



WARREN FARM PRIMARY SCHOOL

Chief Financial and Operations Officer

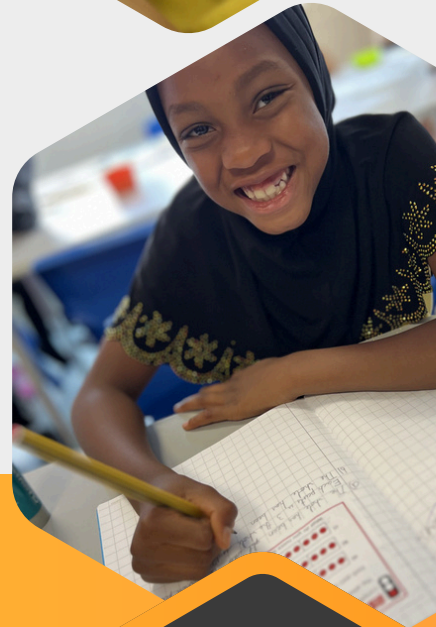
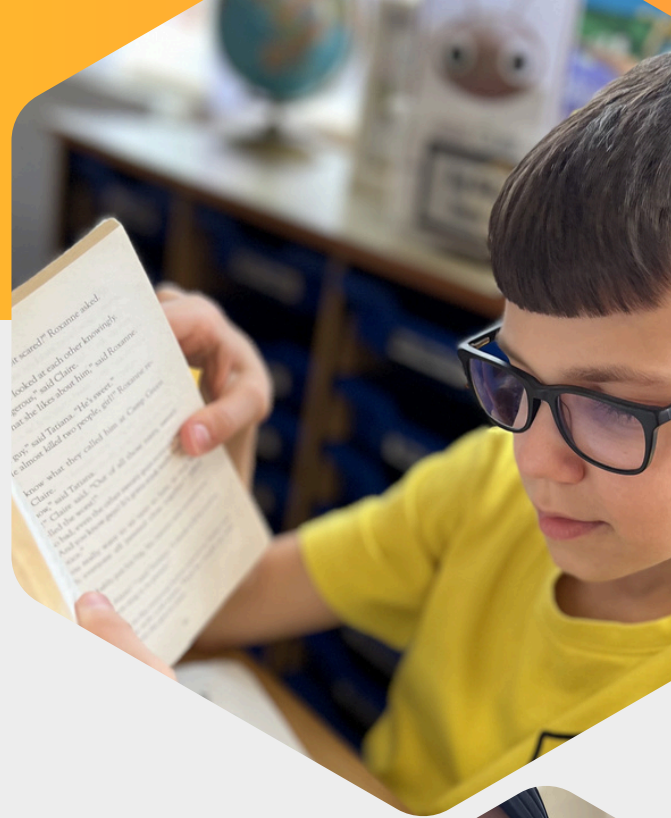
Recruitment Pack

May 2026



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Welcome from the Headteacher

Dear Candidate,

Thank you for your interest in the position of Chief Financial and Operations Officer (CFOO) at Warren Farm Primary School.

We are seeking to appoint an exceptional and values-driven leader who will play a pivotal role in shaping the strategic and operational future of our school. The successful candidate will work closely with the Senior Leadership Team, Trustees and wider stakeholders to ensure the long-term financial sustainability, operational effectiveness and continued growth of Warren Farm Primary School.

This is a significant leadership opportunity for an individual who combines strong financial expertise with strategic vision, integrity and a collaborative approach. Beyond financial leadership, we are looking for someone who understands the importance of culture, relationships and organisational excellence in creating an environment where both children and staff can thrive.

Visits to the school are welcome and strongly encouraged. Please contact the School Office to make an appointment. Applicants should complete the application form in full, addressing the requirements of the person specification.

I hope you will find all the information in this pack helpful and are encouraged to submit an application. Thank you for showing an interest in Warren Farm Primary School."

Yours sincerely,

Mr Simon Taylor
Headteacher

Excellence
in Everything





About the School

At Warren Farm Primary School we are committed to 'Excellence In Everything', bringing equality of opportunity to our children through an ambitious curriculum that reflects the ever changing horizon of multicultural Britain.

Our values of Courage, Honesty, Integrity, Respect and Self Discipline ensure children become active citizens in all aspects of modern society - inspiring them to achieve great things.

We value each child as an individual and ensure that our engaging, challenging, creative and innovative curriculum is accessible for every child. Our progressive curriculum builds on prior knowledge and skills whilst preparing children for the next stage in their education and beyond.

Warren Farm will be recognised for the excellent provision and opportunities that it offers to pupils, their families and the local community. Building strong relationships with all stakeholders will ensure that we are creating partnerships and driving continued success for our children as they navigate the journey to achieve great things.

Children will leave Warren Farm with the skills and knowledge to achieve greatness that lasts a lifetime - opening the doors to a world of opportunities.

Our Vision:
'Excellence In Everything'



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About the Role

The Chief Financial and Operations Officer (CFOO) is a key strategic leadership role at Warren Farm Primary School, responsible for ensuring the long-term financial sustainability and operational effectiveness of the school.

Working as part of the Senior Leadership Team, the CFOO will work closely with the Headteacher, Trustees and senior leaders to lead financial strategy, oversee governance and compliance, and ensure resources are aligned to the school's vision of "Excellence in Everything." This is an exciting opportunity for an ambitious and values-driven leader who can combine strong financial expertise with strategic thinking, operational oversight and a collaborative approach.

The successful candidate will play a central role in shaping the future direction of the organisation, supporting sustainable growth, investment planning and high-quality decision making across the school. Alongside leading finance functions, the role also includes oversight of operational areas including facilities, health and safety, procurement and wider organisational effectiveness.



Job Description

Job title	Chief Financial and Operations Officer (CFOO)
Actual Salary	£53066 - £63072 L1 - L8
Responsible to:	Headteacher
Contract type:	Full Time - 36.5 hours per week - Permanent
Start date	1 st September 2026

Core Purpose

The Chief Financial and Operations Officer is a member of the Senior Leadership Team and is responsible for the strategic financial leadership of the Trust. The CFOO ensures the long-term financial sustainability of the organisation, leads financial strategy, investment, growth planning, and advises the Headteacher and Board on financial risk, resource allocation and organisational strategy. The CFOO provides strategic oversight of the finance function, ensuring strong financial governance, sustainability and value for money, ICFP integration, while delegating operational finance management to the wider Finance team.

Job Description



Duties and Responsibilities

Strategic Financial Leadership

- Lead the financial strategy, ensuring long-term sustainability and alignment with the Strategic Plan.
- Embed multi-year ICFP into all staffing and curriculum decisions to ensure financial sustainability.
- Advise the Headteacher and Board on financial risks, opportunities, and investment decisions.
- Develop long term financial models to support strategic decision making.
- Lead financial planning for expansion, school transfers and capital investment.
- Present financial strategy and performance to Trustees and Committees.

Financial Governance & Compliance

- Ensure full compliance with the Academy Trust Handbook, DFE requirements, and statutory reporting.
- Lead the annual audit process and ensure strong internal controls.
- Oversee financial policies, ensuring transparency, integrity, and value for money.

Budgeting, Forecasting & Performance

- Lead budgeting, forecasting, and financial modelling.
- Ensure accurate, timely management accounts and financial reporting.
- Support school leaders to understand and manage their budgets effectively.
- Oversee budgeting, forecasting, and financial modelling across all schools

Investment, Income Generation & Procurement

- Establish an investment strategy and procure an investment platform.
- Generate additional investment income.
- Deliver savings on addressable non-staff spending through collaborative procurement.
- Oversee procurement frameworks and ensure ethical, compliant purchasing.

Leadership & Culture

- Lead and develop the finance team, ensuring high performance and continuous improvement.
- Promote a culture of financial accountability and integrity.
- Work collaboratively with the The Senior Leadership Team to ensure joined-up strategic planning.

Job Description



Duties and Responsibilities

Supporting Strategic Objectives

- Support pupil number growth by modelling NOR-linked funding and advising on sustainability.
- Support outcomes by ensuring resources are targeted to curriculum and intervention priorities.
- Support attendance initiatives through strategic resource allocation (e.g. breakfast clubs, pastoral staffing).
- Ensure financial planning supports the development of Warren Farm Primary School and future growth.

Associated Leadership Tasks

- Provide coaching, development, and appraisal for all finance related direct reports.
- Ensure financial leaders work collaboratively with operations, education, and school leaders.
- Oversee recruitment, succession planning, and talent development within the finance function.
- Any other reasonable duties commensurate with the level of the role.

Human Resource Management

- Ensure staff have a clear understanding of the finance policies and procedures and the importance of putting them into practice.
- In conjunction with the Headteacher, source specialist third party expertise in relation to HR issues.
- With the Headteacher, ensure that the staffing structure meets the strategic objectives and needs of the school and is accurately costed within budget.

Facility & Property Management

- Financial oversight and appraisal of the Site Services Team to ensure delivery of the following services
- The safe maintenance and security operation of the school premises.
- Ensure all legal responsibilities of statutory Health and safety legislation is adhered to and reviewed as necessary.
- The continuing availability of utilities, site services and equipment.
- Monitor, assess and review contractual obligations for outsourced school services.

Job Description

CORPORATE RESPONSIBILITIES

- Warren Farm Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

ADDITIONAL NOTES

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at Warren Farm Primary School.



Person Specification

Key: E = essential criteria and D = desirable criteria.

	ESSENTIAL / DESIRABLE
QUALIFICATIONS & EXPERIENCE	
Qualified School Business Manager (or a willingness to undertake the qualification) or equivalent professional experience.	E
Demonstrated expertise in financial leadership, with a strong record of applying this knowledge in complex organisational environments	E
Senior leadership experience in an educational establishment or DfE funded organisation.	D
Advanced proficiency in financial management systems, with the ability to design, interpret and optimise financial models, reporting frameworks and analytical tools	E
Proven ability to oversee and assure the integrity of financial data, ensuring high-quality information supports decision-making, performance monitoring and value-for-money assessments	E
Experience implementing ICFP.	D
Track record of establishing, embedding and continuously improving effective financial controls, governance standards and risk-mitigation processes	E
Strong capability to interpret, communicate and present complex financial information to senior leaders, governors and non-finance colleagues, enabling informed strategic decisions	E

Person Specification

Key: E = essential criteria and D = desirable criteria.

	ESSENTIAL / DESIRABLE
QUALIFICATIONS & EXPERIENCE	
Demonstrated leadership in managing workloads, prioritising demands, delegating effectively and driving high-quality outputs within demanding timeframes	E
Deep understanding of education sector funding models, regulatory expectations and operational frameworks, with the ability to translate these into robust financial strategies and compliant practices	E
Evidence of continuing professional development	E
Experience in identifying organisational financial risks and implementing forward-looking strategies and controls to manage them proactively	E
Knowledge of payroll structures and administration (particularly School Teachers' Pay and Conditions)	D
Experience in investment strategy or procurement transformation.	D
KNOWLEDGE	
Strong understanding of financial governance, audit, and compliance	E
Awareness of relevant current policies relating to educational developments	E
Excellent knowledge of the funding, regulatory and legislative environment of academies	E

Person Specification

Key: E = essential criteria and D = desirable criteria.

	ESSENTIAL / DESIRABLE
SKILLS	
Ability to communicate complex financial information clearly to non-financial colleagues.	E
Highly developed planning and prioritisation skills	E
Ability to advise Boards and senior leadership on financial strategy	E
Excellent financial planning and financial risk assessment skills	E

Note:

This job description may be amended at any time in consultation with the postholder.

How to apply...

For further information about the post, or to arrange a visit, which is strongly recommended, please contact the School Office.

To apply please use the Apply Now button on the My New Term job page.

- **Closing date: Wednesday 3rd June**
- **Shortlisting: Friday 5th June**
- **Interviews: Thursday 11th June**
- **Start date: 1st September 2026**

