitudes and values in all aspects of work with pupils, colleagues, support staff, parents/carers and visitors.
- Promote the academy and celebrate its success at every opportunity.

Dress and Appearance

- To maintain the highest standards of smart business dress.
- To maintain a professional demeanour at all times.

Self-Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge.
- To engage actively in the Appraisal process.

Attitude

- To act as a professional and positive ambassador for the school in order to support the school's mission and profile.
- Maintain a high level of motivation and encourage the progress of others.

Policy Promotion

- To actively promote the Trust's Equal Opportunities, Health & Safety, Data Protection and GDPR policies to ensure that the school operates safely, effectively and fairly in line with legislative requirements.
- Comply with and actively implement the Trust's Behaviour Management Policy.

CONTINUED – Job Description

Safeguarding

- Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and the Trust's safeguarding policy.

Confidentiality

- To ensure confidentiality of the school's activities is maintained in order to protect the integrity of the organisation and its people.

Flexibility

- The job description may include all such other duties as the Headteacher and Trustees may reasonably expect from time to time.
- To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.
- Embrace a willingness to experiment with new methods and approaches / initiative taken.

Person specification

Finance Officer – Sales Ledger

Our Purpose

The South Westmorland Multi-Academy Trust and Dallam School is committed to providing a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

The criteria below will be assessed using a combination of the letter of application, interview process and references. Candidates will be expected to completed a number of technical tasks at interview in order to assess their competence.

Criteria	Essential	Desirable
Qualifications		
GCSE grade C or above in Mathematics and English	√	
NVQ 3 or A level equivalent qualification or relevant experience	√	
Experience		
Experience of working with young people		√
Experience of working in finance	√	
Excellent ICT skills including a good level of competence in Microsoft Office	√	
Experience with Sage accounts		√
Trained in the safeguarding of children, or the willingness to gain certificate on taking up appointment	√	
Experience of delivering high quality customer services, with the demonstration of an understanding of how to respond to differing stakeholders' needs	√	
Experience of developing good working relationships (e.g. partnerships) with colleagues from different parts of an organisation	√	
Experience of multi-agency working		√
Skills & Abilities		
Excellent interpersonal and communication skills	√	
The ability to quickly become familiar with a software program	√	
Evidence of ability to use diagnostic skills in triaging to be able to quickly and efficiently identify the needs of the enquirer	√	
Ability to prioritise workloads in the face of conflicting demands, using own judgment to ensure the work is completed to time and deadline	√	
Evidence of ability to provide a high level of all of the following: professional judgment, confidentiality, diplomacy, cultural awareness and sensitivity, when liaising with staff, students and other key stakeholders	√	
Excellent ICT skills including a good level of competence in Microsoft Office	√	
A good capacity for data management and the ability to quickly become familiar with a Management Information System	√	
Organisational/planning skills	√	
A very high level of accuracy	√	
Outstanding telephone manner including understanding of the anxiety of some callers – a non-defensive approach	√	
A willingness to attend all necessary training for the post and maintain a high level of up to date knowledge	√	

Effective Behaviours		
Seeing the Bigger Picture: Understand what your responsibilities are and how these contribute to the priorities of your team. Consider the varied impact your work could have on individuals with different needs and from other backgrounds. Gather information from both inside and outside of the Trust to inform your area of work	√	
Changing and Improving: Review ways of working and suggest improvements, including how to make full use of new digital technologies. Learn new procedures and help colleagues to do the same. Query any issues that arise from changes in a suitable way. Respond in an effective and appropriate manner when emergencies arise.	√	
Making Effective Decisions: Use guidance, analyse relevant information and ask colleagues for input to support decision making. Identify and deal with any errors or gaps in information before making a decision. Consider the diverse needs of those affected by decisions and how it will impact them. Provide advice and feedback to support others in making accurate decisions. Ask others to clarify decisions when confused and query any issues that arise constructively	√	
Leadership: Show enthusiasm for your work and take personal accountability for your role. Demonstrate responsibility for your own objectives. Act in a fair, inclusive and respectful way when dealing with others. Be considerate and understanding of other people's points of view. Understand and support the objectives of the wider team. Demonstrate consideration of the wider consequences of own actions	√	
Communicating and Influencing: Put forward your views in a clear, constructive and considerate manner. Use an appropriate method of communication for each person such as an email, telephone call or face-to-face, taking into consideration their individual needs. Use plain and simple language, being careful to check written work for errors. Consider the impact of language used on different groups of stakeholders. Remain honest and truthful when explaining opinions. Listen and ask questions to ensure your understanding	√	
Working Together: Proactively contribute to the work of the whole team and remain open to taking on new and different roles. Get to know your colleagues and build supportive relationships. Listen to alternative perspectives and needs, responding sensitively and checking understanding where necessary. Ask for help when needed and support others when the opportunity arises. Be aware of the need to consider your own wellbeing and that of your colleagues. Understand that bullying, harassment and discrimination are unacceptable	√	
Developing Staff and Others: Identify gaps in your skills and knowledge and make plans of how to develop these. Take time to achieve development objectives. Listen to and act on feedback from colleagues to find areas you can develop. Share knowledge and skills learnt with colleagues to contribute to the learning and development of the whole team.	√	
Managing a Quality Service: Gain a clear understanding of pupil/student needs. Plan, organise and manage your own time to deliver a high-quality education to pupils/students. Act to prevent problems by identifying issues, reporting them and providing solutions. Keep colleagues up to date with progress.	√	
Delivering at Pace: Always work with focus and pace to get the job done on time and to a high standard. Follow the relevant Trust policies and procedures. Use own knowledge and expertise to organise work. Keep focused on delivery and take responsibility for the quality of work produced. Keep a consistent level of personal performance. Keep managers and stakeholders updated on how work is progressing.	√	

CONTINUED – PERSON SPECIFICATION

Personal Qualities		
Candidates should be self-starters, have energy and enthusiasm for education and an educational environment and be able to work with a wide range of people, often under pressure	√	
Emotional resilience	√	
The capacity to attend evening meetings as defined in the job description	√	
A smart and professional personal appearance	√	
Strong commitment to the ethos of Dallam School	√	
Empathy for the needs of parents/carers	√	
Willingness to engage in further training	√	
The ability to ensure a sensible work life balance	√	
Level headedness	√	
A sense of humour, flexibility and proportion to approach the post in a well-balanced way	√	

While the list above is exacting, it is understood that different qualities will be exhibited to different degrees.

How to apply

We strongly encourage you to visit the school before you apply for the post.

If you would like to discuss the position with the Headteacher, Mr Steven Henneberry, please contact him by email: s.henneberry@dallamschool.co.uk

If you decide to apply for the post, please note the following important information:

Please read the Guidance Notes carefully before completing the Application Form and ensure that you fill in all sections. Please contact the school if you require the application form in an alternative format.

Along with the Application Form, please write a covering letter of no more than two sides. Please include the following;

- A statement about why you are applying for this particular post
- An outline of relative experience
- How your personal and professional qualities make you suitable for the role

Closing date: Friday 17th July 2026 at 12pm

We will try to contact all applicants selected for the interview process by telephone initially. This will be followed up by a formal invitation and further information about the process the following day. We will contact all applicants, even if where the application was unsuccessful.

The interview process: week commencing 20th July 2026

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with the recruitment process. Once this process is complete, the data relating to unsuccessful candidates will be stored for a maximum of 6 months and then destroyed. If you are successful, your application form will be retained and form the basis of your personnel record.

We will also undertake online searches in accordance with our responsibilities under keeping children safe in education. An enhanced check with the disclosure and barring service will be undertaken for this post.

If you require further information or wish to discuss any issues, please do feel free to get in touch with Sharne Morgan, Finance and HR Officer, as a first contact –

015395 65168, s.morgan@dallamschool.co.uk

For further information, please visit:
www.dallamschool.co.uk www.southlakesfederation.co.uk

Thank you!

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dallamschool.co.uk



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