



Appointment of Director of Finance & Resources

Required: April 2026

Pay Scale: Competitive

Working hours are typically between 08:00-16:00, but this role is part of the Leadership Group and, as such, there will be an expectation of attendance required at school events and meetings which may fall outside the normal working day.

Please note we have a Flexible Working Strategy in place and are **'happy to talk flexible working!'**

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Dear Prospective Applicant,

Thank you for your interest in joining Wycombe High School. As Headteacher, I am delighted to introduce you to our vibrant and ambitious community—a place where tradition meets innovation, and where every member of staff is valued for the unique contribution they bring. Our Director of Finance and Resources role is an exciting opportunity to contribute to the success of our school community and is being advertised following the planned retirement of the current postholder.

Wycombe High School has been at the forefront of girls' education since 1901, guided by the unshakeable belief that there is nothing a girl cannot achieve. Our ethos, "we look beyond," is more than a motto—it's a lived experience. We are proud to nurture an environment where curiosity, compassion, and limitless ambition flourish, and where staff and students alike are encouraged to challenge stereotypes and reach their full potential.

Our school is a tapestry of diversity, with students from a wide range of backgrounds and staff who bring a wealth of experience and perspectives. The sense of community and mutual respect here is palpable; it's reflected in our outstanding Ofsted report and in the everyday interactions that make Wycombe High such a special place to work.

We invest heavily in our facilities and professional development, ensuring that both students and staff have the resources and support they need to thrive. From state-of-the-art classrooms to our unique student-led TV channel, opportunities for creativity and growth abound.

But what truly sets us apart is our commitment to wellbeing and flexible working. We understand that life is complex and that great educators need space to balance their professional and personal lives. That's why we have pioneered a flexible working strategy, offering options such as remote working, part-time roles (including leadership positions), flexi-time, job shares, and phased retirement. Our approach is pragmatic and consultative, designed to support staff at every stage of their career. We are proud to have received the Mind Wellbeing Index Gold Award for two consecutive years, recognising our success in embedding mental health and wellbeing into our policies and practices.

At Wycombe High, you will find a culture that supports and energises people to be the best they can be. Staff nurture one another, share ideas, and celebrate achievements. We are never complacent—always striving to build on our reputation as one of the best schools nationally and internationally.

If you are passionate about education, eager to make a difference, and looking for a school that values both excellence and balance, I warmly encourage you to apply. I look forward to welcoming you to our community and supporting you on your professional journey.

With best wishes,

Nicola Renyard, Headteacher

Key Dates Deadline for applications: Wednesday 21 January 2026
Interviews will take place: week commencing 26 January 2026

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The Role



We are seeking to appoint a professional and approachable individual to join the Leadership Group of our all-girls' grammar school. The successful candidate will be responsible for the strategic and operational aspects of Financial Resource Management; Human Resource Management; Management Information and ICT; Facility and Property Management, plus the Health, Safety, Risk and Compliance Management of the school and its associated entities.

Main duties and responsibilities:

Financial Resource Management:

- Maintain a strategic 5-year plan including leading on growth and maximisation of student numbers.
- Act as a trusted advisor to the Trust Board and act as Company Secretary to WHSAT.
- Advise the Leadership Group and Trust Board on the identification and management of risk associated with Finance, Administration, HR, Facilities and IT.
- Management, submission and monitoring of the school Budget, providing regular reports, revisions and updates as required.
- Oversee the Financial Asset register.
- Keep up to date on financial developments and best practice in the Educational Sector.
- Provide formal reforecast of the full year financial outturn after the first five months of actual results.
- Ensure monthly financial results are up to date and all accruals and prepayments are included.
- Ensure effective project management of building projects from funds application through to project completion to the agreed timescale and budget.

Risk and Compliance:

- Provide support and advice to the Trust Board on matters relating to Governance.
- To advise the Headteacher, and Trust Board on policies and legislation regarding employment, equal opportunities, GDPR, financial management and health and safety.
- Ensure the safeguarding, safe maintenance and security operation of all School premises.
- To ensure compliance with GDPR legislation.
- Preparation and maintenance of the Business Plan and Risk Register. Ensuring the risks are identified and owned by relevant staff members, including the identification, probability and management of these risks.
- Ensure that any formal finance agreements meet statutory Academy regulations, with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.
- To ensure the requirements of the Academies Trust Handbook are met and maintained.
- Prepare information for publications and returns for the DfE, ESFA, Companies House and other agencies and stakeholders within statutory guidelines.
- To keep the school's Single Central Record under review to ensure its accuracy and completeness.

HR Management:

- Line management responsibilities for the Finance, ICT and Facilities Management departments.
- To line manage and provide leadership and guidance for support staff working in the areas of finance, premises and maintenance, grounds and cleaning. To be responsible for their performance management, professional development, and training.

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The Role (Continued)

- Plan, arrange and report on aspects of Staff Development for these associate staff.
- To work under the direction of the Headteacher and alongside the Headteacher's PA to recruit associate staff in these areas.
- Manage the relationship with the Academy's auditors including briefing Trustees on performance on both statutory and other audit services. To include the programme of internal work and reports prepared for the Board.

Technology & IT:

- As far as possible within limited resources to ensure the security and integrity of the School's ICT systems, minimising threats from potential malware attacks and other risks which would affect efficient and effective service delivery
 - Consult with the ICT Services Manager and other relevant parties to introduce new technology or improve existing technology for different purposes
 - Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
 - Communicate the strategy and relevant policies, including GDPR for use of technology across the School
 - Ensure contingency plans are in place in the case of technology failure
 - To oversee the school website and other social media platforms, providing changes and information as required
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT, including teaching, learning and assessment systems
 - Establish systems to monitor and report on the performance of technology within the School.

Other:

- Seek professional advice on insurance and give advice on appropriate insurances for the school and implement and manage such schemes accordingly
- Liaise with the Department for Education in connection with the management, asset plan information and development of the School premises
- Maximise income through lettings and other approved activities
- To deputise for the Headteacher on activities related to the entities as required
- To undertake all other reasonable duties as required by the Headteacher

The successful candidate will have great customer service skills, be a good communicator and enjoy working in a busy, lively environment within a Senior Leadership role which offers a lot of variety, and an opportunity to contribute to shaping the leadership and management of the School.

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The Person

We are looking for the right person to fill this vacancy; you are looking for the right school to work in. The characteristics we are looking for include:

Essential:

- Qualified Accountant (ACA, ACCA, CIMA)
- Good relevant honours degree.
- Commercial acumen and experience of managing budgets (£10m +) and preparation of statutory accounts.
- Strategic thinker with the ability to understand the big picture, prioritise effectively and take decisions in the long-term interests of the School.
- Strong knowledge of funding, regulations (including audits), and legislation.
- Evidence of project management experience.
- Exceptional leadership skills with the ability to motivate others to succeed.
- Strong negotiation skills with the ability to persuade and influence colleagues and other stakeholders
- Knowledge and confident use of software packages including Arbor (training can be given), MS Office, Excel and Outlook
- Excellent communication skills, including oral, written, administrative and telephone skills, with the ability to present complex information to multiple stakeholders.

- Able to use initiative and proactively prioritise workload and work quickly and accurately under pressure
- Able to work independently but also as part of a team
- Organised and professional with the ability to work within defined standards and procedures.
- Courteous, discrete and respectful of confidentiality
- Positive, 'can do' attitude to work
- Experience of delivering a high quality, responsive service
- Committed to the ethos, vision and values of Wycombe High School.
- Experience of working in a busy environment
- Ability to manage own substantial workload and meeting challenging deadlines.

Desirable:

- Familiarity with the education system and the professional code of conduct for teachers / staff.
- Specialist knowledge in one or more key area/s including governance, premises or IT.
- The ability to relate well to adults and young people
- Demonstrable understanding of key issues affecting HR and understanding of people management.
- Experience with Marketing and Fundraising.

Key Dates **Deadline for applications: Wednesday 21 January 2026**
Interviews will take place: **week commencing 26 January 2026**

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How to apply

[Apply Here](#)

The application form can be found via MyNewTerm on our website, using the following link:

www.whs.bucks.sch.uk/about-whs/vacancies

To apply for this post, please complete the application form in which you should:

1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post
3. Describe the skills and strengths that you will bring to the school, paying particular attention to the person specification above.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form.

Send completed application via MyNewTerm to:

Mrs N. Renyard, Headteacher
Wycombe High School,
Marlow Road, High Wycombe,
Bucks, HP11 1TB
Email: hr@whs.bucks.sch.uk

Key Dates

Deadline for applications: Wednesday 21st January 2026

Interviews will take place: week commencing Monday 26th January 2026



References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

Safeguarding

Wycombe High School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS). HR will carry out an online search on shortlisted applicants. Please be aware that we may ask you for your social media handles to facilitate this.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people.

All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

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Pay, Benefits and Conditions

Pay Scale:

The School aligns salaries with the Bucks Pay Scale. We can offer a competitive salary depending on experience and qualifications. Please contact the HR department at hr@whs.bucks.sch.uk if you would like salary banding details for this position.

Pension:

Successfully appointed candidates will automatically be enrolled into the Local Government Pension Scheme, into which the School pays very generous employer contributions of 22.1%.

Equal Opportunities

Wycombe High School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British legislation.

Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice.

The Headteacher is responsible to the Trustees for monitoring this policy.

The school operates an Equality Cohesion Policy.

Smoking And Alcohol

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the time-tabled school day and thereafter only at the Headteacher's discretion during authorised school events.

Dress Code

The school has a dress code for staff:

Staff (teaching and support staff) should dress in a professional manner, appropriate to the education profession. Staff regularly meet parents, external agencies and visitors to the school. They are also role models for young people and operate under statutory duties of care.

"At Wycombe High School, staff wellbeing is at the top of our agenda. We are proud to work alongside Mind, the mental health charity, having received the Gold Award for two consecutive years which is given to employers who have 'successfully embedded mental health into their policies and practices'".

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Benefits



Working In Partnership With Mind

We have worked alongside Mind (the mental health charity) since 2018 and have been awarded their **Gold** award for employers who have: 'successfully embedded mental health into their policies and practices.'



Disability Confident Committed Employer

A guaranteed interview for applicants who meet the minimum shortlisting criteria.



Employee Assistance Programme

This is a free, independent, confidential service for staff, their partners and dependents up to the age of 21, giving 24/7 access to counselling, legal, medical and financial advice and support.



Generous Employer Pension Contributions (22.1% employer contributions)

Support staff are auto-enrolled in the Local Government Pension Scheme which offers exceptional employer contributions and benefits.



MHFA England

Mental Health First Aiders

We currently have four trained members of staff who are available to offer support and guidance to employees who need it.



Domestic Abuse Champion

A fully trained member of staff is available onsite, signposting to specialist services or organisations.



National Whole School Wellbeing GOLD Award 2024

Working with 'Raising Attainment With Wellbeing' we have been awarded the National Whole School Wellbeing Gold Award, acknowledging that we put wellbeing at the heart of learning, teaching and leadership.

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Workload and Wellbeing Initiatives



Teachers' Workload Initiatives

- Condensed days for parents' consultations, with a collapsed P5
- Revised Assessment Policy to support with marking
- Weekly 'Learning & Teaching' briefings
- Disaggregated Inset Days plus two Academy Days
- Early finish at the end of each term
- Dedicated Subject Leader for PSHEE
- The Virtual Staffroom, a platform for staff to keep connected online
- A Flexible Working Strategy to support work/life balance
- Staff encouraged to put their 'out of office' email at the end of the day

Staff Workload and Wellbeing Initiatives

We have a thriving Staff Association, and four Mental Health First Aiders, who organise social events for school employees such as:

- Employee Assistance Programme
- Christmas Party
- End of Term Celebration
- Yoga (subsidised, onsite classes)
- Social breaktimes, with food provided to staff
- Onsite subsidised canteen
- Corporate leisure centre membership (reduced cost to staff)
- Onsite free car parking and Cycle Scheme registration (salary sacrifice for tax-free bicycles)
- Salary sacrifice scheme for laptops
- Bingo!
- Ten Pin Bowling
- Inset Day wellbeing sessions (e.g. staff quiz, nutritionist talk, Army team-building day, menopause workshop...)
- Staff magazine



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Candidates will be advised as soon as possible if they have been successfully shortlisted for interview.

Candidates who have not heard from us within seven days of the closing date should assume their application has been unsuccessful on this occasion.

AT WYCOMBE
HIGH SCHOOL

**WE LOOK
BEYOND**

We look beyond the
traditional grammar school.

We look beyond league tables
and examination results.

We look beyond stereotypes
and conventions.

We look beyond a world
where futures are fixed.



Wycombe High School, Marlow Road,
High Wycombe, Bucks HP11 1TB

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