



## HIGHSTED GRAMMAR SCHOOL



Highsted Road, Sittingbourne, Kent ME10 4PT

Headteacher: Anne Kelly BA MBA

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### **Finance Officer** **HGS7 (£27,852) – HGS8 (£33,752)** **37 hours per week, all year round**

We are seeking to appoint a highly organised and detail-oriented Finance Office Manager who thrives in a fast-paced environment. The successful candidate will oversee the day-to-day financial processes and associated administration within the school, ensuring accuracy, efficiency, and compliance at all times.

The role requires an individual with strong financial administration skills and the ability to maintain effective financial controls across the school.

The ideal candidate will possess excellent organisational and communication skills, a proactive approach to problem-solving, and the ability to work effectively under pressure while meeting deadlines.

The post is an exciting and challenging one, offering exceptional opportunity in a good school where we can offer you:

- A friendly, hardworking and dedicated staff team
- A dynamic and supportive working environment
- opportunities for professional development
- a private health care package supported by Benenden Health Care
- a competitive salary commensurate with experience

**Please contact Sara Bryant at the school via [email](mailto:sara.bryant@highsted.kent.sch.uk) or visit our website to download further information and an application form: [www.highsted.kent.sch.uk](http://www.highsted.kent.sch.uk)**  
(Closing date noon 12 June 2026)

The school reserves the right to consider the merits of early applications

*Highsted Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to an enhanced DBS check.*

*Highsted Grammar School is an Equal Opportunities Employer.*





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## Welcome to Highsted

At Highsted, we view education as a creative process. Our vision is to lead a happy and cohesive community which fosters academic, emotional and physical confidence. In doing this we create inspirational learners with the courage to take risks and the wisdom to learn from their mistakes.

Our success is as a consequence of striking a fine balance between tradition and innovation. Our values are traditional ones and we offer an unashamedly academic curriculum. We are keenly aware that we are preparing our students for a working life none of us can yet anticipate. Our focus, therefore, is on developing the skills, attributes and habits of mind that equip our young women as life long learners. Our aim is to launch them into the world as self-starters, focused but flexible, armed with the courage to grasp opportunities and the resilience and humour to negotiate setbacks along the way.

We hope that at Highsted you will find a society, a family – a place of lifelong learning that will support and encourage each and every member of our community.

Please use the contact details above if you would like the opportunity to tour the school or to meet the Head before making an application. I look forward to welcoming you to our school.

Anne Kelly - *Headteacher*

## Ofsted - Good

*'Pupils and students flourish and succeed at Highsted Grammar.'*

*'Pupils are courteous, polite and welcoming – they are happy, safe and well cared for'.*

*'Teacher's subject knowledge is exceptionally strong'*

*'Leaders set high expectations of what students can achieve. Pupils and students respond well to these high expectations.'*

*'An ambitious 'cognitive and compassion' curriculum offers a fitting balance of academic rigour and pastoral support.'*

*'Incidents of poor behaviour are low, and attendance is high. Pupils arrive punctually to their lessons, so learning time is maximised.'*

(Ofsted Inspection report 2023)

## About Us

Highsted Grammar School is a small girls' grammar school (around 900 on roll, including 182 in Sixth Form) situated in the North Kent town of Sittingbourne. We were one of the first to convert to academy status in the autumn term 2010.

Excellent road and rail connections give easy access to London, Canterbury, Ashford and the Continent. Sailing and swimming facilities in the area are good and there are plenty of community activities (for example, orchestral, choral, theatrical clubs, etc.) available. Theatres in Canterbury and Maidstone, as well as those in London, provide entertainment. A well-equipped sports complex in the town has excellent facilities both for the serious sportsman and woman and for family recreational use. House prices are relatively low for the South East and opportunities for further professional development are excellent.

The school itself is a high-performing girls' school, where pastoral care and enrichment feature as highly as academic success. Having featured three times in Her Majesty's Chief Inspector's list of outstanding schools, we are proud to play a leading role in the education of young people in our area. The pupils are exceptional in every way – they are enthusiastic, personable, caring, and show considerable initiative – and we enjoy the strong support of parents. Likewise, the staff team – teaching, support and administrative – is talented, dedicated, hard-working and committed to the continuing success of the school. The governing body represents a group of capable, multi-skilled individuals, wholly supportive of the work we do.

The main block of the school was opened in 1958 when the school moved from older premises and since then other buildings have been added, including a technology block, new laboratories and additional classrooms. Development of the site continues with an imaginative, multi-purpose teaching area – the Hi-pod; new PE and dance studio, language laboratory and media studies/photography suite.

The Learning Resource Centre was created out of the old school library and boasts a light, comfortable and airy environment with good book stock, excellent ICT facilities and a pleasant reading area. It is very popular with students and well used by all age groups. Books, newspapers and specialist magazines are catalogued alongside other media and loans are monitored through an electronic library management system. Much of the day-to-day running of the Centre is undertaken by a group of library prefects, trained and overseen by the Centre Manager.

Highsted is a school of opportunity for staff as well as pupils, winning the School Achievement Award in two out of the three years that the scheme ran. We contribute extensively to initial teacher training, with many PGCE and SCITT trainees successfully completing their programme in the school each year and in recent years, no less than six members of the leadership team have been promoted to headship posts.

## **Selective Education**

Pupils are granted places at the school on the basis of success in the Kent selection tests or the Highsted Test, broadly speaking they represent the top 25% of the ability range. The economic and social characteristics of the locality are not the most affluent in Kent, so opportunities for value-added are high and the school is able to make a real impact within the community. At Sixth Form level we work in partnership with two other local schools, Borden Grammar (boys) and Fulston Manor (mixed). Through this arrangement, we focus mainly on A-level provision and are able to offer more than 34 different courses, including several applied A-level options. Highsted continues to be placed in the top 100 secondary schools (The Telegraph) based on our A-level results.

## **Partnership Working**

The school, formerly sponsored by Microsoft, received specialist school status through science and consequently we have implemented major changes to the ICT infrastructure to make full use of these connections. Across the school we regard this not only as a strategy to develop science further and promote the role of women in this area, but also as the opportunity to enhance provision across the whole curriculum.

The school has enjoyed a long-standing partnership with Gymnasium Fridericianum, Erlangen in Bavaria and this has led to regular exchange visits for more than 25 years. From our advantageous geographical position, we are also able to undertake day trips to Europe and each year there are study visits to France, Belgium and Italy, organised by different subject areas. For the first time in 2005, a group of Year 12 students spent three weeks in quality work experience placements in Brussels and this has become a regular part of the summer term enrichment programme, supported by substantial grants from the EU.

## **Extra-curricular**

Music and drama within the school are exceptional, with high quality productions taking place every term. There is a strong choral tradition in the school. Sporting activity also features highly in the work that we do, and the pupils enjoy both local and national recognition in areas as diverse as cricket, judo and life-saving. Other extra-curricular activities are wide-ranging and responsive to student need. A very strong School Council has been an established part of Highsted for more than 50 years.

## The Team

We are looking for a dynamic, innovative and hard-working individual to join a committed, friendly and high performing Finance department team that genuinely operates as a team – supporting and motivating one another in what is often demanding but always enjoyable work.

The school is well resourced, operates in a collegiate spirit of shared excellence and there is a tradition of inspiring and encouraging one another to impact on learning in exciting ways.

## About You

From this brief description, potential candidates will realise that this grammar school offers far more than a purely academic focus. This does not come about by accident. It is entirely dependent on the determination and commitment of the whole school community, alongside effective delegation of tasks. If you have the potential to contribute to an exceptional school and would like to be part of a friendly, winning team, we would love to hear from you!

This post would suit a creative and ambitious professional who can work well as part of a team, is keen to contribute ideas and take on new initiatives.

Experience of working in a school finance environment would be advantageous but not essential as full training would be provided.

## Application & Interview Process

Applications will only be accepted from candidates completing the school's application form, which is available to download from the website. All sections of the application form must be completed as accurately and as full as possible. Alternatively, applicants may submit their application via the Kent Teach website. Please note that CV's will not be considered in isolation and must be attached to an application form as a supplementary form.

Closing date for applications: **Friday 12<sup>th</sup> June**, at noon

Interview date: **TBC**

The school may interview early in the case of an exceptional candidate. Candidates will be shortlisted based solely on the information provided within the application form, so ensuring your application form is accurate and fully completed is imperative.

After the shortlisting process as taken place, candidates will then be invited to interview and references then contacted.

All candidates who have been invited for interview will be required to bring the following documentation:

- Right to Work in the UK evidence (typically a birth certificate, passport or driving license)
- Criminal Record Self Declaration (will be sent ahead of the interview)

*Highsted Grammar School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the Disclosure and Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children*

## **HIGHSTED GRAMMAR SCHOOL: JOB PROFILE FULL TIME FINANCE OFFICER**

### **Finance Officer**

**Grade:** HGS7–HGS8 (£27,852 – £33,752)  
**Responsible to:** Chief Finance and Operations Officer (CFOO)  
**Hours:** 37 hours per week, all year round  
**Location:** Highsted Grammar School, Sittingbourne

### **Key Purpose**

To support the Chief Finance and Operations Officer in ensuring the efficient, effective, and professional running of the Finance Department. The postholder will be expected to work in a sensitive and professional manner, promoting the ethos and values of Highsted Grammar School.

The successful candidate will play a key role in maintaining robust financial processes and controls across the school, ensuring all finance-related administration is completed accurately and efficiently.

### **Main Duties and Responsibilities**

- Process orders and invoices using the school finance system PS Financials (PSF)
- Produce a weekly BACS payment run, ensuring all documentation is appropriately authorised in line with the Academy's Finance Policy
- Record income received from the ESFA, KCC, and other income providers
- Record and reconcile direct debits and standing orders
- Manage all corporate card transactions within the finance system, resolving discrepancies and completing reconciliations in a timely manner
- Prepare timely and relevant financial reports from PSF for budget holders
- Prepare monthly financial statements for the CFOO as required
- Reconcile school bank accounts on a weekly basis
- Prepare and process monthly VAT returns
- Maintain Sixth Form Bursary records
- Maintain finance office records in accordance with the Academy Trust Handbook
- Assist the CFOO with regular audit visits
- Liaise with the Kent Free School Meals (FSM) team regarding queries, ensuring both FSM and school records remain accurate and up to date
- Undertake any other finance-related or administrative duties reasonably required to support the effective operation of the school

### **Person Specification**

#### *Essential Criteria*

- Level 2 qualification or above in English and Mathematics
- Proven experience working within a financial role
- Good working knowledge of Microsoft Office applications
- Ability to work collaboratively as part of a team
- Flexible approach and ability to adapt to changing priorities and working environments
- Ability to balance competing priorities and meet deadlines
- Willingness to undertake relevant training, including updates relating to the Academy Trust Handbook

#### *Desirable Criteria*

- Knowledge and experience of using PSF, ParentPay, SIMS, and Pebble
- Experience of working within a school environment