



Chief Finance Officer

Application Pack

Caroline
Chisholm
School



Caroline
Chisholm
School



Globally Minded • Future Ready

94% of CCS staff say

- ▶ 'I enjoy coming to work'
and
- ▶ 'I receive high quality
support'

(Oct 2025)



CCS received the 'Wellbeing Award for Schools' (2024)

Application Pack – Chief Finance Officer

Welcome - Thank you for your interest

Big question: 'Do you want to work in a place where staff wellbeing truly is at the heart of every decision?'

If so, then our school and the post of Chief Finance Officer at Caroline Chisholm School may be worth considering. We are in a position to offer full and part time applications for this post.

Our school is a dynamic and heavily oversubscribed all-through academy which, as England's first all through state school, covers an age range from 4 to 19. The school caters for over 2100 students across our Primary phase, Secondary phase, and Sixth Form. The school has an incredibly talented and motivated staff body and a supportive, bright, and extremely well-behaved student body.

We are currently seeking someone to join our incredible team within our fully inclusive, all-through learning community. The successful candidate will be a highly motivated individual who has outstanding experience and/or potential. We are seeking to appoint a highly motivated and effective Chief Finance Officer. The postholder will be responsible for delivering robust financial management, statutory compliance and high-quality reporting.

Our school was last inspected by Ofsted in May 2025. The inspection confirmed we maintained our standing as 'Good' overall, with our Early Years Foundation Stage (EYFS) remaining 'Outstanding'.



This is the important stuff...

► Our Vision

Our mission is simple, yet powerful: To inspire every student through the delivery of an innovative, world-class education'. We are proud to be a beacon of excellence in our community; a place where every individual feels safe, valued, included, and glad to belong.

Being an all-through school has a number of benefits for staff, students and parents; children stay settled; staff can work together across all phases and parents can be assured with a consistent approach to their child's education. In addition, the on-site Nursery offers discounted childcare for staff working at Caroline Chisholm School.

We believe passionately in nurturing the natural curiosity of every learner. Our curriculum and wider opportunities are designed to enrich lives, fostering not just academic success, but also social development, moral integrity, and personal growth.

At the heart of our school are our CCS values that shape and resonate in everything we do. Our learners leave us as confident, resilient individuals with deep respect for others and a life-long love of learning. Our curriculum is enriched with first class opportunities for creativity, personal development and global connection designed to shape not only great scholars, but also students who are 'globally minded and future ready'.

Caroline Chisholm School is proud to be a recognised World Class School for High Performance Learning (HPL). This accreditation not only reflects our commitment to the highest educational standards but also empowers us to support and develop teachers across the region. Through collaborative networks and action-based research, we continually refine our practice to ensure that every teacher is the very best they can be... because great teaching transforms lives.

► Our Values

At the heart of everything we do are the values that define us: acting with kindness, learning with curiosity, and living with integrity.

Kindness builds a community where everyone feels safe and valued. It teaches empathy, inclusion, and respect; qualities that underpin strong relationships and positive mental health. Kindness ensures that care for others remains central to all learning and behaviour.

Curiosity drives a love of learning and discovery. It encourages children and young people to ask questions, think critically, and explore the world with open minds. A curious learner becomes a lifelong learner; adaptable, creative, and ready to face change.

Integrity means doing the right thing, even when no one is watching. It fosters honesty, trust, and accountability, the foundation for strong character and good citizenship. It unites academic learning with moral development across every age group.

Together, we will continue to create an inspiring learning environment, one where our young people enjoy exceptional teaching, supported by a 'no excuses' culture, and leave us fully prepared for life and the world of work.

Personal message to applicants, from the Principal

It is such a huge decision to decide where and with whom you will 'do life' with during the next phase of your career. It is certainly something I have considered prior to every job I have ever considered in mine. Are these the kind of people who will support me, help me grow, empower me to become all I can be... somewhere I can give, somewhere I can effect change on the lives of young people... and importantly somewhere I can enjoy living?'

This has always been at the forefront of my mind in the schools I have led, as I believe that our greatest investment should be in our people.

Richard Branson said it best I think: "Train and equip people well enough that they can leave, treat them well enough that they don't want to." This philosophy underpins what we have termed 'The CCS People's Pledge' - our shared commitment to staff wellbeing and excellence. When we really prioritise staff wellbeing and professional growth, we create a culture where every colleague feels valued, supported, and empowered to thrive.

The reality is clear, well documented and often quoted: Workload, burnout, poor pay, lack of support, and leadership gaps are driving talented educators away. Yet schools will always exist, and children will always need great teachers and staff who support them. If we want to be part of shaping globally minded students to enable them to become future ready, something has to change, fast. That change starts with us. With us leading learning, not just managing people but trusting professional autonomy; and recognising the daily impact all staff make beyond test scores.

Teachers and Support Staff are the heartbeat of education. When they choose to leave, the entire system feels it. That's why our pledge is more than words, it's action. We commit to prioritising wellbeing, fostering belonging, championing balance, celebrating contribution, and investing in growth. Because when our staff thrive, our students flourish. It's important we do more than just talk and at CCS... we are doing exactly that!

If you feel that our school ethos fits your ambitions, I would very much like to hear from you. This position is available from June 2026.

Or if you would like to visit our school, please contact our Director of HR, Sarah Stowey ([sstowey@ccs.northants.sch.uk](mailto:ssowey@ccs.northants.sch.uk))

I look forward to exploring the future together, so please get in touch.

Kind regards

Chris Bishop

A portrait of Chris Bishop, the Principal, is positioned on the right side of the page. He is a middle-aged man with a short beard and mustache, wearing a dark blue suit jacket, a white shirt, and a light-colored tie. The background behind him is a blurred outdoor setting with greenery. A diagonal yellow line runs across the page, separating the text on the left from the portrait on the right.

www.linkedin.com/in/cbishop1



Chief Finance Officer

Job description

Caroline
Chisholm
School



Reporting to:

Principal

Salary:

Support staff pay scale M
(£53,460 - £58,827 per annum, pay award pending)

Working time:

We are happy to accommodate either full or part time applications

Responsible for:

The financial leadership, probity and sustainability of Caroline Chisholm Education Trust.

Job Description

Reports to: Principal

Line Management Responsibilities: Oversee Finance, IT, Trip process and Reprographics

Grade / Salary: M, £53,460 - £58,827 per annum.

Hours: 37 hours per week, 52 weeks per year.

Role Purpose

The Chief Finance Officer (CFO) is a key member of the Leadership Team, responsible for the financial leadership, probity and sustainability of Caroline Chisholm Education Trust.

As the Trust's senior finance professional, the CFO provides strategic direction, delivers operational excellence in financial management, and ensures compliance with statutory and regulatory obligations. They support the Principal in fulfilling the role of Accounting Officer and help the Trust achieve its long-term educational and organisational goals through sound financial stewardship.

Key Responsibilities

Strategic Financial Leadership

- Advise the Principal and Trust Board as required on all aspects of financial strategy, planning and risk management.
- Develop and oversee a five-year rolling financial plan aligned with the Trust's strategic objectives.
- Lead the Trust's annual budget process, setting key assumptions and ensuring budgets align with development plans.
- Monitor and manage all income streams (e.g. GAG, top-up funding, OLEAs), advising on any investment of any surpluses.
- Conduct financial due diligence for schools seeking to join the Trust and assess financial viability.
- Support business planning across central services, including IT and HR by integrating financial forecasts and risk analysis.
- Ensure the delivery of digital technology is sustainable for the future through a Digital Transformation Strategy, including the use of student Winbooks and hardware infrastructure replenishment over time.
- Identify and pursue additional funding, grant and income generation opportunities.

Financial Management and Control

- Oversee day-to-day financial operations of the Trust and ensure effective systems are in place for accounting, forecasting and reporting.
- Work with the HR team to ensure the payroll is processed, compliant and regulations are adhered to
- Produce accurate and timely monthly management accounts for the Trust
- Be responsible for the setting and monitoring of in-year budget revisions and ensure timely reconciliation of all control accounts.
- Ensure robust internal controls and financial procedures are in place across the Trust and central operations.
- Manage the Trust's cash position, banking relationships and reserves strategy.

- Lead procurement and tendering processes to ensure value for money and legal compliance.
- Oversee contract management, asset registers, and insurance arrangements through strong procurement processes.

Reporting and Compliance

- Ensure full compliance with the Academy Trust Handbook, Companies Act, and HMRC guidance.
- Prepare and submit all statutory returns including annual accounts, Budget Forecast Returns, VAT and pensions reports.
- Lead on external and internal audits, ensuring findings are implemented and monitored.
- Provide timely and insightful financial reporting to the Trustees and its committees, such as the Finance and Payroll committee to support effective governance.
- Monitor legislation and sector developments, advising on their implications for financial systems and policies.
- As Company Secretary, ensure the Trust meets its statutory obligations including administering information to the ESFA, Companies House and Charity Commission as required and that all Trustees, Members / Directors are listed with Companies House.

Estates and Capital Finance Oversight

- Work with MITIE/KAJIMA and IT / Leadership team to integrate capital plans and infrastructure priorities into financial planning.
- Develop business cases and lead on financial aspects of Condition Improvement Fund (CIF) and other capital bids.
- Ensure sound financial planning for ongoing maintenance and strategic capital investment.
- Maintain and oversee the Trust fixed asset register.

Leadership and Organisational Development

- Lead and manage the above teams as listed under the line management responsibilities.
- Support and train the Leadership Team and other senior managers as necessary on finance-related responsibilities.
- Oversee financial systems and user access; review and recommend system improvements as needed.
- Collaborate with HR and external Payroll team to ensure efficient payroll and pension administration.
- Promote a culture of transparency, accountability, and continuous improvement across all financial operations.
- Represent the Trust externally in financial forums and professional networks.

Person specification



Essential



Desirable

Essential criteria

E	Qualified accountant (ACA, ACCA, CIMA, CIPFA or equivalent).
E	Significant senior financial leadership experience in a complex organisation.
E	Proven ability to manage multi-million-pound budgets, financial controls, and reporting processes.
E	Deep understanding of public sector finance, ideally in education or not-for-profit settings.
E	Familiarity with the regulatory landscape for academies including the Academy Trust Handbook.
E	Strong interpersonal skills, with the ability to influence, lead teams and build trust across a wide range of stakeholders.
E	Analytical, solutions-focused, and committed to the Trust's inclusive and child-centred ethos.

Desirable criteria

D	Experience in an educational setting.
D	Knowledge of PS Financials or other education finance systems.
D	Experience in capital development finances.

Personal Qualities

E	High levels of integrity and professionalism
E	Supportive & collaborative leadership style
E	Ability to work under pressure and prioritise effectively
E	Commitment to maintaining confidentiality at all times
E	Commitment to safeguarding and equality

Our Core Wellbeing Offer

1. Work–Life Balance

- ▶ 45-minute meetings as standard
- ▶ “Out of office” email protocol for holidays/weekends
- ▶ Agile working arrangements considered
- ▶ Protected Planning, Preparation and Assessment (PPA) time
- ▶ Paid, annual ‘Flexi-Day’ off from Trustees available, upon request
- ▶ Directed time well below 1265 hours for teaching staff
- ▶ ‘Discretionary leave’ considered for life events
- ▶ Half day at end of Christmas and Summer terms

2. Recognition & Community

- ▶ Monthly “I heard a Whisper” awards
- ▶ Regular shout-outs from leadership and peers
- ▶ Relaxing, shared staffroom spaces
- ▶ Termly staff raffle
- ▶ “Feel Good Friday” thank-you briefings
- ▶ Link Trustees to leadership
- ▶ £500 “Recommend a Friend” bonus
- ▶ Salary sacrifice schemes for bikes, tech, childcare
- ▶ Blue Light Card paid for bi-annually
- ▶ Fair TLR values for part-time staff

3. Voice & Influence

- ▶ Annual strategy review using Boston Consulting Group (BCG) Matrix
- ▶ Annual anonymous staff survey with published actions
- ▶ "Stay Interviews" to understand retention
- ▶ Termly Staff Wellbeing Forum
- ▶ Dedicated Wellbeing Trustee
- ▶ Open-door SLT policy

4. Professional & Personal Growth

- ▶ Funded CPD and skill development
- ▶ Peer-to-peer instructional coaching & mentoring
- ▶ Transparent career pathways
- ▶ Regular 1:1s with leaders
- ▶ Disaggregated training days
- ▶ Learning walks with no personal judgements
- ▶ Free music tuition (where possible)
- ▶ July start for Early Career Teachers

5. Health & Wellbeing

- ▶ Wellbeing Policy
- ▶ Free flu vaccinations
- ▶ Access to 'GP On-Demand'
- ▶ Free tea and coffee
- ▶ Mental Health First Aiders
- ▶ Wellbeing modelled by senior staff
- ▶ Formal supervision statutory for DSL staff
- ▶ Wellbeing email for concerns/suggestions
- ▶ Confidential, free Employee Assistance Program (EAP)
- ▶ Clear policy for managing challenging families – 'no excuse for abuse'
- ▶ SLT agenda includes "Impact of decisions made"
- ▶ "Brunch at Breaktime" on last Friday of each month
- ▶ Fitness and wellness program – inc. Yoga lessons, staff sports, free on-site gym



How to apply

Simply click "apply now" to complete the application form, and upload your supporting statement to tell us about your experience and suitability for the post with reference to the job description and person specification.

An on-line search will be conducted for all shortlisted candidates prior to interview.

If you have any immediate questions, or you are interested in visiting the school prior to application, please do not hesitate to email Jane Trevellick, Payroll and HR Coordinator via:

jtrevellick@ccs.northants.sch.uk

Please note that all applications must be submitted by **midday 19th March 2026**

If you have not heard from the school within 2 weeks of this deadline, please assume that your application has not been successful on this occasion. References will always be requested before interview.

Interview

Interviews for the post will take place on Wednesday 25th March 2026.

The school reserves the right to interview strong candidates at an earlier date to ensure we secure the best person for the post.

"Reflecting on my time in both primary and secondary, I can see how much support I've received. My school has provided a solid foundation in academics, helping me develop essential skills that I will carry forward."

Trisha, Year 8

Caroline Chisholm School



Principal: Mr Chris Bishop

Vice Principals: Mr Andrew Fisher, Mrs Elizabeth Husband, Mr Gary Wakefield



www.ccs.northants.sch.uk



01604 344744



office@ccs.northants.sch.uk



Caroline Chisholm School

Wooldale Centre for Learning, Wootton Fields, Northampton, NN4 6TP



[CarolineChisholmSchool](https://www.facebook.com/CarolineChisholmSchool)



[@CarolineChisholmSchool](https://www.linkedin.com/company/CarolineChisholmSchool)



[@CarolineChisholmSchool](https://www.instagram.com/CarolineChisholmSchool)