



**Application Pack for the position of
Finance Manager**

Glenthorne High School

Required as soon as possible

www.glenthorne.sutton.sch.uk

PACK CONTENTS

Letter to candidates	3
Job Description	4 & 5
Person Specification	6
Information for applicants	7 & 8
Guidance to applicants	9 & 10
Dates for your diary	11
Willow Learning Trust Benefits	12

LETTER TO CANDIDATES

April 2026

Dear Candidate

Thank you for your interest in this exciting opportunity to join our Trust.

Since its establishment in 2017, the Willow Learning Trust has developed into a thriving community comprising three schools across Sutton and Merton: Glenthorne High School, Aragon Primary School and Abbey Primary School, alongside our Outstanding SCITT (School-Centred Initial Teacher Training). We are united by a strong set of shared values and a commitment to excellence. Our Trustees, Governors and staff work closely together, and our Headteachers collaborate to create a supportive, forward-thinking environment in which both staff and students can flourish.

As a member of our Finance team, you would be joining a successful, effective and welcoming department, the team consists of six staff based at Abbey Primary School and one at Glenthorne High School. We are currently recruiting two Finance Managers, these vacancies have arisen due to one colleague retiring after 25 years of service and another to seek further opportunities. We hope you will consider applying, and should you do so, please indicate whether you have a preference for either of the available roles.

This pack includes the Job Description, Person Specification and full guidance on how to apply.

Thank you once again for considering the role of Finance Manager at Willow Learning Trust. We are delighted that you are exploring this opportunity and look forward to receiving your application.

Kind regards

Jan Mayoran

Director of Finance

Willow Learning Trust

JOB DESCRIPTION

POST TITLE:	Finance Manager
SALARY:	6/SO1 (18-25) (£35 320-£39 276 FTE)
REPORTING:	Director of Finance
WORKING HOURS:	36 hours per week (Term Time plus 1 weeks in school holidays) Part-time may be considered for the successful candidate

Purpose of the Role

The School Finance Manager is responsible for delivering effective day-to-day financial administration at Glenthorne High School. The post holder will support the Director of Finance and Glenthorne Headteacher by ensuring compliance with the Academy Trust Handbook, the Financial Procedures Manual, VAT regulations, and all statutory requirements. The role ensures accurate financial processing, robust financial reporting, and high standards of financial governance

Key Responsibilities

Financial Management

- Provide financial support to all Glenthorne school, ensuring deadlines and deliverables are met.
- Prepare Glenthorne monthly management accounts, Balance Sheet Reconciliation, ensuring accurate and consistent coding in line with the Trust's financial framework.
- Process bank reconciliations for GLE Bank accounts, ensuring accuracy, completeness, and prompt resolution of discrepancies.
- Prepare financial reports for the SCITT, payments and support the completion of annual returns.
- Process Glenthorne invoices, receipt payments, and ensure all expenditure is approved by budget holders.
- Process Glenthorne supplier payments via BACS, charge card and Paxton card; reconcile accounts and monitor outstanding balances.
- Ensure all income and expenditure is recorded accurately in PSF with correct nominal and account coding.
- Ensure all cash receipts are processed and banked promptly, and that any funds relating to the Charity are accurately identified and transferred.
- Ensure SEN funding is invoiced and received promptly and provide reports to SEN Leads.
- Prepare and submit claims for capital bids/expenditure from the Local Authority or other government bodies.
- Provide monthly breakeven and financial performance reports to key stakeholders.
- Support the Director of Finance in preparing annual budgets ensuring accuracy, completeness and alignment with strategic objectives.
- Carry out month end and yearend procedures, including accruals, prepayments, deferred income, and production of required reports or statistical returns.
- Manage financial administration relating to new students, school trips, workshops, and events using school systems.
- To assist with Internal Audit and External Audit deliverables/ queries.
- Produce Trip Outturn reports along with reconciliation of Trip card expenses following the completion of School Trip.

JOB DESCRIPTION

Income & Parent Liaison

- Liaise with parents regarding dinner money, monitor payments, and report outstanding debts to the Director of Finance.
- Update SIMS with Free School Meal information and process holiday voucher allocations.

Lettings & Additional Income

- Support the Lettings Manager with raising invoices and managing bookings for hired facilities.

Team Support & Systems Use

- Act as the senior financial lead in the absence of the Finance Director, ensuring continuity of financial oversight and decision-making
- Provide guidance and support to Finance Officers to ensure the team meets collective deliverables.
- Use systems such as Excel, PowerPoint, and other standard software as required.

Payroll

- Support the Director of Finance in overseeing the Trust's payroll function.
- Responsible for processing and balancing the payroll control account and posting payroll journals.
- Process and approve Staff expense claims in line with Trust policy and procedures.

All Staff Responsibilities

- Work collaboratively with the immediate finance team and wider Trust colleagues.
- Promote and uphold the safeguarding and welfare of all young people.
- Comply with Trust policies, including safeguarding, child protection, health and safety, confidentiality, data protection, and security.
- Undertake any additional duties within the grade and scope of the post, with permanent changes incorporated into future updates of the job description.
- Ensure that value for money underpins all financial activities.
- Work at other Trust schools from time-to-time if required.

PERSON SPECIFICATION

Finance Manager

Essential Criteria	
Qualifications and Training	
Accountancy /Financial qualification ACA, CIMA, AAT or similar	A
Experience	
Experience in Budgeting and Forecasting.	A/I/T
Accounting & Financial experience of Purchase Ledger, General Ledger, Sales Ledger, Bank Reconciliations	A/I/T
Advanced experience working with and highly competent with spreadsheets and computerised accounting software in a commercial/ education environment	A/I/T
Experience of and willingness to cover multiple aspects of financial administration and analysis	A/I/T
Experience of finance analysis and reporting in a business environment	A/I/T
Skills and Qualities	
Honesty, integrity, drive and determination.	I
Aptitude and strong understanding of financial and IT systems.	A/I/T
Ability to lead, motivate & support colleagues	A/I
Quick and willing to acquire new knowledge/skills.	A/I
Ability to prioritise and meet strict deadlines.	A/I
Excellent communication skills both verbally and in writing with all stakeholders: staff,	A/I
Ability to set high standards for self and others.	A/I
Strong problem-solving skills	A/I
Ability to maintain and enhance effective systems for the smooth running of the school.	A/I
Ability to establish positive relationships with people at all levels.	A/I
Ability to maintain confidentiality.	A/I
Attitude	
Adaptable to deadlines and challenges	I
Initiative, flexibility, resilience and have a 'can-do' approach	I
Commitment to the aims of the Trust and to securing best value.	I
Ambition and enthusiasm for own career and the Trust.	I
Understanding of safeguarding responsibilities and the need to work within the school's child protection and safeguarding procedures.	A/I
Commitment to equal opportunities.	I
Willingness to participate in, and show a commitment to, own professional development.	A/I
Desirable Criteria	
Experienced in PS Financials	A
Experienced in payroll preparation.	A/I
Experience of working in an educational setting, showing the postholder's ability to work effectively with teaching staff and to operate confidently and appropriately in a school environment.	A/I
Experience of supporting and advising budget holders in the management of budgets	A/I
Key: A = Application Form, I = Interview, T = Task	

INFORMATION FOR APPLICANTS



Glenthorne High School is a successful, over-subscribed, mixed comprehensive school for pupils between the ages of 11 and 19 situated in the London Borough of Sutton. In July 2017 we became part of the Willow Learning Trust with two local primary schools: Aragon and Abbey.

We believe in Achievement for All. We have a reputation for excellence and are well known for high standards of achievement and behaviour. Significant investment in facilities over the last few years has seen the building of two new science classrooms, a new 6th form facility and MUGA (Multi Use Games Area).

We were inspected by Ofsted in January 2026 and judged to be operating at a strong standard, with exceptional practice in inclusion and personal development and wellbeing. Inspectors noted that pupils feel safe, behave exceptionally well and are highly focused on their learning. Relationships between staff and pupils are courteous and respectful, and leaders' high expectations ensure pupils achieve consistently strong academic outcomes and are well prepared for their next steps.

The school was designated as a National Teaching School in March 2013 and we developed the Sutton Teaching School Alliance to support professional development and further improve best teaching practice across the Borough of Sutton. Glenthorne became a SCITT in 2014, leading secondary and primary schools in Sutton and Merton to deliver high quality ITT. The SCITT was judged 'Outstanding' in 2021. The SCITT comprises of over 20 high-performing local, yet diverse secondary and primary schools, which have made rapid progress over recent years, have high expectations of students and view teacher training as the key to future success.

We also have a specialism in the arts. We are a centre of excellence in the arts and hold the Artsmark Platinum Award. We hold the Challenge Award recognising excellence in meeting the needs of our more able pupils. Professional development is encouraged at all levels of the school and is supported by performance management.

We value professional development and there are opportunities to develop subject, pastoral, and management skills.

Our priorities are to continue to improve specific aspects of teaching and learning, develop our curriculum and raise standards of attainment.

The curriculum at Glenthorne is organised into Subject Areas, each with its own Subject Leader. In Year 7, pupils

are set in core subjects and languages with mixed-ability groups for other subjects. Pupils take their options in Y8, and study their GCSE subjects for three years.

A wide range of GCSE and A Level courses are taught together with BTEC and other vocational courses. Subjects are taught in their own suites of well-equipped classrooms. Extra-curricular activities are a further strength of the school. Subject Areas encourage a wide range of extra-curricular activities - visits to galleries and theatres, clubs in Science and Technology, field trips, museum visits and so on. Recent school productions have included "Oklahoma" and "Addams Family". All involved over 100 pupils and proved to be huge successes.



Sport is a key area of achievement and the school runs a Football Academy for Sixth Form students. We run many teams and clubs in a variety of different sports. There is also an excellent Challenge Week for all KS3 students in July each year designed to promote teamwork, problem solving, creative thinking and resilience.

Pupils at the school are organised in mixed-ability tutor groups with nine (ten in Y9, 10 & 11) in each year group. Most form tutors and Heads of Year move up the school with the year group. Together they play an important role in the monitoring of pupil progress as well as in supporting individual pupils. All pupils and staff are all allocated to one of four Houses: Rollason, Seacole, Turing and Morris, providing opportunities for pupils in all year groups to work together in friendly competition.

The SEN Department at the school is fully committed to supporting the needs of pupils who experience learning, behavioural or emotional difficulties. We offer a wide provision of intervention and support encompassing literacy, numeracy, speech and language, social skills, anger management and individual mentoring.

We also offer the following benefits to staff: Discounted Healthcare, Electric Vehicle, Cycle to work schemes, on-site parking, Employee Assistant Scheme, and a generous pension, both Teachers and Support. We also offer a flexible afternoon, a fortnight, during which fulltime teaching and support staff can work from home.



Willow Learning Trust is committed to promoting a positive and diverse culture in which all staff and young people are valued and supported to fulfil their potential irrespective of their age, disability, race, religion, belief, sex or sexual orientation. The Trust works hard to provide a working environment and management practices which balance the drive for high standards and expectation with the need to promote employee wellbeing and good health.

Please note the Trust is committed to promoting and safeguarding the welfare of all our children and staff. As such, all posts are subject to an enhanced DBS disclosure, on-line check, references amongst other pre-employment checks.

SAFEGUARDING STATEMENT

Safeguarding at the Willow Learning Trust is of paramount importance. Each school in the Trust has its own Safeguarding Policy which is reviewed and approved by the Local Governing Body on an annual basis or more frequently if new guidance is received, and adopted by each school's Local Governing Body.

- The Board of Trustees receives a termly update on safeguarding from each school through Headteacher Reports.
- Each school nominates a Safeguarding Governor and a Deputy who visit the school to ensure that correct procedures are being followed and to check that the Single Central Record is upto-date.
- Each school completes an appropriate safeguarding audit following Local Authority guidance which is reviewed by the Local Governing Body and submitted to the Trustees' Personnel Committee each year in the Autumn Term.
- Each school reports back to the Trustees' Personnel Committee on action taken to address development points identified in their audit.
- Each school puts in place appropriate systems and software to ensure effective safeguarding through filtering and monitoring of computer use.

For further information about the school, please visit our website at www.glenthorne.sutton.sch.uk

GUIDANCE TO APPLICANTS

Please read these carefully before making your application.

THE APPLICATION FORM

Please complete in **black** pen or type. Additional sheets may be used.

The application form will play a key part in whether you are called for an interview, so it is important that you take your time and complete it as fully and accurately as possible.

When selecting candidates for interview we have to base our decisions on the information you give us. The Person Specification is enclosed with this application form. This is a list of the skills, knowledge, qualifications, experience, aptitudes and abilities that are required to perform the job. When we read your application form we will be looking for evidence of examples which demonstrate how you meet the criteria in the person specification. You must include sufficient evidence and examples to show that you meet the requirements.

PERSONAL DETAILS

For monitoring purposes we would ask that you provide the information requested on the Equal Opportunities Monitoring Form at the back of the application form. This form is removed before shortlisting and will be destroyed after monitoring.

CAREER HISTORY

This is the record of your work history. It may include periods of unpaid or voluntary work as well as paid employment e.g. you may include time spent as a carer for one of your family or a voluntary helper in a school. Please account for any gaps in your employment history.

If the title of the position does not make it clear what work you did e.g. twilight crew, canvasser, please briefly describe the main duties.

You may continue on another sheet if you need extra space.

EDUCATION, QUALIFICATIONS, TRAINING

The Person Specification may ask for specific qualifications or training. You should list the relevant qualifications or courses undertaken. Where you have additional qualifications or training, mention these if they relate to your knowledge or skills. Proof of qualifications will be required at interview.

STATEMENT OF SUITABILITY

This section is your opportunity to show us that you meet the Person Specification. Take each criterion of the Person Specification and tell us the details of your knowledge and experiences. Give specific examples of things you have done which demonstrate your ability.

When reading your application, we cannot assume that because you have experience you also have the ability to carry out a task and vice versa. You may have experience of managing staff, but we need to know how you motivated your staff. We don't expect you to have formal experience, but if you can show that you have the ability to do the component tasks, that will be equally acceptable e.g. to organise a meeting you need to be able to: liaise with others, book accommodation, organise refreshments, and compile agendas.

You may already have prepared a CV and want to send that instead of answering the Statement of Suitability. You may send it, but you must also complete the Statement of Suitability. CVs often list the jobs you have had and their responsibilities, but they often do not properly describe your skills and abilities. It is unlikely that we will be able to find enough evidence in a CV alone.

You may use examples and evidence from outside paid employment. You may use examples from voluntary work or your hobbies or interests.

PRE-EMPLOYMENT CHECKS & ONLINE CHECKS

If you are offered the post, the offer will be made subject to receipt of satisfactory references, online check, pre-employment medical clearance, an enhanced DBS disclosure and, for teaching staff, a check on your teaching qualification status. If your referees do not confirm what you have told us, we may want to discuss this with you.

We will ask you to complete an online Medical Questionnaire which will be sent to our Occupational Health Department. It is their job to make sure that you are fit to do the job we have offered you. In some instances,



you may be asked to go for a medical examination. You will also be asked to supply evidence of any qualifications that are required.

All employees are required to have DBS clearance. Unless you have a clearance issued within three months of being appointed, and have had no break in employment, we will require a new check to be carried out.

RELATIONSHIPS

We do not have a policy of excluding people who are related to school staff, Trustees or Governors, but if you are related to someone we will make sure that they are not involved in the selection process for this post. If we find out after you have been appointed that you are related to someone who interviewed you, we may dismiss you. 'Related' includes co-habiting with someone.

INTERVIEWS

Glenthorne has a policy of using a wide range of selection methods to assess whether people meet the criteria. All teaching staff will be asked to take a lesson but you may also be asked to take an ability test, do a presentation or other work related exercise. You will be advised of any method being used for the post when called for interview.

Prior to interview you will be asked to complete a Criminal Records Self Declaration, any issues of concern arising from a reference and/or Self Declaration will be explored during the interview process. At interview you will also be asked questions related to your Personal Statement, safeguarding and promoting the welfare of children.

COMPLAINTS

The school is keen to ensure equality of opportunity in its recruitment and selection process. If you think that you have been discriminated against during the selection process on the grounds of your race, age, gender, marital status, caring responsibilities, gender re-assignment, sexual orientation, social class, religion, belief or disability you may make a complaint and we will investigate. If you feel you have been unfairly treated you must contact the CEO, in writing, within 3 working days of being rejected after an interview. You should explain the reason for your complaint to the Headteacher, or his/her representative. The CEO, or his/her representative, may want to talk to you before confirming the outcome of the investigation.

DATES FOR YOUR DIARY

The deadline for applications is **11.59 pm , Sunday 10th May 2026**

We reserve the right to interview and appoint before the closing date should a suitable candidate apply.

JOINING DATE: as soon as possible





The Willow LEARNING TRUST

KEY BENEFITS



PROFESSIONAL DEVELOPMENT

- Comprehensive programme of professional development for teaching and non-teaching staff
- A long and successful track record of supporting teachers from ITT, through ECT and into leadership roles
- Bespoke ECT programme
- Collaborative opportunities to work on innovation and in partnerships across the Trust
- Apprenticeships opportunities to support the development of staff new to role

WELLBEING

- 24/7 Employee assistance programme
- 50% discount on Benenden healthcare
- Opportunities for flexible working
- Hybrid working available for suitable posts
- PPA time that can be worked from home (Primary Schools only)
- Protected 'gained time' for planning (Secondary School)
- Wellbeing activities and initiatives suggested by staff



FINANCIAL

- National pay and conditions for teachers and support staff
- Recruitment and retention allowances
- Generous pension schemes
- Salary sacrifice schemes including: Cycle to work and Electric vehicles, legacy childcare vouchers
- Long service awards