



Hounsdown School
- A Science College

Chief Financial Officer (School Business Manager)



Working Together, Achieving Excellence

Chief Financial Officer (School Business Manager)

- £65,005 to £71,678 fte per annum
- Full Time – 37 hours per week – 52 weeks per year
- Permanent
- Closing date: 12:00noon 15 May 2026
- Interview date: 22 May 2026

Dear Applicant

I hope that our application pack reflects the enormous pride that we have in our school, staff and students. The school converted to an academy in August 2011 and is a thriving, highly successful and popular single 11 - 16 comprehensive school of 1305 students. We have a strong emphasis on the traditional values of hard work, honesty, responsibility and respect for others. We value and are proud of our Hounslow Community. We are committed to supporting all staff in their career aspirations.

“Be the best that you can be” means continually striving to be the best version of ourselves.

“Have a Mind to be Kind” means everyone making a personal, positive contribution to our culture of mutual respect and courtesy

Our Vision is to be an outstanding educational provider, offering every young person the highest possible quality teaching, support, challenge and resources which help them help themselves to be the best that they can be.

To achieve this we continually seek to;

- Operate at high levels of TRUST and CHALLENGE for all
- Be safe and prioritise our safeguarding duties as a community
- Build trusted working relationships as the bedrock for successful education
- Provide an excellent learning environment and experiences
- Remember that resilient young people learn good lessons from mistakes and personal challenges
- Constantly reflect on how we can improve as a school community

Safeguarding

Hounslow School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS checks, online searches along with other relevant pre-employment checks.

The Role

About the Role

Hounslow School is seeking a capable, strategic and forward-thinking Chief Financial Officer (School Business Manager) to join our Senior Leadership Team at an exciting point in the school's development.

Reporting directly to the Headteacher, you will play a pivotal role in shaping the school's strategic direction by leading and integrating all key operational functions. This is a highly influential leadership position, combining strategic financial oversight with operational delivery, governance, and long-term sustainability.

You will take professional leadership responsibility for:

- Finance and Procurement
- HR and Payroll
- Estates and Facilities (including Health & Safety and IT oversight)
- Student Services

The CFO is central to ensuring the school's resources, financial, physical and human, are deployed efficiently and effectively in support of outstanding educational outcomes.

Key Responsibilities

Strategic Leadership & Finance

- Provide strategic financial leadership to support the school's long-term vision and development.
- Lead budget setting, financial planning, forecasting and multi-year financial modelling.
- Ensure robust financial controls, value-for-money decision making and statutory compliance.
- Advise the Headteacher and Trustees on financial risk, investment and sustainability.
- Oversee procurement and contract management to maximise efficiency and savings.

Human Resources & Payroll

- Lead all aspects of HR strategy, including staffing structures, workforce planning and policy development.
- Oversee payroll administration and compliance with employment legislation.
- Provide professional HR advice to senior leaders and trustees.
- Support staff wellbeing, performance management and organisational development.

Estates, Health & Safety and IT

- Provide strategic oversight of the school estate, ensuring buildings, grounds and facilities are safe, compliant and well-maintained.
- Ensure full compliance with Health & Safety legislation and best practice.
- Oversee ICT infrastructure and systems to support learning, administration and safeguarding.
- Lead capital projects, maintenance planning and long-term site development.

Student Services & Operations

- Oversee student support and operational services to ensure a high-quality experience for pupils and families.
- Ensure operational systems and processes actively support safeguarding, inclusion and attendance.

Governance & Compliance

- Support the trustee body with high-quality reports and professional advice.
- Ensure all statutory, regulatory and audit requirements are met.
- Act as a trusted professional advisor within the Senior Leadership Team.

Staff Benefits

- Private Health Cash Plan
- Free counselling support
- Fantastic CPD opportunities for all
- Cycle Loan Scheme
- Staff swimming
- Respectful email policy
- Staff fitness sessions
- Excellent pension scheme
- Free onsite parking
- Exceptional Performance Bonus Scheme
- Free lunch on all INSET days
- Long Service awards for all education staff

How to Apply

To apply for this position please complete a teaching staff application form which is available on My New Term.

[Hounslow School, Jacobs Gutter Lane, Totton | Teaching Jobs & Education Jobs | MyNewTerm](#)

If you would like to arrange a visit to the school prior to your application please contact the school directly.

As a school, we welcome and encourage applications from all suitably qualified individuals. We are unable to accept referrals via recruitment agents and therefore unable to contract on their terms and conditions. All candidates will be considered by the school as applying as a direct applicant and not via an agency referral.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Job Description

Purpose

- As a member of the school's Senior Leadership Team, the CFO will ensure the academy's financial planning, control and compliance in liaison and consultation with the Headteacher. The CFO will also oversee, develop, direct and co-ordinate the school's health and safety, personnel, payroll, facilities, community and other non-teaching services
- Take a proactive and partnership role in the developing strategies for the longer-term use and development of the school site including capital building works
- To be proactive in seeking and applying for capital bids
- To lead by example, provide inspiration and motivation, and embody for the students, staff, trustees and parents, the vision, purpose and leadership of the school
- To ensure the effective Continuing Professional Development of the non-teaching workforce
- To communicate effectively with parents and other stakeholders to enhance the teaching and learning environment and resources to improve students' progress and attainment
- To liaise with external agencies
- To promote the school within the wider community, ensuring that its excellent reputation is maintained

To fulfil and meet the responsibilities set out for teachers in the current DfE 'Keeping Children Safe in Education' and current DfE 'The Prevent duty'.

Key Areas of Responsibility

- To be responsible for ensuring all support practices meet statutory requirements for our academy
- Under the direction of the Headteacher provide a high quality service being responsible and accountable for the strategic and day to day management and delivery of the following areas:
 - Finance including Procurement
 - Health and Safety
 - Facilities
 - Personnel & Payroll
 - Community Lettings
 - Catering Provision
 - Cleaning Provision
 - IT Managed Service
 - Student Services

Specific Roles within the Leadership Team

All members of the senior leadership team share corporate responsibility for the professional leadership and management of the school. This involves

- Strategic Direction
- Leading teaching and learning
- Developing self and working with others
- Securing improvement and accountability
- Strengthening community
- Managing an organisation

Within the corporate responsibility framework, each member of the leadership team holds designated lead responsibility for key tasks. These are reviewed and agreed annually. Within this framework the leadership and line management responsibilities of the School Business Manager will include:

Line Management of:

- Finance team
- Personnel staff
- Facilities team
- Student Services team
- Community Lettings team
- Catering Provision
- Cleaning Provision
- IT Managed Service
- Other non-teaching roles as directed

Other Corporate Responsibilities

Attendance at school events where appropriate. Attendance at SLT conference, SLT meetings, Trustee Finance, Pay, Resources and Audit Committee, Full Trustee Body meetings, Health, Safety & Behaviour Committee.

Participate and represent the academy in national and local networks of Bursars/Finance/Business Managers so that the academy is alert to new trends and is familiar with current best practice.

Promote and market the academy to a variety of audiences to raise the profile within the local community.

MAIN DUTIES

Strategic Direction and shaping the future

Contribute to the development and implementation of the longer-term vision and objectives of the school as part of the school senior leadership team. Key areas of responsibility are

- The school grounds, buildings and facilities
- Environmental and sustainability
- Administrative functions
- IT
- The teaching and learning environment

Provide clear information, advice and recommendations to the Headteacher, SLT and Trustees regarding strategic development of service support, utilisation of academy assets and development of the academy's business activity to ensure the best possible learning environment for students.

Be responsible for the monitoring and evaluating the academy's progress against objectives and targets and taking additional action as agreed to be necessary.

Financial Accountability/income generation

To be responsible and accountable for the strategic oversight of day-to-day completion of all financial matters, deploying the work of the school's Finance staff including:

- Preparing and submitting statutory financial statements in line with timelines dictated by statutory bodies.
- Preparing the annual budget and the 3-year forecast budget in liaison with the Headteacher.
- Develop and keep updated the financial and management accounting information systems of the academy and our academy finance handbook.
- Plan and monitor the cash flow of the academy.
- To manage the school's bank accounts
- Ensure the academy receives value for money in its procurement activities
- Preparing monthly financial accounting reports for the Headteacher and Chair of the Finance and to prepare finance reports for the Finance, Pay, Resources & Audit Committee in accordance with the agreed timetable.

- Monitoring the school budget spending in all school accounts alerting the Headteacher to any potential issues as soon as possible.
- Monitoring and preparing monthly reports to all budget holders e.g. Departments and SLT.
- Liaising with budget holders to maintain and monitor their spending ensuring no overspends.
- Maintaining, monitoring and reconciling specific budgets/restricted funds in liaison with the Headteacher and SLT link person. E.g. Pupil Premium, restricted donations.
- Overseeing requisition procedures and payments of invoices via the schools accounting software. Ensuring all external income is received.
- Ensuring all financial statistical returns are completed and reported to the Headteacher prior to sending off.
- To be proactive in securing income through grants or donations

Accounting and Governance

- Develop appropriate accounting processes and procedures to ensure effective operation of financial controls and compliance with best practice.
- Prepare and maintain the academy risk register ensuring its annual review by the trustees.
- To review and maintain a range of policies as instructed by the HHeadteacher.
- To be responsible for the development and implementation of the academy's financial policies, ensuring that they comply with legislation, financial regulations and best practice.
- Advise Trustees and the Headteacher of audit arrangements as required by financial regulations and funding bodies.
- Liaise with auditors, facilitate audit arrangements and implement recommendations.
- Make the necessary arrangements to ensure that the academy is adequately insured.
- Ensure that tax obligations are discharged correctly and effectively

Personnel

To be responsible and accountable for the strategic oversight of day-to-day completion of all personnel matters, deploying the work of the school's personnel staff including:

- Maintaining and updating the school's Single Central Record
- Maintaining and updating staff personnel files and a current staff salary database.
- Checking monthly staff salary report and then passing this to the Headteacher for approval.
- Following National and LA safer recruitment practise, including ensuring references are requested and obtained; DBS and Barred List are requested and obtained e.g. pre employment checks. Keep an ongoing check of these.
- Preparing and issuing contracts in liaison with the Headteacher.
- Completing procedures to generate staff pay and changes to terms and conditions of employment.
- Ensure risk assessment procedures are initiated for pregnant staff completed and recorded.
- To access advice on employment law and related procedures with regard to all school employees from the school's HR provider and legal team
- Completing and circulating the annual pay statements to all teaching staff.
- Oversee that all staff job descriptions are updated annually.
- To oversee the management and administration of pensions for staff through liaison with Teachers' Pensions and the Local Government Pension Scheme
- To oversee the non-teaching staff IPP process

Facilities & Health and Safety in conjunction with the Facilities & Safety Manager

To be responsible and accountable for the strategic oversight of day-to-day completion of all facilities and health and safety matters, deploying the work of the school's facilities staff including:

- To ensure that the school's Health and Safety policy and practice meets legal requirements.
- To undertake the role of Health and Safety Lead and to ensure that school has procedures in place to monitor, review and promote high standards of health and safety and risk assessment practice in staff.
- To ensure and oversee that an annual review programme of risk assessments takes place
- To facilitate trustee health and safety inspection of the school

- To lead and co-ordinate the planned and reactive maintenance and development of the school site, and act as school lead for any buildings work
- Set up and to attend capital build project meetings, contributing to the development and refurbishment of the site.
- To carry out monthly management monitoring of all areas of health and safety

External Contracted Services

To be responsible and accountable for the strategic oversight of day-to-day completion of externally contracted services including:

- Acting as the liaison for the school with the catering contractor
- Acting as the liaison for the school with the cleaning contractor
- Acting as the liaison for the school with the IT managed service contractor

Community Lettings

- To strategically oversee the school's community lettings programme
- To ensure that the letting programme provides additional income for the school above that of its own costs
- To oversee the community hirers comply with our terms and conditions and provide the appropriate documentation

Student Services in conjunction with Head of School / Headteacher

To be responsible and accountable for the strategic oversight of day-to-day completion of all student services matters, deploying the work of the school's student services staff including:

- Overseeing the census returns are completed accurately and timely
- Monitoring that data is accurately recorded and up to date in the Management Information System
- Oversight of daily cover and ensuring it meets the needs of the school
- Ensuring the schools first aid and medical policy and procedures are compliant with relevant statutes and regulations
- Ensuring key admission information is obtained, recorded and maintained for all pupils
- Ensure pupil attendance is recorded accurately and in compliance with relevant guidance

Other Duties

Be responsible for:

- Undertaking the Performance Management/Individual Performance Planning for key non-teaching staff, line manage in line with school policy and practice as requested by the Headteacher including:
 - Facilities and Safety Manager
 - HR Officer
 - Finance Manager
 - Community Manager
 - Student Services Manager
- To meet weekly with the Headteacher to discuss progress and establish priorities and action required
- To attend SLT meeting on a regular basis to update the team and keep them apprised of the developments
- To keep the Headteacher apprised on all personnel and other issues related to area line managed, including alerting the Headteacher to any staff welfare issues
- To attend trustees Finance Pay Resources and Audit, Chairs committee, HS & B meeting and Full Trustee Body meetings, providing verbal or tabled personnel, budget and other reports as requested.
- To be involved in the appointment and interviewing of non-teaching staff under the direction and as requested by the Headteacher.
- To develop systems, policy and process across other area of the school

FLEXIBILITY STATEMENT

The content of this job description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The job description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW

All support staff undertake an annual Performance Management review in line with school policy and practice. This post holder's review is line managed by the Headteacher.

Other specific duties and additional responsibilities

- To uphold the school's values, vision and ethos
- To follow the school's policies and practices in your day to day working practice

To play a full part in the life of the school community, to support its vision and ethos and to encourage and ensure staff and students follow this example; To actively engage in the Performance Management process and continue personal development; To undertake any reasonable request from the Headteacher or Trustees to undertake work of a similar level that is not specified in this job description.

Child Safety

We are committed to safeguarding and protecting the welfare of children and young people and expect all staff and volunteers to share this commitment.

To ensure that the school's Child Protection, Safeguarding, Whistleblowing & Restraint Policies and practice is adhered to at all times;

To be responsible for implementing and embedding the school's safeguarding and child protection policies & practice, alerting the appropriate colleagues or school's Designated Safeguarding Lead to welfare and safeguarding concerns.

This is to remind staff about the expectation to inform the school where the relationships and associations, both within school and out of the workplace (including online), may have implications for the safeguarding of children in the school. Also to remind staff that if their circumstances change in this regard they inform the school via the Headteacher. Any matters raised will be dealt with confidentially and sensitively.

Intellectual Property Rights

All work in the form of curriculum resources and SOW and any other materials produced for students or staff whilst an employee at Hounslow, remains within the ownership of the school. As such the school can determine whether this work is shared with others outside of the school. Upon leaving a copy of the work and materials should and must be left within the school (electronically or hard copy).

Health & Safety

- To be responsible for following the school's Health & Safety policy and practice, alerting the appropriate school staff to areas of concerns.
- To be responsible for completing health & safety training as required.
- To be responsible for the annual completion of your classroom's risk assessment as required by the school.

Training

Risk Assessment

Workstation Assessment

Safer Recruitment

COSHH

Emergency First Aid at Work

Legionella Management

Duty to Manage Asbestos

Absence Management

Fire Risk Assessment

Person Specification

	Essential or Desirable
Professional experiences and qualifications:	
Business & Accounting Qualification	E
Demonstrates significant experience beyond first degree level in business administration, accounting or related discipline	E
Previous experience of School Business Manager role	D
Previous experience of a Business Manager or role in an academy	D
Previous experience of financial accounting	E
At least 3 to 5 years + experience of successfully managing staff, leading and developing administrative and financial functions, including sound budget control and advice to a variety of audiences at a senior level	E
Skills and Abilities	
A presence which inspires confidence	E
The ability to work well and motivate others	E
The ability to use initiative and work independently	E
Sound judgement and integrity	E
Ability to develop and maintain good working relationships with all members of the school community	E
High standards and expectations	E
A clear vision for comprehensive education and how this role operates within this	D
The ability to work well under pressure	E
Ability to be flexible and use a variety of leadership styles successfully	E
Good health, stamina, resilience and a sense of humour	E
Shows potential to generate income from various streams	E
Able to assist with school based strategic planning and project management	E
Able to understand apply the principles of marketing	D
Knowledge of school and academy procedures, Governor guidance, financial regulations	D
Demonstrating good presentation skills	E
Excellent ICT skills	E
Excellent oral and written skills	E
Understanding of Safeguarding practice and DFE requirements	E
Energy, enthusiasm and flexibility	E
Good personal presentation (a professional style of dress is expected)	E
Excellent attendance and punctuality	E

How to Apply

How to complete your application form

In order for you to be considered for the position, it is important that you complete the application form fully. This ensures that all applicants are providing us with the same type of information.

Please use the job description and your knowledge of the role to assist you in completing the application form. Incomplete application forms will delay our recruitment process. CV's will not be accepted in substitution.

Your application is the first step in the process we use to choose employees. It plays an important part in deciding whether or not we invite you to the next stage of the process. Our decision on who to invite will be based on the information you give in your application. Please use your application and personal statement as an opportunity to reflect your personality, experience, strengths and creativity. We receive many applications; make yours stand out.

Personal Information

Enter your personal details in this section. During the recruitment process, we will contact you by email. Some spam filters may re-direct our emails to the spam folder within your email account. Please check your account regularly to minimise the risk of missing an email from us.

Employment History

Current Employer - Enter information about your current employer. If this is your first job after school or college, please give details of weekend, evening jobs, or work placements.

Previous employers - Please provide information about all of your previous employers including permanent, temporary or interim roles. To do this, simply add more sections. You must give a full history in chronological order since leaving secondary education, including periods of any post-secondary education / training, part-time and voluntary work. If you have any gaps in your employment, please indicate the reasons for this. Include full time employment, with start and end dates.

Provide explanations for periods not in employment or education / training and reason.

Formal Education

Enter all of your educational qualifications such as NVQs, GCSEs, O-Levels, A-Levels, AS Levels, Highers, and Degrees. **Include all subjects and grades/scores.**

References

Hounslow School is committed to safeguarding children and promoting the welfare of children, young people and adults. We expect all employees, workers and volunteers to share this commitment. All our recruitment and selection practices reflect this commitment.

For roles working with children and children's data, we comply with the "Safer Recruitment" national guidelines. Ideally, we will take up references before the interview for these roles; however, we do understand that with some positions this is not always possible. We will always be discrete, and if the role that you are applying for allows, you will have the option to let us know if you do not want us to contact your current employer.

Employment references for Safer Recruitment roles should not be from a colleague. They should be from your manager, supervisor or someone who is in a position of authority. It is our preference that referees are provided from different schools if you have worked in school environments previously.

If you are not currently working with children or adults but have done so in the past, it is important that you provide a reference from this employer.

We are committed to providing the best possible care and education to our students and expect all staff and volunteers to share this commitment. All staff have a role to play in safeguarding children and have a responsibility to provide a safe environment in which children can learn. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions or cautions and bind-overs, including those regarded as 'spent' must be declared. Failure to declare any convictions or cautions may result in an offer of employment being withdrawn. A criminal record will not necessarily be a bar to obtaining a position.

Help us to speed up the references process:

- Ensure the email addresses and phone numbers you have provided for your referees are correct
- Do not put two referees from the same place of work
- Let your referees know when you are offered the role
- Tell them that they will shortly be contacted for a reference
- Ask them to complete the reference as soon as possible

Interviews

If you are selected to attend an interview or an assessment day we will notify you via email or phone and let you know the date and time. It is very difficult for us to change the date of the interview once it has been agreed internally. Remember to check your spam folder when accessing your emails.

- Invitations to interview are usually made via email
- If you are invited to interview, please inform us if you require any particular arrangements, specific access or other support to be made.
- Where lunch is provided as part of the interview process (this will be made clear in the interview schedule), please inform us of any dietary requirements
- We will seek references on short-listed candidates prior to interview (where permission has been given)
- Candidates that have submitted their application form electronically will be asked to sign a hard copy (this will be provided) before being interviewed, to declare that it is true and accurate
- You will need to bring three items of identification with you to enable us to validate your identity. Details of appropriate documents will be included in your invitation to interview letter
- You will need to provide original qualification certificates specified as essential to your post in the Person Specification
- Depending on the nature of the post, you may also be required to undertake appropriate tasks/presentation/teaching observation as part of the interview process. If this is the case, full details will be provided in the interview schedule.

“Pupils are keen to excel, ambitious for their own futures, and value the school’s support to help them to achieve their goals. There are excellent programmes to raise aspirations.” Ofsted 2017

Headteacher: **Mr D Veal B.Sc (Hons), M.A.Ed.**

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