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1878 - 2028

IPSWICH HIGH SCHOOL



Head of Finance
RECRUITMENT PACK

Welcome



Dear Sir/Madam,

I would like to start by thanking you for your interest in working at Ipswich High School. In addition to the information provided with this advertisement, I wanted to take this opportunity to introduce our school to help further inform your application.

This is an incredibly exciting time to join the school. In recent years, the school has transitioned from a girls' school to coeducational and in September 2019 opened its first boarding house, which has gone on to win a national award for the exceptional quality of the facilities.

I joined the school in January 2023 as Head and have ambitious aims to continue to develop the incredible warm, welcoming, and purposeful atmosphere created by the pupils and staff. The school has a tremendously broad curriculum, and this is further supported by an outstanding co-curricular offering, providing every pupil with over 80 different clubs and activities to fill their nine weekly enrichment sessions. Our on-site facilities include a theatre, indoor 25 metre swimming pool, dance studio, dedicated food and design technology area, multiple outdoor sports facilities, fitness suite and a Sixth Form suite based in Woolverstone Hall.

We are an incredibly supportive community and each individual member of staff at the school contributes to our story and plays a crucial role in ensuring the continued quality of education and experience for our pupils and parents. I am enormously proud of our talented teachers and support staff. Every member of our school has access to support and training to help them develop professionally within their role.

We are now looking for a Head of Finance to lead on the school's budget. The role represents a significant opportunity for the right individual to lead and advise the Senior Leadership Team and Board on matters relating to Finance.

I hope that on reading about this position, you will decide to apply. I am sure you will find a truly rewarding and enjoyable journey ahead of you, it is a vital role at a time of exciting developments within the school.

A handwritten signature in black ink, appearing to read 'Dan Browning', written in a cursive style.

Mr Dan Browning
Head

The School

Introduction

Ipswich High School is a prominent day and boarding school, for boys and girls from Nursery through to Sixth Form, situated in an idyllic 87-acre campus on the banks of the River Orwell.

Founded in 1878, the school has been at its impressive home near Ipswich since 1992. The school has long enjoyed a high profile across the region and is respected for both its academic success year-on-year, and for its superb pastoral care and unrivalled enrichment activity. With feeder schools spread across East Anglia, the school typically sees its greatest demand for places from the counties of Suffolk, Essex, and Norfolk.

Our Location and Campus

We boast a beautiful 87-acre campus at the Grade I listed Woolverstone Hall. The school's rural setting is just a few miles from the vibrant waterfront town of Ipswich.

Our spacious school campus has superb facilities, including a 350-capacity theatre, ICT suites, a 25m indoor heated swimming pool, Sixth Form suite, six science laboratories, dedicated music rooms and floodlit AstroTurf pitches.

Prep School

Our Prep School is an integral part of our all-through school setting. Alongside our incredible classroom experience we provide specialist teaching from Reception in French, Spanish, Dance and Music.

Senior School

We provide an exceptional education and an unrivalled co-curricular programme which gives our pupils wider opportunities, experiences, and skills beyond the curriculum.

Sixth Form

We offer a one-of-a-kind Sixth Form experience, which sets us apart from other Sixth Forms and provides an inspiring learning environment. Our students achieve some of the top A Level results in the region.

Boarding

The Dairy House and The Barns are our two boarding houses. They have been completely renovated and restored to the highest standards and are located on our school campus, a short walk from Woolverstone Hall.

Overview

- Ages 3 to 18 years
- 520 pupils on roll
- Co-educational
- A day and boarding school

Job Description

Responsible to: The Head and the Directors of Ipswich Education Ltd

Responsible for: Financial Planning and Monitoring, Financial Controls and Line management of staff in Finance Department

Job Purpose: To provide strategic leadership and operational oversight of the school's finance services, ensuring robust financial management and effective use of resources.

Key Areas of Responsibility:

- To lead on all aspects of budget management, financial resource management and management information.
- To lead, operate, maintain and develop the financial procedures and systems of the school, in partnership with the Senior Leadership Team and Governors.
- To take lead responsibility for formulating, reviewing and implementing school policy and practice in relation to finance.
- Support the Senior Leadership Team by contributing to the development and implementation of whole-school policies and procedures and the effective running of the school.
- To be one of the Core team to assist the Head and Senior Leadership Team in their duty to ensure that the school meets its educational aims.
- To promote the highest standards of business ethos and ensure the effective and efficient use of resources in support of the school's educational objectives.
- To liaise with the Local Authority and other external stakeholders and represent the school, building effective local and national networks to enhance the reputation of the school.

1. Leadership and Strategy

- To lead and advise the Senior Leadership Team and Local Governing Body on all financial matters, including matters of personnel, administration and premises development where relevant.
- To attend and contribute to Senior Leadership Team, Governing Body, Ipswich Education Ltd Board and Committee meetings, as required.
- To support the Head through influencing and contributing to strategic decision-making within the Senior Leadership Team.
- To take delegated responsibility for financial decision-making in consultation with the Head and Ipswich Education Ltd.
- To plan and manage change in line with the school's strategic priorities.

Job Description

2. Financial Resource Management:

To prepare an annual budget for approval by the Head and Ipswich Education Ltd and to provide strategic leadership in long-term financial planning and resource management.

- Ensuring the school has appropriate financial systems and managing all aspects of the school's financial systems in accordance with agreed policies and timetable; ensuring accurate financial records are maintained, and reporting on a regular basis to the Head and Ipswich Education Ltd, though also sharing reports with the Local Governing Body for their review and recommendation to Ipswich Education Ltd.
- To ensure financial operations are conducted in a prudent manner and comply with all regulatory and statutory requirements.
- To prepare and submit the proposed budget to the Head and Ipswich Education Ltd for approval and contribute to the longer-term financial planning.
- To monitor budget performance to achieve value for money, produce regular management accounts and investigate and report on significant variances, taking corrective action as required.
- To advise the Head and Ipswich Education Ltd if fraudulent activities are suspected or uncovered – where appropriate following appropriate whistleblowing procedures.
- To maintain a strategic financial plan aligned to the school development plan, forecasting future year budgets to include forecasting future income and expenditure.
- To manage the Finance Software giving guidance to other users.
- To prepare appraisals for particular projects and the development of long-term initiatives for the school.
- To oversee audit processes and liaise with external auditors to ensure School compliance and effective financial governance.
- To manage procurement, tendering and service contracts, monitoring all insurance policies, ensuring value for money, effective contract performance and ensuring that the school maximizes its potential from the local authority.
- To submit capital bids to Ipswich Education Ltd, monitoring and control of devolved capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors.
- To identify opportunities to maximise income generation, including lettings, grants and other funding streams.
- To support budget holders in managing delegated budgets effectively.

Job Description

- To manage the payroll provision for all school staff including the management of pension schemes and associated services.
- To undertake monthly payroll reconciliation and authorisation process, liaising with the HR Manager
- To ensure the school's assets are appropriately recorded, maintained and safeguarded, ensuring all statutory and statistical returns are completed as appropriate.
- To ensure timely and accurate completion of statutory financial returns, including VAT and charity returns.
- To identify additional finance required to fund the school's proposed activities.
- To seek and make use of specialist financial expertise, as required.
- To present timely and fully costed proposals, recommendations and bids. Putting formal finance agreements in place with suitable providers for agreed amounts at agreed times and appropriate and agreed costs and repayment schedules. Monitoring the effectiveness and implementation of agreements in place.
- To provide financial advice to the Head and Ipswich Education Ltd, including the identification of financial risks and opportunities to maximise returns.
- To oversee financial aspects of investments and funding arrangements, ensuring appropriate risk management and value for money.
- To ensure the timely and accurate preparation of statutory returns and information for the ISI, DfE and other stakeholders.
- To lead and manage the Confirmation of Acceptance for Studies (CAS) application process for UK Visas and Immigration (UKVI) in relation to international pupil recruitment; acting as key contact for UKVI.
- To be named Data Protection Officer, with responsibility for monitoring internal GDPR compliance, advising on data protection obligations, and acting as the point of contact for data subjects and regulatory authorities.

Job Description

3. Personal Responsibilities

- Playing a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and pupils to follow this example.
- Actively promoting school policies and procedures.
- Responsibility for own continued professional learning and development.
- Compliance with the school's Health & Safety policy, undertaking risk assessments as appropriate.
- Attending meetings scheduled in the school calendar punctually.
- Adhering to the School's Safeguarding Policy.

4. General Requirements

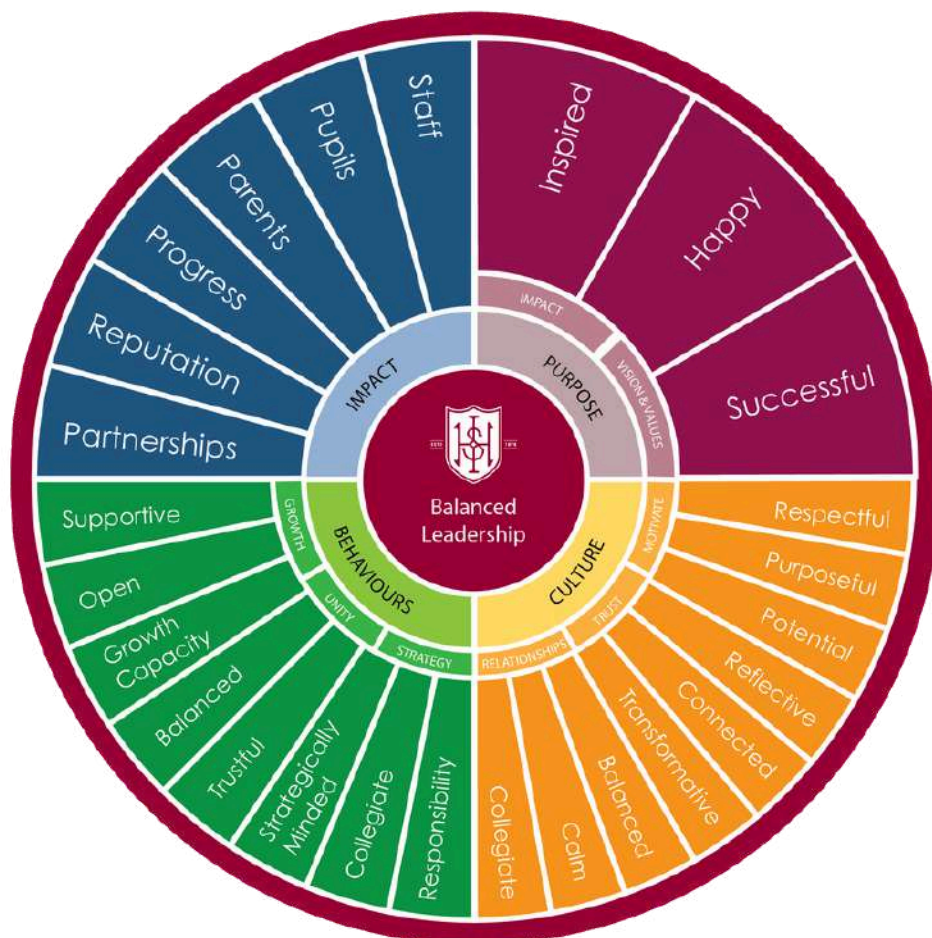
All staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Be a role model based on our values.
- Engage actively in the performance review process.
- Adhere to school policies.
- Attend Senior Leadership Team and Ipswich Education Ltd board meetings to give updates, as needed.
- Undertake other reasonable duties related to the job purpose required from time to time as directed by the Head or Senior Leadership Team.

Notes

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description sets out the main duties associated with the stated purpose of the post. The duties listed above are representative but not exhaustive, and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised.
- This job description should be seen as enabling rather than restrictive. To meet the changing demands of the school, it will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post.
- The post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Head, Senior Leadership Team or line manager
- This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their particular duties



PERSON SPECIFICATION: HEAD OF FINANCE

SKILLS REQUIRED	
Excellent organisational and time management skills, with the ability to manage multiple activities simultaneously	Essential
Ability to reconcile priorities and processes, work to tight deadlines and problem solve, demonstrating a clear vision and innovative approach	Essential
Ability to work effectively both in collaboration with other professionals/ teams and independently, demonstrating initiative	Essential
Ability to lead and manage staff effectively and sensitively and to lead by example, ensuring confidentiality, sensitivity, integrity and respect	Essential
Excellent communication and interpersonal skills, particularly employees within the school, governors, parents, contractors, suppliers, auditors and others	Essential
Good working knowledge of Microsoft packages e.g Word, Excel, Powerpoint, Outlook etc	Essential
Ability to manage projects from inception to completion, meeting deadlines	Essential
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required	Essential
Ability to negotiate best value	Essential
Receptive to new ideas, approaches and challenges	Essential
KNOWLEDGE BASE	
Knowledge of relevant financial regulations and statutory requirements	Essential
Significant senior finance leadership experience	Essential
Strong experience of financial strategy, budgeting and forecasting	Essential
Knowledge of audit, compliance and risk management within a regulated environment	Essential
Understanding of child protection issues	Desirable
QUALIFICATIONS/ATTAINMENT	
Educated to Degree or equivalent	Desirable
An AAT qualification to Level 4 (Diploma in Professional Accounting) or equivalent	Desirable
An ACCA/CIMA qualification (Level 7) or equivalent desirable	Essential
Evidence of Continuous Professional Development	Essential

PERSON SPECIFICATION: OPERATIONS MANAGER

EXPERIENCE

Proven experience of strategic planning, budget monitoring, cash management and forecasting, procurement	Essential
Proven experience of producing a variety of financial/management reports including the production of statutory accounts from a trial balance	Essential
Proven experience of managing staff and change projects	Essential
Proven experience of fundraising	Desirable

PERSONAL QUALITIES

Forward thinking, self-motivated with a positive 'can do' approach to work, efficient, highly organised and confident in working under own direction	Essential
Committed to high standards of customer service	Essential
Enthusiasm, drive and a love for the job.	Essential
Calm and confident under pressure with the ability to employ tact and diplomacy in difficult or sensitive situations with a good sense of humour	Essential
Excellent communication skills, both verbal and written	Essential
Ability to act decisively with the ability to recognise when escalation or authorisation is required	Essential
Willingness to challenge others to produce positive outcomes.	Essential
Uphold high standards of honesty, integrity and reliability, with a professional approach to personal appearance appropriate to the role	Essential
Professional and approachable attitude	Essential
Willingness to learn new skills	Essential
Flexible over working hours according to the needs of the school.	Essential

SAFEGUARDING

Shows a personal commitment to safeguarding and promoting the welfare and rights of young people.	Essential
Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances.	Essential
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	Essential
Can demonstrate an ability to contribute towards a safe environment.	Essential



Our Teaching Ethos

We are renowned for ensuring our pupils are equipped to be so much more than highly skilled at passing exams through our IHS Way. We believe great results are a by-product of an outstanding education, not its sole focus. We do this by providing them with the widest possible range of experiences, both in and outside of the classroom, to broaden their minds and create new opportunities for every pupil to thrive.



Outstanding GCSE and A Level Results

In 2025 the school achieved fantastic GCSE and A Level results.

Across the cohort, the number of GCSE pupils receiving number of grade 9s has double, 60% of pupils achieved grades 9-8, and the number of pupils receiving grades 9-7 has increased by 50%.

Our A Level results are equally as great. We maintained our historic high levels of A*-B pass rates.

Broaden Their Minds

We offer a wide range of 16 GCSE and 22 A Level subjects, as well as the Higher Project Qualification (HPQ) and Extended Project Qualification (EPQ).

Our Enrichment Programme is a fundamental part of school life at Ipswich High School. All our enrichments are designed to widen pupil's experiences, develop their leadership skills, and inspire new passions. The enrichment activities also provide transferable academic, practical and social skills such as leadership, life skills, and knowledge.



University Progression

Our pupils continue on to great things once they complete their education at Ipswich High School.

80% of our pupils achieve their first choice university with 100% achieving either their first or second choice. Students have gone on to Cambridge, Oxford, Imperial College London, UCL, Bristol, Durham, Manchester, Warwick, and Sheffield universities, to name but a few.

Pastoral Care



We are deeply proud of our incredibly supportive, welcoming, and positive atmosphere created by the pupils and staff at Ipswich High School. Our 'small school' feel ensures that every pupil is known and valued as an individual.

We promote an embedded pastoral ethos across the school campus. We have a school nurse in attendance during school hours to provide support in the medical rooms and contributes to the pastoral care of students.

There is a strong pastoral team who work closely with parents to ensure all pupils are fully supported. This is an important aspect of school life and involves the Heads of Year, Deputy of Sixth Form, the tutors and the school nurse. We also have a professional counsellor to meet with pupils individually and offer youth work sessions



Enrichment Programme

In the Senior School, every pupil has 9 clubs per week built into their timetables and this term alone there are over 110 clubs running for those in Years 7-13. This serves as a wonderful opportunity for our pupils to further extend and broaden their talents, skills and knowledge.



Boarding

Award-Winning Boarding

Our Boarding facilities includes the Grade II listed Dairy House, built in 1870 and The Barns. Both Boarding Houses have been completely renovated and restored to the highest standards and offered accommodation for 55 pupils.

Construction on the site was completed in 2021, and it has already won a national BSA Award. We are still actively recruiting to develop a diverse boarding community of both international and domestic boarders from Years 7 to 13

Located in a privileged position on the school campus, we provide a home away from home experience with a full-time Houseparent



Benefits of Employment

Remuneration

- The salary will be commensurate with the experience and qualities of the successful candidate.

School Fees

- A 50% reduction in school fees (pro rata for part time staff) from Reception class onwards.

Development, Health & Pensions

- The school is committed to staff development with an annual review scheme and regular opportunities for professional development
- Teaching staff are provided with a school laptop/iPad
- All staff have day one access to a Pension Scheme. Teachers are eligible to belong to the Teachers' Pension Scheme and Support Staff to a Workplace Pension Scheme
- Corporate Membership at Ipswich Sports Club, with 25% off advertised membership subscription fees

Free Provision & Discounted Services

- Employee benefits platform including 24/7 access to GP services and a vast range of providers offering discounted products
- Free on-site parking
- All staff can swim free of charge on two evenings per week and, at specified times, have free use of the Fitness Suite. Staff will be required to follow the appropriate rules and regulations that apply for the use of these areas
- All staff are eligible to receive a contribution towards an eye test and glasses as required for working with Display Screen Equipment
- Offer of free Microsoft Office software on devices at home while employed at the school

Wellbeing

- Employee Assistance Package offered through staff wellbeing portal, support available online and telephone support
- Free access to 24/7 online GP support
- Free flu vaccination annually
- Free midday meal each day, Monday to Friday, during term-time
- Free tea and coffee for all staff all day
- Newspapers and fruit in staffroom
- Free access to counselling support

SafeGuarding

All appointments will be subject to two satisfactory references, Enhanced Disclosure check by the Disclosure and Barring Service, medical fitness for this role and evidence of identity and qualifications. All the above checks must be completed before beginning work in the school. In the unlikely event of an unsatisfactory report being received following the issuing of a contract, the offer of appointment will be terminated without notice.

We are committed to the safeguarding of children and child protection screening will apply to this post.



Application Process

Please complete an application form and return to our HR Manager, enclosing a cover letter supporting your application. Please include how many hours per week you wish to apply for, the role requires a minimum of 30 up to a maximum of 36 hours per week, to be worked over 5 days.

Please note we are unable to accept CV's as the only form of application. A CV can be submitted in addition to the application form and cover letter.

For further information please contact Linda Marsh, HR Manager at:

recruitment@ipswichhighschool.co.uk

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IPSWICH HIGH SCHOOL

WOOLVERSTONE HALL
SUFFOLK, ENGLAND

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