



St Edward's  
School

Unity - Achievement - Faith



# Finance Manager

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# Recruitment Pack

St Edward's School, Dale Valley Road, Poole, Dorset, BH15 3HY  
01202 740950 • [www.st-edwards.poole.sch.uk](http://www.st-edwards.poole.sch.uk)

# Finance Manager

Grade G SCP 18 to 23 dependent on  
experience

30 to 37 hours per week,  
40 weeks per year

£31,537 to £34,434 pro-rata (Pay award  
pending)

Actual Salary 30 hours £22,460 to £24,523

Actual Salary 37 hours £27,700 to £30,245

St Edward's School is a high-performing school with an amazing Support Staff team. Our school is heavily oversubscribed and enjoys an excellent reputation for combining high expectations of all, with warm relational approaches to learning.

We are seeking applications from experienced **Finance** professionals, who will play a key role in supporting the Headteacher and School Business Manager to develop the strategic and operational management of the school.

Depending on the successful applicant's background and expertise, the role will either focus solely on the Finance Manager role or for talented candidates with the skills and experience, an additional 7 hours per week is available to also lead our Office Administration Team.

We are looking for candidates who:

- Have significant experience in Finance, ideally in a school context;
- Demonstrate strong communication and organisational skills;
- Can work strategically while maintaining excellent operational standards;
- Share our commitment to supporting staff and delivering the very best outcomes for our students.
- have a sincere commitment to our ethos and vision as a school, and our drive for continuous improvement.

In return we offer a happy working environment, fantastic students, great facilities, tailored CPD and a highly motivated staff community.

Please visit our website at <https://st-edwards.poole.sch.uk/> for further information about our unique school.

St Edward's School is committed to safeguarding & promoting the welfare of children & young people. All appointments made are subject to an enhanced DBS check. Online searches may be carried out as part of due diligence checks.

**Closing date: Thursday 3 September 2026**

**Interview Date: Week Commencing 7 September 2026**

# Our Mission Statement

## MAY WE BE ONE

### In Purpose

Educating for life in all its fullness

### In Faith

Encountering God who lives among us, calling us to unity

### In Dignity

Nurturing confidence and maturity

## About Us

St Edward's School opened in 1963 as Roman Catholic School serving the parishes of Poole. It took its name from the local Saint, martyred at Corfe Castle. Although little is known of Edward, as a teenage king with a strong Christian faith and a commitment to protecting the poor he provides an excellent role model for our young people. His story is told through our school badge with the crown of a king, the cross of Christ, a cup to symbolise his murder by poisoning and the blood of a martyr. The crown and cup also remind us of the Kingdom of God, and the "one cup in which we all share". (1Cor 10:16)

For many years, the school welcomed not only Roman Catholic families, but other Christians who were keen for their children to be educated in a faith context. In the early 1990's the school's second headteacher, Alan Murphy decided to formalise this arrangement and entered into talks with the Roman Catholic Church and the Church of England about St Edward's becoming a joint church school. A new covenant, setting out the values and principles behind the commitment was signed by the Bishops of Plymouth and Salisbury in 1993.

From then on, the school has continued to grow in success and popularity. The vision of the school is to provide an excellent education, in a comprehensive and co-educational context that develops the character of young people through the St Edward's Virtues, while safeguarding their experience of childhood.



# Letter from the Headteacher

Thank you for your interest in joining St Edward's School. I am delighted that you are considering becoming part of our vibrant and caring community.

At St Edward's, we are committed to preparing young people to live life to the full. We believe that this preparation is best facilitated within a supportive environment that nurtures spiritual and moral development alongside academic excellence. As a joint Roman Catholic and Church of England Voluntary Aided School, Christian values are at the heart of everything we do, guiding our mission to help students become beacons of light to future generations.

Our school is a truly comprehensive and inclusive community, welcoming over 1000 students aged 11 to 18 from all faiths and none. We are proud to be heavily oversubscribed and recognised for our distinctive ethos and high standards. Ofsted, in their most recent inspection in 2022, celebrated our positive learning culture and respectful, kind, and polite students. Our curriculum was praised for being ambitious and challenging, preparing students strongly for future success. In 2023, our Church School Inspection rated us "Outstanding" in all areas.

We have the highest expectations of our students, who leave us ready to attend some of the leading universities, pursue exciting careers, or take empowered next steps in their learning journey. We aim to nurture respectful, resilient, and curious lifelong learners—confident young adults who can connect with others, overcome barriers, and believe in their own limitless potential.

Our staff are central to our success. We value every colleague and the unique contribution they make, regardless of their role. Staff at St Edward's are encouraged to be creative and to grow professionally in ways that inspire them. We invest heavily in professional development so that all staff continue to find joy and fulfilment in their work. Our ambition is for your career to be rewarding and satisfying, and for you to be happy in your role.

St Edward's is a happy place to learn and work. Every member of our community plays a vital role in maintaining our ethos and values. We do not make excuses for poor behaviour, but instead foster a culture of compassion, growth, and high expectations.

I am proud of our wonderful students, our dedicated staff, and our supportive governors, parents, and carers. I hope that your experience of us will lead you to believe that St Edward's is the right home for you. We would be glad to speak with you or welcome you for a visit if you'd like to find out more



**Mr Chris Barnett**  
*Headteacher*

## Working at St Edward's

St Edward's is a popular place to work with low staff turnover and high levels of staff wellbeing and satisfaction. Our mission statement of 'may we be one' goes to the heart of what we do and how we do it and staff feel positive about the school and their role within it.

We have invested in the Employee Assistance Programme, which gives all staff access to confidential advice and support. The 24-hour support covers a wide range of areas, both work related and more general, including counselling, specialist information and financial and legal matters.

"EAP will always be there to support teachers and education staff no matter what you're going through, big or small, we're here for you. Day or night you can call to speak to someone without judgement who can help you find solutions to move past a difficult situation in your life."

If work gets  
difficult, I know  
how to get support



98%

The school has  
supported my  
wellbeing



97%

I enjoy my work



98%

I would  
recommend the  
school as a place of  
work



100%

*Staff Wellbeing Survey – Spring 2026*

**Staff Wellbeing School of the Year - Finalist**



**Tes Schools Awards 2024**



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## Support Staff Testimonials

*"St Edward's has evolved over the years and continues to flourish. I'm proud to be part of a successful school which feels more like a community than a workplace, which is quite unique. St Edward's is a caring and considerate place and I feel valued in my role."*

**Jan Forkasiewicz**, Receptionist  
11 years at St Edward's



*"St Edward's feels more like a family than a workplace. We thrive on Christian beliefs and values. We look after each other's wellbeing and support each other every day. I've never seen so many smiles on children's faces in all the schools I've worked in; they genuinely seem happy and so do the staff. The family orientated atmosphere enables our students to achieve the best outcomes in their subjects and after school activities. We are strong together."*

**Dorota Hall**, Senior HLTA  
7 years at St Edward's

*"St Edward's is unlike anywhere I've worked before. The ethos and vision of the leadership team is crystal clear and runs through all that we do. Everyone involved with the school is committed to and working towards the common goal of providing the best possible environment to allow young people to thrive."*

**Felix Carey**, Marketing Officer  
3 years at St Edward's



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# Staff Recruitment Information

## APPLYING

Please read the Job Description and Person Specification before fully completing the application form. Where there are any gaps in your employment, please state the reasons why e.g. gap year, career break, unemployed etc. and give exact dates.

## SUPPORTING INFORMATION

This section is very important as it gives you the opportunity to show us why you are applying and why you would be the best person for the job advertised. Please use the job description and person specification as a guide and give specific examples where possible, to demonstrate how you match the requirements of the post.

## INTERVIEW AND SELECTION PROCESS

Those candidates who meet the requirements for the post will be shortlisted and invited to interview and details of the interview programme will be confirmed in writing. As part of the selection process, as well as assessing your skills and knowledge against the requirements of the role, specific questions will be asked to assess your suitability to work with children.

Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact us if you need to discuss this in any detail.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

## Safeguarding

St Edward's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If you do not hear from us by the interview date specified in the advert, please assume that you have not been shortlisted on this occasion.

## PRE-EMPLOYMENT CHECKS

### References

If you are shortlisted, we will normally take up references before the interview date. One of your referees must be your current or most recent employer. All offers of a post are made subject to receipt of satisfactory references without which we cannot confirm any offer of an appointment. Copies of references or references that are addressed "to whom it may concern" will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies, or relevant issues as part of the recruitment verification process.

### **Disclosure & Barring Service Check (DBS)**

Employment is subject to an enhanced DBS check. Checks will also be made against the Protection of Children List (PoCAL) and the Department of Education and Employment List 99. All such checks must be satisfactory before we confirm any offer of an appointment. Teachers are also checked against the Prohibition from Teaching check.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are 'spent'. All posts at St Edward's School are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment.

The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

### **Validation of Qualifications**

All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

### **Right to Work in the United Kingdom**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Proof of this will be required at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

### **Medical Assessment**

A satisfactory medical assessment will be required before we confirm any offer of an appointment.

### **Child Protection**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We have a designated senior member of the leadership who is responsible for referring and monitoring any suspected cases of abuse. All members of staff will receive training in line with our child protection policy.

### **Code of Conduct**

We believe that it is essential for standard of conduct at work to be maintained to ensure delivery of quality services and also to protect the wellbeing of all its employees and students.

St Edward's School governors and headteacher regard everyone working within St Edward's as a role model to our students. As such employees should conduct themselves with integrity, impartiality, and honesty. Furthermore, everyone within St Edward's school has an absolute duty to promote and safeguard the welfare of children.

## JOB DESCRIPTION

|                         |                                                                                                                            |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>       | Finance Manager                                                                                                            |
| <b>Salary Grade:</b>    | SCP 18 to 23 (Grade G)<br>Full-time equivalent £31,537 to £34,434<br>Actual Salary £22,460 to £24,523 ((pay award pending) |
| <b>Working Hours:</b>   | 30 hours per week Monday – Friday<br>Term time, including INSET, plus 5 days in school holidays                            |
| <b>Responsible to:</b>  | School Business Manager                                                                                                    |
| <b>Responsible for:</b> | Finance Administrator                                                                                                      |

### Main Job Purpose

1. Assisting the School Business Manager with all aspects of the development and effective operation of the financial management of the school, ensuring that all protocols are met in accordance with SFVS, and DfE and BCP requirements.
2. Support the School Business Manager to deliver comprehensive financial planning, ensure robust financial systems and controls to safeguard finances and ensure efficiency and value for money.
3. Co-ordinating and completing administrative routines relating to orders, invoices, payment runs or cheques, income and the receipt and distribution of goods and services.
4. Ensure compliance with BCP and other statutory reporting requirements, including undertaking data entry/analysis and recording.
5. Manage the appraisal processes of the finance team: identifying and arranging high level support, challenge, and training as appropriate to the school's requirements; having a deep understanding of what exceptional support looks like.

### Main Responsibilities and Duties

#### **Financial Management**

1. Ensure that procedures for ordering and invoice certification are in place and adhered to, in accordance with the Financial Management Policy and invoices are encoded using the appropriate Budget/CFR Code against the correct department.
2. With the support of the Finance Assistant, ensure that orders are placed for all materials and equipment - check items delivered are sound, making sure to arrange for the return of defective

or unwanted goods in line with return policies and liaise with the supplier by phone/email. Ensure that incoming and outgoing invoices are processed in a timely manner and manage the BACS payments process.

3. Assist the School Business Manager in the monitoring of school cash flow, and effective financial planning.
4. Oversee the administration of the School Building Fund, including monitoring of monthly standing orders, preparation of annual accounts and Gift Aid Tax reclaim.
5. In liaison with the School Business Manager, and Site Manager, monitor spend of the school's diocesan capital funding.
6. Carry out month end processes, including (but not limited to), procurement card reconciliation, bank reconciliation, VAT returns to local authority, and processing of income from BCP and parents.
7. Assist in the preparation of quarterly and monthly financial reports for various stakeholders such as the Headteacher, School Business manager, Governors, BCP and Dioceses if applicable.
8. With the support of the School Business Manager, prepare and carry out all procedures and work for annual Year End including system housekeeping, correct carry forward, update Budget Spreadsheet, and necessary returns to LA for the new financial year.
9. Support the School Business Manager with all income generation initiatives, researching, projecting, preparing grant applications and returns and monitoring projects.
10. Support the School Business Manager in the review of the school's budget and the assessment of Integrated Curriculum and Financial Planning.
11. Work alongside the IT, Site, and Administration Team with the maintenance of records relating to the acquisition of assets, ensuring it is up to date, liaising with budget holders as required.
12. Assist the School Business Manager in the co-ordination of the financial audit.

### **Payroll**

1. Coordinate the monthly payroll cycle, maintaining an accurate timetable, issuing cut-off reminders and ensuring that all submissions are complete, authorised and processed within deadline. In liaison with the HR Manager process and check payroll information in the payroll software and associated finance/payroll systems, including starters, leavers, contractual and salary changes, overtime, mileage, additional payments, KIT days, deductions and other authorised adjustments.
2. Carry out monthly salary reconciliation, highlighting any discrepancies to SBM, and working with them to resolve any differences.
3. Process the payroll import into the school's financial accounting system, ensuring correct coding to cost centres and analysis of impact on budget of any variances.

## Service Development

1. Support the review all finance related policies, procedures, forms and communications and support the School Business Manager with the updates necessary.
2. Keep professional knowledge current and undertake training and development relevant to the role.
3. Assist the School Business Manager to maintain the school's financial software system.
4. Identify practical opportunities to strengthen accuracy, consistency and customer service, and contribute to the development of templates, guidance and standard operating processes.
5. Support the transition to paperless processes by archiving existing files appropriately, maintaining accurate digital records, and ensuring documentation is stored in line with data-retention requirements.
6. Comply with all decisions, policies and standing orders of the school and BCP: comply with any relevant statutory requirements, including
7. Equal Opportunities legislation, the Health and Safety at Work Act and the GDPR & Data Protection Act.
8. Have a commitment to safeguarding and promoting the welfare of children and young people in accordance with the school's agreed procedure.
  - This role requires flexibility in order to secure high standards and outcomes.
  - The postholder must retain the confidentiality of all aspects of school life.

## PERSON SPECIFICATION – Finance Manager

|                                                                                               | Essential | Desirable | Evidence |
|-----------------------------------------------------------------------------------------------|-----------|-----------|----------|
| <b>Education and Professional Qualifications</b>                                              |           |           |          |
| GCSE Mathematics and English at GCSE grade C/Level 5 or above                                 | ✓         |           | A, C     |
| Appropriate qualification in a financial role                                                 |           | ✓         | A, C     |
| ICT Qualification in Word and Excel                                                           |           | ✓         | A, C     |
| <b>Experience</b>                                                                             |           |           |          |
| Proven experience of working in a busy pressurised Finance role                               | ✓         |           | A, I, R  |
| Experience of providing direct support to visitors and parents, face to face and by telephone | ✓         |           | A, I, R  |
| Experience of working in an educational environment                                           |           | ✓         | A, I, R  |
| Experience of Finance and Payroll software packages                                           | ✓         |           | A, I, R  |
| Experience of supervising                                                                     |           | ✓         | A, I, R  |
| <b>Aptitudes and Abilities</b>                                                                |           |           |          |
| Ability to work on own initiative and as a member of a team                                   | ✓         |           | A, I, R  |
| Ability to be well organised and manage ever competing priorities                             | ✓         |           | A, I, R  |
| Computer skills in main commonly used office packages such as Microsoft Office                | ✓         |           | A, I, R  |
| Excellent communication skills – verbal and written                                           | ✓         |           | A, I, R  |
| Attention to detail, organised and methodical.                                                | ✓         |           | A, I, R  |
| <b>Knowledge</b>                                                                              |           |           |          |
| Understanding of health and safety issues relating to the job description                     | ✓         |           | A, I, R  |
| Finance and administrative processes                                                          | ✓         |           | A, I, R  |
| Understanding of Data Protection and high level of confidentiality                            | ✓         |           | A, I, R  |
| Safeguarding in Education                                                                     | ✓         |           | A, I, R  |



| Attitude/Motivation                                                                  |   |  |   |
|--------------------------------------------------------------------------------------|---|--|---|
| Commitment to supporting the staff and students in this church school                | ✓ |  | I |
| Proactive and takes initiative                                                       | ✓ |  | I |
| Enthusiastic and cheerful                                                            | ✓ |  | I |
| Flexible and adaptable                                                               | ✓ |  | I |
| Keen to achieve and develop skills                                                   | ✓ |  | I |
| Excellent inter-communication skills                                                 | ✓ |  | I |
| A = Application, I = Interview, C = Certificates, O = Observation and R = References |   |  |   |



# Ofsted (2022) and Section 48 (2023) Quotes

## Ofsted

*"This school is a positive learning community."*

*"There are positive and respectful relationships between staff and pupils. This leads to a calm learning environment."*

*"This school is well led and managed."*

*"Leaders ensure that there is an ambitious and challenging curriculum in place."*

*"Everything leaders do are in the best interests of the pupils that attend the school."*

*"Governors understand their responsibilities well and are cognisant of the need to support staff wellbeing."*

*"The core values of kindness, hard work and the development of individual strengths and skills are evident in the school's work."*

*"Pupils are happy, friendly and polite."*

*"The school's ethos and values run through all they do: unity, achievement, faith."*

*"There is strong moral leadership from the headteacher."*

*"Staff have a very positive view of leaders. They say leaders are approachable and considerate of their workload."*

*"Teachers have high expectations of what pupils can achieve through the curriculum."*



## Section 48

*"The mission statement is a clear and inspiring statement of the mission of the church and is lived out and understood by the whole community."*

*"Leaders and governors have a clear and inspiring vision of the mission of the school."*

*"Provision for pastoral care is a strength of this school which takes supporting the development of the whole person seriously."*

*"The pastoral care of students is a priority for the school and as a result students feel valued and listened to."*

# To Apply for the Position

If you are interested in applying for this role, we would love to hear from you. Please complete and return the application form on our website:

<https://st-edwards.poole.sch.uk/working-at-st-edwards>

**Please do not submit additional documentation at this stage.**

**The deadline for receipt of applications is published on our website.**

**Interviews will be held shortly afterwards.**

Thank you for your interest and for taking the time to apply to St Edward's School.





*"My daughter loves her new school, she has settled very well because of friendly and helpful staff at school."*

Parent of Year 7 child, 2025



*"Huge thanks for all the efforts made by teachers, having excellent teachers that inspire and encourage in such a supportive way makes all the difference. Thank you!"*

Parent of Year 11 child, 2025



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