



# Application Pack

Finance Manager

June 2026



# Welcome

Thank you for your interest in joining a highly committed staff who want the best for all our students so they are ambitious and hungry for future triumph. Wexham School is welcoming, vibrant and successful and I very much hope that you will join our team as a Level 1 Finance Officer.

Wexham is a highly regarded and successful non-selective maintained school which was judged to be 'Good' in all categories when inspected by Ofsted in November 2017, we were reinspected in May 2023 and continue to be a good school. The main headlines of our 2023 inspection were:

- Wexham School is a friendly and highly inclusive school.
- There is a supportive and caring culture at the school. Pupils to feel happy and safe.
- Pupils appreciate the relationships that they develop with staff.
- Pupils enjoy taking part in a wide range of clubs and school trips.
- Leaders and staff help pupils to develop their knowledge and understanding through a broad and ambitious curriculum, which pupils, including those with special educational needs and/or disabilities (SEND), benefit from.
- Pupils with SEND receive good support.
- Leaders ensure that the curriculum is well planned and delivered. Leaders have carefully set out the important information that pupils will learn and when they should learn it.
- Leaders carefully identify pupils who are struggling with reading. Specialist teaching for the weakest readers ensures that these pupils develop increasingly secure reading skills.
- Teachers use tutor time to promote a love of reading by reading together with their classes.
- Sixth-form students make a valuable contribution to the school.
- Leaders and governors want the best for pupils. They are driven by their vision to provide the best education for pupils in their local community.
- Staff feel valued and well supported by leaders. They appreciate the way that their well-being is taken seriously.
- The school has the confidence of parents. One parent, reflecting the views of many, commented: 'My child has told me his teachers have been amazing, treated him like family and made him confident in his learning abilities. We have recommended this school to many parents.'

A key ingredient of this success has been the priority placed on creating an environment in which both students and staff have the confidence to flourish. My personal belief is that great schools, that demonstrate continuous or sustained improvement, are built on a foundation of highly qualified and committed staff, which can only be achieved through valuing all staff and investing in their professional development.

The school hosts the Slough Schools Sport Network of which I am currently the Chairperson. It supports the school's ethos of outreaching and supporting the local community. As such our sports facilities are excellent.

As the Headteacher of Wexham I very much hope you will join me in what are exciting times ahead for the school and the community we serve as we expand from 5 ½ forms of entry to 8, including a multi-million pound building programme which was completed in 2018. If you want to join us, then please do read on. I look forward to receiving your application and meeting you in the future.

**Lawrence Smith – Headteacher**

***'The curriculum offer is broad and inclusive.'* (School Effectiveness Partner, 2019.)**

## **Working at Wexham**

Wexham School was awarded the NFER Research Mark in July 2015 following a significant cultural shift to create a vibrant research ethos that is widespread across the school. This has continued to develop over time and the school offers a range of research activity involving the great majority of staff and a genuine sense of enthusiasm and passion for enquiry. In surveys staff report that our CPD/JPD provision is excellent and staff morale is high. This is crucial for developing the school further and ensuring the very best for our students but also for the well-being and motivation of our staff.

Our staff take part in programmes of professional development such as NPQML and NPQSL. A number of staff are also supported by the school with a Master's in Education. A partnership with many higher education providers supports this process.

We have developed an extensive and personalised CPD/JPD programme with an emphasis on sharing good practice. It is very rare that our INSET days consist of the whole staff being talked at for extensive periods of times! Instead we use these days to specifically provide training opportunities to selected staff whilst majority use their time to continue their research and update practice as a trusted and committed professional. To support this all staff are provided CPD time as part of their timetable in addition to their PPA and Non-Contact time.

ECTs, ITT and staff on assessment routes are fully supported as they work towards QTS. With our links with Brunel University's Teacher Training Department, we are an enhanced partner school, are well developed and assist this process. We also work closely with Reading University.

We share good practice continuously. An open door policy around the school means anyone can observe at any time due to our collaborative and supportive approach. Wexham staff have led on CPD outside of the school at various events, including Local Authority Conferences and at Higher Education providers. We are members of PiXL and SSAT.

Most importantly our staff are friendly, welcoming and encouraging and this is reflected in the children who are fantastic to teach and support as we do everything, we can provide them with the best opportunities and inspiration for their futures to be a success.

### **Wexham School Administration Team Sept 2025**

#### **Staffing:**

- Exam's and Data Manager
- Office Manager and Head's PA
- HR Officer
- Administrative Officers X3
- Receptionist
- Finance Officer X2
- Admissions and Attendance Officer
- Child Protection Officer
- Student Welfare Officer
- Reprographics Technician

***The school has strong values and a sense of shared purpose that supports students' good conduct and sets the right conditions for learning. Students and staff are welcoming and there is a sense of pride in belonging. (School Effectiveness Officer 2020)***

## The School

The school is situated on the edge of Slough and has a 'green' campus feeling. There is lots of space!

The school buildings provide an interesting mix of old and new as the school has expanded over the years. The heart of the school was built in the 1960s and currently administration, the school hall, canteen and our Maths department are housed here. In 2017 the School Hall and main reception areas underwent major refurbishment and now provide a light and modern welcome to the school. The Science and Technology block is a newer addition to the school providing excellent specialist accommodation. Art Studios (including an ICT mezzanine area), Drama Theatre and Music are housed in purpose built specialist accommodation providing excellent facilities. A dance studio, media suite and pottery/ceramics are housed in new purpose built accommodation. We have a large sports hall which also has classrooms and a fitness suite and provides excellent facilities alongside our large AstroTurf, new hard courts and field.

In November 2018 we moved into our new multimillion pound 'Woodside' Building. This is a major investment by Slough Borough Council as part of its ambitious school expansion programme. We now have 29 new classrooms housing Humanities, English, MFL and our SEN departments. In addition, a new student services area was provided and at the very heart of the school a new Library including an additional sixth form study area. Our old library was refurbished into two new science labs.

The school has well developed partnerships across the Local Authority and community where we lead on PE through the Slough Schools Sports Network based at Wexham. We are currently one of four schools in Slough piloting the 'Health Champions' initiative and we also jointly co-hosted the Borough's PSHE network. We are an enhanced partner School to Brunel University which sees our staff working with PGCE students at school but also at Brunel. We also work closely with Reading University.

The school currently has 1200 students (150 in our Sixth Form). The school has grown by 350 students since 2020 and is set to continue this trend. A Resource Base for Autistic Children is attached to the school.

### Our current curriculum

Key Stage 3 (Years 7-9)	English, Maths, Science, PSHE, PE, Geography, RE, History, French, Spanish, Technology, ICT, Art, Dance, Drama, Music. Our offer is broad and balanced and always has been.
Key Stage 4 (Years 10 and 11)	Core Subjects – GCSE English, English Literature, Maths, Double Science, PSHE, PE and then a choice from GCSEs in Geography, RE, History, French, Technology, Computing, Photography, Food and Nutrition, Business, ICT, Art, Dance, Drama, Music Technology, Triple Science, Media and BTEC Sport and accredited alternative courses for example BTEC Construction. Our offer is broad and balanced and always has been.
Key Stage 5 (Post 16)	A Levels in Art, RE, English, Media, History, Sociology, Maths, Geography, Psychology, Biology, ICT, Physics, Chemistry, Technology, Business, Politics, Economics, Computing and BTEC Level 2 and 3 courses in Business, ICT, PE and Applied Science and Health and Social Care.

***Many integrated elements of the curriculum contribute to the school's excellent work to prepare pupils for their lives beyond school. (Ofsted November 2017)***

# Wexham School

## Finance Manager

### Start ASAP

Wexham School, Norway Drive, Slough, SL2 5QP

Salary: Level 7 – SCP 30-35

Actual Salary Range: £41,873 - £47,238 Inc. London weighing

Full Time 8am – 4.30pm



Wexham School is a friendly and vibrant school with a highly committed staff who want the best for all our students ensuring they are ambitious and hungry for future triumph. We require an experienced and highly skilled Finance Manager to join our team and lead our Finance Office.

We, as a school community, have developed a “can do” attitude through collaboration and effective partnerships. We have an excellent continued professional development programme for all staff. We are proud to be a non-selective secondary school with a sixth form, which Ofsted judged to be ‘Good’ in all categories in November 2017 and again in May 2023. These are exciting times to join us as we near the final stages of an expansion programme, which has seen the school grow by nearly 350 students in the last three years.

You will have:

- Have an AAT qualification with three years post qualification experience
- Have excellent administrative skills
- Have MS Office skills with the ability to use a range of applications including financial systems such as SFMS
- Be highly organised, self-motivated and able to work in a fast moving environment
- Be flexible enough to deal with a varied day’s work

***Staff feel valued and well supported by leaders. They appreciate the way that their well-being is taken seriously. (Ofsted May 2023)***

**We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS clearance.**

**Closing date: Apply as soon as possible**

**We reserve the right to interview potential candidates before the close date.**

To obtain an application pack please download the relevant attachments from our website [www.wexhamschool.co.uk](http://www.wexhamschool.co.uk) where further information can also be found about the school.

If you have any other enquiries, please contact Anita Brudenall-Jones on 01753 526797 or email [recruitment@wexham.slough.sch.uk](mailto:recruitment@wexham.slough.sch.uk).

**In applying for this role please ensure you complete the application form fully, including:**

- **A full work history.**
- **Naming two referees, one of which must be your current employer.**
- **Including a letter/statement of application that must not exceed two sides of A4, this should address areas identified in the Person Specification.**

*"The senior leadership speak with one voice and there is strong sense of unity of purpose, expectation and direction which is leading to positive attitudes and good morale." (Tony Billings, School Effectiveness Officer, February 2021)*



## Job Description

### Finance Manager

ACCOUNTABLE TO:	Headteacher
PURPOSE OF JOB:	To provide financial support to the Headteacher through management of aspects of the School Finance Office.
Working Hours:	Full Time 8am – 4.30pm
Salary:	Level 7 – SCP 30-35 £41,873 - £47,238

### Job Purpose

To support the Headteacher and Finance Lead in the overseeing of the day-to-day financial operations of the school, ensuring accuracy, transparency and compliance with the Local Authority's (LA) financial regulations and the school's financial policies.

### Key Responsibilities

#### 1. Financial Operations

- Manage the day-to-day running of the Finance Office, ensuring all financial transactions are recorded promptly, accurately, and in compliance with LA and school procedures.
- Operate and maintain the school's computerised financial management system (e.g. FMS or similar).
- Process purchase orders, invoices, payments, receipts, and journal adjustments.
- Prepare monthly bank reconciliations and maintain accurate ledgers for audit purposes.
- Monitor payroll reports received from LA, ensuring reconciliation with budget and staffing information, and resolve discrepancies promptly.
- To coordinate bookings for lettings and the collection of monies and ensuring appropriate contracts and protocols are adhered to.
- To lead and support on the closure of accounts process.
- Maintain accurate financial records and oversee day-to-day financial controls, ensuring that spending remains within approved budgets and complies with relevant financial regulations and policies.
- Liaising with external bodies, such as local authorities, auditors, and funding agencies, to ensure compliance with statutory reporting requirements and funding conditions.

#### 2. Budgeting and Reporting

- Maintain accurate budget monitoring records, providing regular updates and forecasts to budget holders and the Headteacher and Governing Board.
- Support in planning, managing, and monitoring the school's budget to ensure financial sustainability and best value for money.
- Produce multi-year budget forecasts, including scenario planning to assess financial risks, funding changes, and pupil number fluctuations.

- Allocate budgets to departments and cost centres, ensuring clear accountability and effective use of resources.
- Monitor income and expenditure against approved budgets on a regular basis, identifying variances and recommending corrective actions where required.
- Ensure effective cash-flow management and oversee the appropriate use of reserves.

### **3. Income and Cash Handling**

- Manage and record all income streams, including parental payments, lettings, and school activities.
- Prepare and issue invoices for income generation and monitor debtors, ensuring timely collection and appropriate follow-up action on overdue accounts.
- Oversee petty cash and imprest accounts, ensuring claims are authorised, supported by receipts, and reconciled regularly.
- Ensure safe handling, storage, and banking of all monies in accordance with the school's security and financial procedures.

### **4. Procurement and Value for Money**

- Liaise with suppliers and service providers, obtaining quotes and negotiating terms in accordance with the school's Best Value Policy.
- Support the renewal and review of contracts and Service Level Agreements (SLAs) with the LA and external providers.
- Ensure compliance with financial regulations, procurement thresholds, and audit requirements.

### **5. Compliance and Audit**

- Maintain accurate and auditable financial records that comply with LA financial regulations and internal/external audit standards.
- Support the Headteacher in preparing for internal and external audits, implementing recommendations where necessary.
- Ensure the Finance Office operates in line with the CIPFA Code of Practice and the Local Authority Scheme for Financing Schools.
- Maintain confidentiality and compliance with GDPR and the Data Protection Act 2018.

### **6. Support**

- Support and work with the Finance Assistant.
- Provide financial advice and support to staff and budget holders across the school.
- Maintain effective communication with the LA Finance Team and other stakeholders.

### **7. General**

- Keep up to date with changes in school finance regulations, funding frameworks, and local procedures.
- Undertaking training as required to maintain professional competence and support personal development.
- Uphold and promote the school's values, policies, and procedures, including those relating to equality, safeguarding, and health and safety.

- Carry out any other duties commensurate with the role and grade as directed by the Headteacher or Finance Lead.

### **Safeguarding Children**

In accordance with the school's commitment to follow and adhere to the Department for Education's guidance entitled 'Keeping Children Safe in Education' (September 2025) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.

You are required to have enhanced DBS clearance.

You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and always dispatch your duty of care appropriately. You will be expected to present a consistently positive image of the school and always uphold public trust and confidence.

### **Confidentiality**

During your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of the Wexham School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

### **Data Protection**

During your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the GDPR 2018 and are properly applied to student, staff and school business/information.

### **Freedom of Information**

The post holder must be aware that any information held by the school, in theory, could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the school's policies and procedures.

### **Smoking Policy**

Smoking is not permitted in any premises or grounds managed by Wexham School. Smoking is not permitted in school vehicles or in any vehicle parked on school premises.

## PERSON SPECIFICATION

### POST: Finance Manager

*training will/can be provided for a suitable candidate	Essential	Desirable
<b>Qualifications</b>		
Attainment of relevant qualifications (AAT qualification with three years post qualification experience).	✓	
GCSE C grade or higher (or equivalent) in Maths and English	✓	
Educated to degree level of equivalent		✓
<b>Experience</b>		
Working effectively within a school environment	✓	
Understanding of finance management systems e.g. FMSiS	✓	
Use of complex databases and data inputting	✓	
In depth knowledge of schools and local government financial scheme of delegation.	✓	
Demonstrate understanding of the impact of related non – financial decisions	✓	
Ability to plan strategically (long term)	✓	
Line Management of Staff		✓
<b>Skills / Abilities / Knowledge</b>		
An ability to work autonomously and as part of a team.	✓	
Good organisation, time management, communication and interpersonal skills.	✓	
Ability to prioritise own workload and work to deadlines	✓	
Awareness of data protection and confidentiality	✓	
Ability to deal with enquiries in a professional and sensitive manner	✓	
The ability to liaise with and gain the confidence of all school staff	✓	
Excellent written and oral communication skills with internal and external people at all levels	✓	
Knowledge of the range of additional support/agencies available for students		✓
High levels of ICT skills, particularly in the use of MS Office packages	✓	
The ability to work flexibly	✓	
The ability to find creative and imaginative solutions to problems	✓	
The ability to produce detailed, concise evaluative reports	✓	

Attitudes		
A commitment to and an enthusiasm for the post	✓	
Adaptability and a professional approach to the responsibilities of the post	✓	
An understanding of and commitment to the equal opportunities policies of the LA, and the School	✓	
An eagerness to gain experience, expertise and professional development through this position.	✓	
A commitment to safeguarding the wellbeing of all students.	✓	

The successful candidate **must** pass the required health and enhanced DBS checks.