

**Chelmsford County High School for Girls**

***Inspiring the leaders of tomorrow***



**Appointment**

**Finance Officer**

**Required: September 2023**

**30 hours per week (term time plus one week)**

**Working pattern to be agreed**

**Salary: Scale 6-7, Points 13-24**

**Actual Salary: £17,768-£22,439**

**(dependent on experience, pay award pending)**

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July 2023

Dear Prospective Applicant

**Appointment of: Finance Officer**

Thank you for requesting information about the above post. Should you decide to apply and be successful you will be joining a school which, from your first visit, will strike you as vibrant, bursting with energy and enthusiasm, and above all a very happy school that celebrated its Centenary Year in 2007. You will also find it useful to visit the school website [www.cchs.co.uk](http://www.cchs.co.uk).

We are rated as an “outstanding” school, a badge we are proud to hold and which applies to all areas of the School’s activities.

Chelmsford County High School for Girls has been a single academy trust since 2011. This status offers us a range of opportunities to pursue academic goals whilst running the school as a limited company. The School expanded to 6 forms of entry in September 2020 in response to increasing demand for grammar school places in the area and over 1,300 girls sit our entrance test each year. Expansion will be completed by 2024 and we expect our Sixth Form to grow as a result.

The School was awarded a substantial Government grant in 2018 which was conditional on the School developing its existing strategies of working with local primary schools to encourage and support girls from disadvantaged backgrounds sitting our entrance test and securing a place. To that effect we have amended our Admissions Policy and committed to reserving up to 30 places for girls in receipt of Pupil Premium and Free School meals whose results fall within the top two bands.

Our school is led by a strong team of senior staff and governors who are constantly striving for excellence, seizing all opportunities for the benefit of our students and our staff.

We are seeking to appoint a person with the skills, knowledge and experience to complement the team of teachers and leaders. Above all, we are looking for a committed individual with a genuine interest in providing the highest quality in every aspect of the role. Our students deserve the very best we can provide. We believe in the importance of a collaborative approach and a commitment to the team. The successful applicant will benefit from a wide range of experience at our school and above all enjoy working with us.

Thank you for your interest. If you feel that Chelmsford County High School for Girls can provide the challenges and opportunities, you are looking for then we would be delighted to hear from you.

Yours faithfully

Stephen Lawlor

Headteacher

Chelmsford County High School is a great place to work with a caring ethos – our students are motivated, pleasant, courteous, well-behaved and enormous fun! They like school, and enjoy learning, achievement is high, and almost all the students go on to Higher Education at the most competitive universities, including Oxford and Cambridge.

**Introduction**

**The School**

Chelmsford County High School was founded in 1906 as one of the first girls' secondary schools in Essex. In an area where most other schools are all-ability comprehensives, it is a selective grammar school with academy status.

In September 2020, we expanded our intake for Year 7 admitting 180 students per year alongside the 150 students in Year 12. Most of our students in Year 11 return for the Sixth Form, and some 30-40 students join Year 12 from other schools. Entry at Year 7 is highly competitive: in accordance with our Admissions Policy we offer places to the 180 girls who meet our criteria, out of the 1,300 or more who sit the entrance test. The School has a large number of "feeder" primary schools, around 80 in any one year group! Entry into the Sixth Form is determined by a strong performance at GCSE, which suggests good potential in the subjects chosen for A Level. At present, there are 1165 students on roll with 317 in the Sixth Form. Our students follow a broad curriculum with equal value attached to each subject area. We are proud to have been awarded an Artsmark Gold Award, which celebrates the emphasis we put on creativity across the curriculum.

This is not a complacent school. We regularly review our practice, and ensure that classroom methodology is appropriate to the needs of our students. All staff have the opportunity to contribute to whole school planning for improvement through their subject and year teams as well as focus groups, each led by a member of the Senior or Middle Leadership Team.

This is a very busy school, which places a strong emphasis on enrichment activities. There is a fine tradition of musical performance, and most students play at least one instrument. There are many orchestras, choirs and ensembles.



Drama is also an important enrichment activity, with clubs, and major school productions involving many students. Our sports teams are very successful, as are our individual sportswomen. Our students are lively and talented, as well as being academically able, and we try to provide plenty of opportunities for them. They also run a wide range of clubs or societies such as the Law Society and Medical Society where they invite speakers or present papers themselves. House activities include some distinctly less serious events, which nonetheless challenge student ingenuity. As a girls’ school we challenge gender stereotypes and place great importance in presenting our students with a wide range of opportunities beyond the taught curriculum, this includes involvement in many STEM activities and competitions.

In terms of resources and buildings, we have a fine mixture of "traditional", provided by the original main building, and a variety of buildings dating back to different decades of the last century together with some excellent modern facilities, such as the Music and Languages Centres. There is good computer provision, including interactive whiteboards in every classroom. We have dedicated Sixth Form facilities, a drama studio, an all-weather artificial pitch and a lecture room where we run a programme of academic lectures. In September 2021 we opened a new Sports Centre with dance studio and fitness suite, and a new teaching block containing additional science laboratories and classrooms.

Governors are highly committed individuals who are generous with their time and the expertise they bring to the School. Parents are very supportive individually or through the Parents’ Association, and have, obviously, very high expectations of the School. We have a strong school community, which is friendly and welcoming. We trust our students to behave well, and the atmosphere in the School reflects our high expectations of them in this respect.

**Staff**

* The School currently has a **teaching establishment** of 41 full-time and 31 part-time staff.
* There is a **non-teaching establishment of** 49 Support Staff most of whom are part-time, who support teaching and learning in various capacities.
* **New Staff Induction Programme** – new colleagues benefit from a comprehensive programme of support and guidance from their Department and Pastoral teams.
* **Professional qualifications** – we offer teaching staff the opportunity to develop their knowledge and understanding of education by offering a contribution to the cost of a Masters degree or an NPQ course.
* **Continuing Professional Development** – we have well-established Professional Development Groups and School Development Groups, which provide staff with focused and personalised development programmes.
* **Leadership development** – we have devised and run the ‘CCHS Leadership Programme’ to enable colleagues to secure leadership experience, as well as develop their existing practice, to facilitate career progression.
* **Wellbeing** – we have a staff wellbeing group as part of a whole-school commitment to ensuring that all staff thrive in their professional roles.

**Senior Leadership Team**

* **Headteacher Mr Stephen Lawlor**
* **Deputy Headteacher Mrs Jo Cross – Academic**
* **Deputy Headteacher Ms Fiona Harrison - Pastoral**
* **Assistant Headteacher Mr Adam Selby, Teaching & Learning & Staff Development**
* **Assistant Headteacher Dr Michael Palmer,** **Curriculum, Enrichment & Opportunity**
* **Business Manager Mrs Melissa Mulgrew**

**Post: Finance Officer**

**Job Description**

**Status: Permanent, Term Time only plus 1 week (40 working weeks per year)**

**Line Manager: Business Manager**

**Liaison with: Senior Leadership Team, other staff, visitors, external agencies, parents, students, Governors, other schools**

**Salary Band: Scale 6-7, Points 13 – 24, 30 hours per week**

**Duties & Responsibilities**

The post holder will be expected to provide business support to the Business Manager, including the production of monthly management accounts and the preparation and analysis of the annual school budget and monthly forecasting, and 3 to 5 year financial planning.

Responsibilities include:

* Creation of monthly management information pack and cashflow forecast for governors to review.
* Production of the annual budget, ongoing forecast and 3-5 year forecasts using budgeting software.  This requires an outward looking awareness of market forces and political horizon to form income assumptions, funding rates and staffing costs and ongoing contract needs.
* Tight overhead control; cost reduction strategies identified to mitigate against potential in year deficit/future deficits
* Liaison with all members of the Senior Leadership team, providing decision making support.
* Finance lead on Pupil Premium spend strategy and monitoring of effectiveness of spend.
* Ensure the process for 16-19 bursary payments is in line with government guidelines:  scrutiny of application to allocation of bursary and ongoing support each month with processing payments/tracking against bursary rules.
* Responsible for updating the fixed asset register and the running of depreciation routines.
* Preparation of data and submission of the budget forecast return to the ESFA.
* Support and training given to teachers to manage their budgets. Monitoring spend vs. budget intra year and highlighting and significant variance to spend. Working with subject leaders to develop their curriculum requirements ahead of the upcoming academic year and co-ordinating the overall curriculum budget process.
* Compile long term forecasts, using HCSS budgeting.  Creation of tools to analyse future decisions including the impact of new forms of entry and curriculum changes
* Evaluation of all school trip activities to ensure charges are sufficient; ensure the approval process is adhered to within the school; assessment of risk and contingency required whilst keeping trips and educational activities affordable.
* Involved in year-end close and preparation of Annual Financial Statements working closely with the Senior Finance Officer.
* Assisting the Business Manager with analysis required for business cases to support grant applications or other funding opportunities.
* Other analysis as required such as contract changes eg. photocopiers, stationery, catering

**General Duties**

The post holder will be expected to:

* Assist with the development of School administrative systems
* Participate in team and staff meetings
* Participate in staff training and development sessions
* Contribute to the life of the School
* Comply with any reasonable request from a manager to undertake ad hoc duties as required

**Other specific duties:**

* Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.
* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
* This Job Description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**It is important that your application should address and evidence each of the criteria of the specification by means of a supporting statement.**

**Person Specification**

The post–holder will need to possess or be able to perform the following:

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| **Qualifications & Experience** | Accountancy qualification preferable - part-qualified or qualified CIMA / ACCA / ACA or qualified AAT Technician |
| Experience in financial management and budgeting |
| Ability to use an accounting system and to prepare management accounts and financial statements |
| Intermediate Excel skills – ability to write formulae using ‘look-up’/’what-if’ type functions, develop pivot tables and macros is desirable. |
| Attention to details - ability to work with large volume of data accurately and efficiently |
| Ability to undertake complex financial/budgetary calculations |
| Working knowledge of appropriate financial policies and procedures in a school or in other organisations. |
| **Communication** | Excellent communication and interpersonal skills. |
| Ability to complete complex returns, write complex letters and reports |
| Ability to exchange complex verbal information clearly and sensitively |
| Ability to overcome communication barriers with children and adults |
| Ability to negotiate effectively to achieve best outcomes |
| Ability to assimilate information quickly and respond appropriately. |
| Ability to interpret and present data in a professional and appropriate format. |
| Ability to respond quickly and effectively to urgent problems when they arise. |
| Ability to manage difficult or controversial exchanges |
| **Personal** | Act with honesty and integrity |
| Positive, proactive, professional and enthusiastic in attitude. |
| Excellent organisational skills |
| Ability to meet tight deadlines |
| Flexibility and ability to adapt to changes in working methods and approaches |
| Ability to resolve complex problems independently |
| Ability to plan and manage own time effectively |
| Ability to display a calm, tactful and responsible attitude even when under pressure. |
| Demonstrate a clear commitment to develop and learn in the role, and undertake training as required |
| Ability to effectively evaluate own performance |
| Willingness to serve the school community |
| An interest in educational matters and a desire to learn more. |
| **Working with children** | Understand and implement the school’s Behaviour Management Policy |
| Understand and implement child protection policy and procedures. |
| Understand and support the difference between children and adults and respond appropriately. |
| Understand the importance of physical and emotional wellbeing |
| **Working with others** | Establish effective relationships with those working in and with the school |
| Ability to establish rapport and respectful and trusting relationships with the Senior Leadership Team, staff and students of the school |
| Ability to make a distinctive contribution to the work of a team |
| Ability to motivate and support the work of others |
| Contribute to the development and implementation of effective systems to share and safeguard information |
| **General** | Demonstrate a commitment to equality |
| Basic understanding of Health & Safety |
| Understand and comply with procedures and legislation relating to confidentiality. |

It is important that your application should address and evidence each of the criteria of the specification by means of a supporting statement.

To apply for this role, please submit a completed application form supported by a letter addressed to Mr Stephen Lawlor, Headteacher, outlining what you would bring to the post, addressing the Person Specification and the Job Description.

**Application Process**

Please give the names, positions, organisations and telephone contact numbers of two referees, one of whom must be your current or most recent headteacher if applicable. Referees will be contacted prior to interview, unless you specifically state otherwise.

Please also complete and return the Equal Opportunities Monitoring Form, which is included with the Application Form. This will help us to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on this form will be treated as confidential and used for statistical purposes only. This form will not be treated as part of your application and will not be seen by anyone involved in the selection process.

Finally, please ensure that you have included work, mobile and home telephone contact numbers and an e-mail address. Please also indicate any dates when you will not be available for interview.

Applications should be sent to Mrs Rae Dale, HR Manager**, for the attention of Mr Lawlor by email: HR@cchs.co.uk**

**About Chelmsford**

Situated just 30 miles northeast of London, Chelmsford is the perfect base, with excellent road, rail and air communications. The A12 runs to the east of the town, meeting the M25 near Brentwood, with London’s Liverpool Street railway station, and Stansted Airport 30 minutes away, respectively. From a bustling town centre with excellent shopping and eating facilities, to tranquil villages, unspoilt countryside and coast, Chelmsford is the perfect combination of city and country.

Chelmsford took the top spot in the 2018 Sunday Times Best Places to Live guide. In the guide, which ranks towns on factors including jobs, broadband speed, culture, community spirit and local shops, Chelmsford ranked Best Place to live in the East as it is also home to several excellent state schools, and the Anglia Ruskin University.

Despite redevelopment in the past 30 years, Chelmsford retains many glimpses of its past. It was awarded City status in 2012. Mentioned in the Census of 1086 as two settlements beside the River Can, later joined by a bridge, it became the County town in 1250. The Blackwater and Chelmer Navigation Canal opened in 1797, linking the town to the coast, and the railway came in 1843. Chelmsford is the renowned birthplace of radio; Marconi began broadcasting in 1895, and the city has attracted major names in the business world ever since.

The town centre benefitted from some investment recently with John Lewis, and many more high-class shops located in the new Bond Street.



**Finance Officer**

**Required: September 2023**

**Advert**

**30 hours per week, term time plus one week**

**Working pattern to be agreed**

**Salary: Scale 6-7, Points 13 - 24**

**Actual Salary: £17, 768 – £22,439 (dependent on experience)**

The Governing Body is looking to appoint a Finance Manager who possesses excellent accounting knowledge and Excel skills, with experience of preparing management and/or financial accounts. The post-holder will report directly to the Business Manager and will be part of the Finance Team.

The role requires someone who is proactive, meticulous, and flexible; and has the ability to deal with competing priorities and tight deadlines. Applicants would have a good track record for dealing with new challenges, working in small teams and with people from different backgrounds.

The successful candidate will also possess strong analytical skills and, preferably, is a part-qualified / qualified accountant (ACCA or CIMA) or a qualified AAT Technician. Applicants should have working knowledge of a financial system (the School currently uses PS Financials) although specific training will be given. Knowledge of intermediate Excel functions and macro writing is desirable. Experience of working in an educational establishment is not required.

For more information and an application form please visit: [www.cchs.co.uk](http://www.cchs.co.uk)/vacancies/

Completed applications to be emailed to: Mrs Rae Dale [HR@cchs.co.uk](mailto:HR@cchs.co.uk) with a covering letter addressed to Mr Stephen Lawlor, Headteacher.

**Closing date for applications** Please note that we will be interviewing as and when we receive suitable applications, so there is no set closing date for this position. Early applications are encouraged.

**Interview date: from Monday 17th July**

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. The post is subject to an enhanced DBS Clearance. We reserve the right to appoint a suitable candidate prior to the application deadline so early application is advised.