

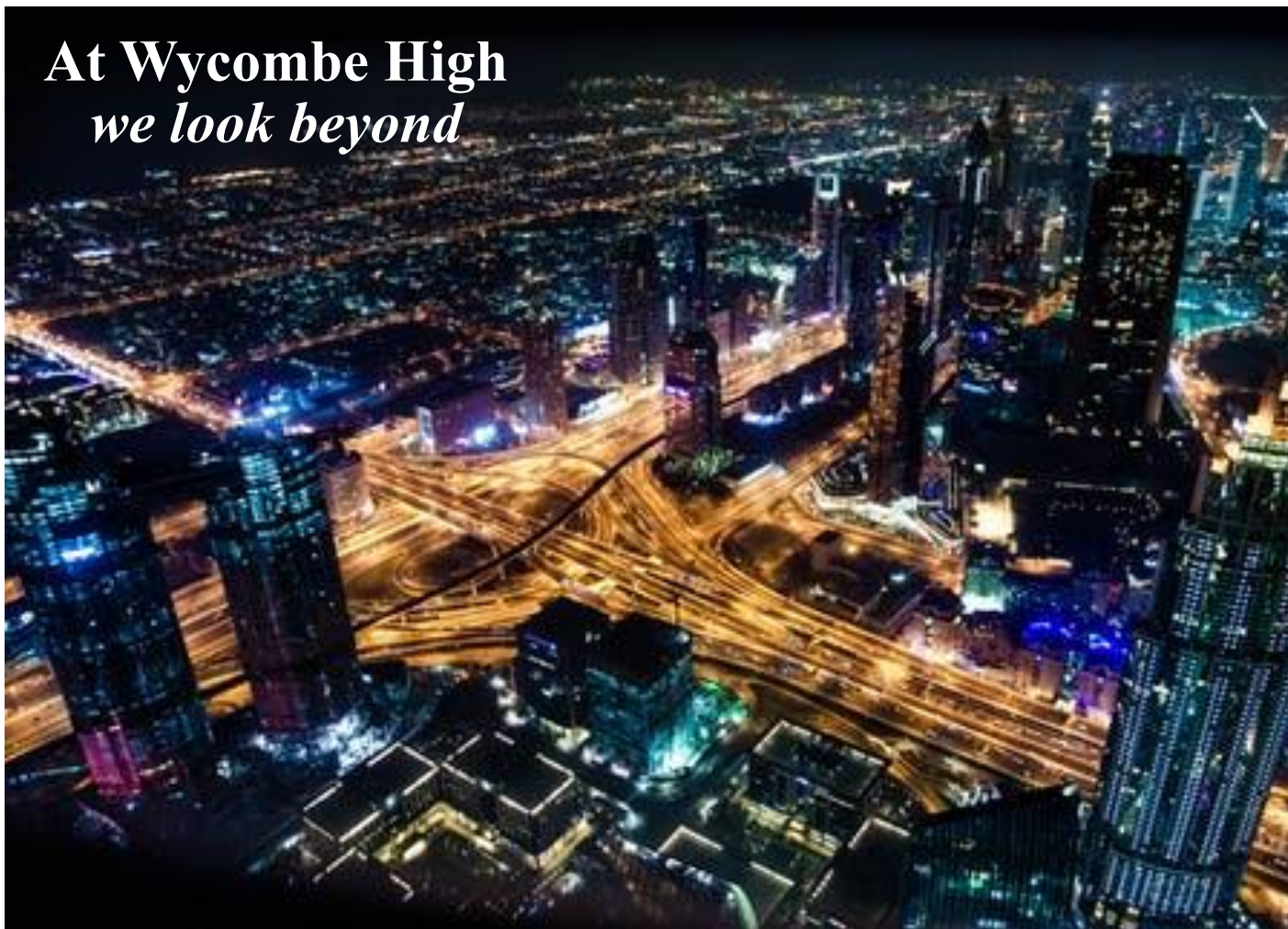


Wycombe High School

~ Girls' Grammar School ~



**At Wycombe High
*we look beyond***



Appointment of **Finance Team Leader**

REQUIRED for March 2023

Bucks Pay Scale 7, pt 36 - pt 40 (currently £34,901 - £38,818)

Full time, 52 weeks per annum



Mind 2021-2022 Silver Award Winners

***There is also an extremely generous pension
scheme for staff at Wycombe High School***

APPLY AT WWW.WHS.BUCKS.SCH.UK/VACANCIES

**Wycombe High School:
The Sunday Times Parent Power
'Secondary School of the Year 2023'**





The Role

We are seeking to appoint a Finance Team Leader to support the Director of Finance and Resources to provide a financial support service to the school which ensures that the school's financial systems and processes are managed and operated efficiently and effectively, that all financial transactions are conducted with probity and that value for money principles are applied.

This role will have line management responsibility for the team of Finance Assistants.

The successful candidate will oversee payroll plus the production of necessary information to audit the school, School Fund and Prize Fund accounts, providing relevant and timely information to the trustees of those bodies

S/he will ensure all financial systems, whether computer-based or manual, are operated and managed efficiently and effectively, and conform to the Academies Financial Handbook and other appropriate financial standards.

In return, we offer the opportunity to work in a friendly, vibrant and outstanding school.

Full job description can be found on the school website

KEY DATES:
Deadline for applications
THURSDAY 16 February 2023 9:00AM

Interviews will take place:
Week commencing 20 FEBRUARY 2023

Candidates will be advised by the end of the day on Tuesday 21 February 2023 if they have been successfully shortlisted for interview.

Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.



The Person

We are looking for the right person to fill this vacancy; you are looking for the right school to work in. The characteristics that we are looking for include:

- Educated to level 3 or above
- Hold a relevant financial qualification and have knowledge of financial administration
- Knowledge of financial management and management information systems
- Excellent knowledge of MS Office or equivalent
- Proactive and able to work on own initiative
- Ability to work quickly and accurately to tight deadlines
- Able to solve problems with confident and effective decision-making skills
- Able to learn new systems and implement systems in the working environment
- Excellent communication skills; able to present financial information to diverse audiences clearly and succinctly
- Able to demonstrate a positive approach and to champion cultural and organisational change
- Strong negotiating skills; able to persuade and influence colleagues and key stakeholders at all levels
- Strong team worker, as line manager of Finance Assistants
- Committed to the ethos of Wycombe High School

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How To Apply?

The application form can be found on our website:
<https://www.whs.bucks.sch.uk/about-whs/vacancies>

To apply for this post, please complete the application form in which you should:

1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post
3. Describe the skills and strengths that you will bring to the school, paying particular attention to the person specification above.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form.

SEND COMPLETED APPLICATION VIA EMAIL TO:

Mrs N. Renyard, Headteacher,
Wycombe High School,
Marlow Road,
High Wycombe,
Bucks, HP11 1TB
Email: hr@whs.bucks.sch.uk

REFERENCES

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

SAFEGUARDING

Wycombe High School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS). HR will carry out an online search on shortlisted applicants.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people.

All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

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Pay and Conditions

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Non-teaching staff are auto-enrolled in the Local Government Pension Scheme, a scheme which offers exceptional employer contributions and benefits. (22.8% employer contributions)

We also provide an Employee Assistant Programme for staff, a completely free service giving staff 24/7 access to counselling, plus legal, medical and financial advice and support.

EQUAL OPPORTUNITIES

Wycombe High School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation.

Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice.

The Headteacher is responsible to the Trustees for monitoring this policy.

The school operates an Equality Cohesion Scheme.

SMOKING AND ALCOHOL

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the time-tabled school day and thereafter only at the Headteacher's discretion during authorised school events.

DRESS CODE

The school has a dress code for staff: staff should dress in a business-like and professional manner, similar to the dress styles which are the norm among service industry professionals who regularly meet the public, such as bank staff. Discrete piercings in the lower ear only are allowed; and no visible tattoos, in line with expectations for students.



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At Wycombe High School, we

Look beyond the traditional grammar school.
Look beyond league tables and examination results.
Look beyond stereotypes and conventions.
Look beyond a world where futures are fixed.

At Wycombe High, we *look beyond*.



Marlow Road, High Wycombe
Buckinghamshire HP11 1TB

T: 01494 523961
Email: hr@whs.bucks.sch.uk

Visit our website at:
www.whs.bucks.sch.uk

Follow us on Twitter @WycombeHighSch

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