



# BISHOP WORDSWORTH'S SCHOOL

SALISBURY, WILTSHIRE

BISHOP  
WORDSWORTH'S  
SCHOOL

[www.bishopwordsworths.org.uk](http://www.bishopwordsworths.org.uk)



## APPOINTMENT OF DIRECTOR OF FINANCE





**Bishop Wordsworth's School is seeking a highly capable individual with strong financial acumen and proven ability at leadership level to act as Director of Finance.**

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# THE SCHOOL

## HISTORY AND TRADITION

Bishop John Wordsworth intended that his school should provide a centre of academic excellence in the heart of Salisbury. Since 1890 Bishop's has fulfilled that mission, and today we educate 1,190 students aged between 11 and 18 including approximately 138 girls in our now fully co-educational sixth form. In the shadow of the Cathedral spire our eclectic buildings span the seventeenth to the twenty-first centuries, reflecting the school's heritage. This creates a very special atmosphere in which students are conscious, on a daily basis, of their part in a long tradition of academic endeavour.

## ADMISSIONS

As a Church of England Grammar School and Academy, we set our policy on admissions and choose our 11+ entrance exam provider. We admit 160 boys who have passed the 11+ exam into year 7 each September and our Sixth Form admits around 200 students who have achieved the required academic standard in year 12. Any student living within reasonable travelling distance of Salisbury is welcome to apply and students from the broadest range of schools and backgrounds thrive here. Further information about the structure of the school is on page 5.

## EXTRA-CURRICULAR

A broad extra-curricular programme helps students to understand more of the world, enabling them to challenge themselves and thereby grow as individuals. We provide many and varied opportunities so that every student has the chance to find new interests and achieve great things. We value equally the commitment of students who give their best to an activity they enjoy.

## HIGH EXPECTATIONS AND HIGH ACHIEVEMENT

Bishop's is one of the best-performing schools in the country and outstanding levels of success are part of everyday life. We never take this for granted, however, and continuously support and encourage our students to commit themselves fully to all that they do. Well aware of our expectations, students relish the opportunity to aim high and achieve their goals. Every student is encouraged to find something at which they excel and to develop their self-confidence.

## CHRISTIAN VALUES

Our church school ethos permeates the fabric of life here – from regular worship in the cathedral and our chapel, through religious education, to the way we operate as a community. We welcome students of all faiths or none, but the Christian values of respect and tolerance for all, provide a moral compass that influences everyone, both personally and culturally.

## SPIRIT OF TOGETHERNESS

As the school motto "Veritas in Caritate" (truth through loving) suggests, consideration and thoughtfulness are central to life at Bishop's. Right from day one, we work hard to make students feel valued and welcome. Within each year there are five tutor groups of around 32 students, led by form tutors. During Year 7 we monitor these groups carefully, knowing that the happier students are, the quicker they will settle in and flourish. If problems arise, the form tutor or the relevant Heads of School are the first point of contact. Heads of School operate an 'open door' policy whenever possible and in our Sixth Form, every student is allocated a personal mentor, closely matched to the individual students' academic specialism.



# BISHOP'S STRUCTURE

## LOWER SCHOOL (YEARS 7 & 8)

The routine of daily life for Years 7-8 at Bishop's is organised and run by the Lower School Office, which monitors the academic progress of the students and is responsible for their well-being and any pastoral issues. It receives information on all aspects of students' schooling, including rewards and sanctions, so that staff can both support and challenge students to do their best. Students are taught mainly within their tutor groups and follow a common timetable, while departments begin GCSE syllabuses in Year 9. As a minimum, teaching in all subjects follows the National Curriculum and the knowledge, understanding and skills that students acquire lay solid foundations for their future studies.

## MIDDLE SCHOOL (YEARS 9 to 11)

The school places great emphasis on ensuring that students achieve the highest academic standards of which they are capable, whilst encouraging them to develop their social, cultural and recreational skills and interests at the same time. This means that we adopt a firm but caring approach to all aspects of school life. The staff endeavour to work closely with parents in ensuring that students spend their time at school profitably but happily.

In the Middle School this policy is carried out by working closely with students and parents on academic, pastoral and career matters and by trying to equip them with a good range of qualifications and skills by the end of Year 11 - whether they go on to enter the Sixth Form or leave the school at this stage. Pastoral care is delivered through the tutorial programme and personal interviews carried out by tutors within our tutorial programme. Impartial Careers Guidance is provided by the School's Careers Adviser and the School Chaplain is also available for counselling and guidance. Members of the pastoral team maintain regular contact with Middle School students and with one another and regularly meet with the Headteacher to discuss students' progress.

## SIXTH FORM

We offer outstanding academic opportunities that will allow students to enjoy their chosen subjects and achieve the highest grades. Our experienced subject specialists teach a wide selection of courses, and our aim is both to deliver in terms of results and also build independence in our students. Because of this, Bishop's students are sought after by both universities and employers.

Each year around half of our Year 12 students join us from other schools. Since September 2020, our Sixth Form has been fully co-educational; we currently have 391 students in Years 12 & 13 of which 133 are female. For this current 2023-24 academic year we have accepted 191 new Year 12 students into the sixth form of which 70 are female.

We are also proud of the strong communities and rich opportunities our school offers. Our students enjoy strong friendships, and excel in music, drama and a wide variety of sporting and academic competitions, as well as providing leadership for younger students. They display responsibility, humour and creativity, and contribute freely to the life of our wider local community. Bishop's also has a standing across the globe and students return regularly to bring their huge breadth of experience back to benefit our current students.



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# ACADEMIC LIFE

Rigour, depth and breadth characterise academic life at Bishop's. Students enjoy being taught by highly qualified subject specialists. Teachers teach so that students do well – but also to extend their knowledge and understanding beyond the narrow confines of exam syllabi.

Throughout, we aim to engender a passion for learning and the development of skills to pursue that passion independently. In and out of school there are countless opportunities for students to develop their academic interests – workshops, lectures, master classes, fieldwork and more. Students regularly take part in school and national competitions, with many gaining success both within and beyond the curriculum.

## A Level Results 2024

100% pass rate, 75% A\*-B, 14 students A\* in all papers  
14 places at Oxford & Cambridge  
20 students to study Medicine / Veterinary Science

Over 75% of the grades were at A\*-B; at 196 students, this was our biggest year group yet. Our students secured 14 places to study at Oxford and Cambridge with 54 of them gaining all of their results at A\*/A grade, and an extraordinary 14 at the top of the year group passed every A level paper that they took at A\*. The strength of their performance will have once again put their school in the premier league this year.



## GCSE results 2024

43% 9-8 / A\*  
64% 9-7 / A\*-A

The 154 students in Bishop's Year 11 gained over 64% of all of their papers at Grades 7-9, with 25 of the year group passing all of their papers at one of the top three grades. They have been helped through those difficult times by the determination and creativity of their teachers, and the unwavering support of parents.



## A Level Results 2023

100% pass rate, 75% A\*-B, 13 students A\* in all papers  
20 places at Oxford & Cambridge

## GCSE results 2023

42.1% 9-8 / A\*  
63.6% 9-7 / A\*-A

## Careers Provision

Planning for the future is a significant part of education at Bishop's, with a comprehensive careers programme enabling students to find out about all options including higher, further and technical education and apprenticeships. This is supported by access to a fully qualified, experienced, careers adviser, registered with the Careers Development Institute. Throughout the school year for all Year groups ensuring that students receive expert advice at the time that they want it. Our provision is fully aligned to current statutory guidance from the Government and we are implementing the 8 Gatsby Benchmarks.

Bishop's hosts the largest HE and Careers Convention in the region each year with a series of seminars for students on Higher Education. Information on apprenticeships and school leaver programmes is also available with an opportunity to talk with alumni who have successfully chosen this route.





# EXTRA - CURRICULAR ACTIVITIES

## TRIPS, OUTDOOR EDUCATION AND CLUBS

As well as the trips to France, Germany and Spain, Bishop's offers students the chance to take part in a wide range of extra-curricular activities. We encourage all students to take part in the rich co-curricular life of the school which enables them to take on leadership roles within the house and prefect systems, to enjoy a variety of sports, to undertake community service and to help support the development of younger students in the school.

For outdoor education enthusiasts, we run residential visits to Pencelli in South Wales, as well as Bronze, Silver & Gold Duke of Edinburgh expeditions. Our Outdoor Adventure programme is designed to challenge students mentally and physically and help them transfer the emotional strength gained from these experiences to everyday life. We aim to provide the pathways whereby each Bishop's student can become a self-sufficient and driven young adult who feels at home within adventure based environments.

Over 40 clubs and societies meet during lunch breaks or after school. A student can become involved in voluntary work locally, play chess, try debating or film-making. The opportunities to experience activities and destinations here and abroad are immense. A willingness to contribute to this range of activities is essential to working at this outstanding school.



## MUSIC

Musicians and artists are given the chance to display their skills in various concerts. The music department runs a school choir, orchestra, big band, as well as offering opportunities for chamber groups and music theory and technology sessions.

The school choir is 60 strong, leading all major school services including the monthly school service in Salisbury Cathedral. It performs up to six other concerts in a school year, with one major oratorio which this year was Vivaldi's Gloria. There are also yearly joint Evensong with two other Grammar Schools at St Peter's College, Oxford.

We also have a school wind band, string and Lower School Orchestras, all that perform to a very high standard and do so regularly.

The school chapel houses a Viscount Chorum 90 organ which is used for daily school worship, with several students who are learning the organ and provided with the opportunity to play at school chapel services.





## SPORT

Bishop's has a proud history and tradition of sporting provision, whether it is for our top performers or the beginner. Sport plays a central role in the school's aims to encourage all our students to develop their potential by setting themselves the highest standards of excellence and achievement with integrity and confidence. The school's broad range of sport activities provides students with a well-rounded, balanced education catering for a wide range of talents and interests and adds great enjoyment to students' school lives.

We are committed to providing inclusive, challenging and enriching Physical Education and sporting opportunities, which promote high standards of performance and a positive attitude towards sport and physical activity for life, to inspire and motivate all our students to lead happy, purposeful and responsible lives. We strive for national recognition across a wide range of sports and compete on a local, regional and national level, with a multitude of sports available and success achieved across the board. We also encourage our students to compete outside of school in order to gain an invaluable team and social experience. This enables both Bishop's and the clubs to benefit from a more knowledgeable, experienced and skilled pool of talent.

Competitive sport is in the lifeblood of the school. Rugby, Cross Country, Athletics, Basketball, Soccer, Hockey, Netball, Cricket and more figure in the sporting calendar, with regular fixtures against schools across Wiltshire and the South West of England. While we are justly proud of our outstanding reputation for sporting success both regionally and nationally, we value equally the commitment of students who give their best to an activity they enjoy.



## DRAMA

All students in KS3 have a double lesson of Drama every week and the School stages a play or musical each year for those interested in acting, technical support, stage management, music to set design with students keen to get involved. Sixth formers are also involved in running a lower school Drama Club. We have many former students who have gone into the performing arts and who enjoy successful careers.

Ralph Fiennes: (Bishop's 1976–1981) One of the UK's most highly-regarded and internationally celebrated actors.

David Oakes: (Bishop's 1995–2002) Trained at Bristol Old Vic, best known for *The Pillars of the Earth*.







## STAFF AND THEIR WELFARE

The Governors and the school's Senior Leadership Team (SLT) are committed to fostering a culture of cooperation, trust and mutual respect and recognise that work-related stress has a negative impact on employee well-being. With a strong emphasis on providing ample opportunities for personal and professional development, a structured appraisal system enables regular feedback and goal setting. The school's commitment to its employees' growth is evident in the generous budget allocated for Continuing Professional Development, encouraging staff members to expand their skill sets and expertise. Fostering a collaborative environment, the school promotes a robust ethos of teamwork, recognising that collective efforts lead to exceptional results. The Governors and SLT actively seek continuous improvement in this area, ensuring that their employees happiness and growth remain at the heart of the school's culture.

All staff are encouraged to participate in events undertaken by the school to promote health and wellbeing through a Wellbeing Committee where staff can meet to discuss such issues and promote initiatives. Bishop's encourages all staff to focus on their physical health, and the school gym is available to use after school hours. There is a staff badminton club, yoga sessions are also offered and the school offers a Cycle to Work scheme. Our 'Free Cake Friday' encourages all staff to get together for a chance to get to know each other in a friendly environment.

## BWS FOUNDATION

The Foundation supports Bishop's students by providing grants and bursaries for uniform, extracurricular activities and transport for the benefit of those pupils who would otherwise be unable to afford such things.

## INTERNSHIP OPPORTUNITIES

Students can access our extensive network of Bishop's Alumni professional contacts with through LinkedIn (around 2,000 contacts), and the Bishop's Foundation also has a Career Enablement arrangement through which we may be able to arrange internship opportunities in the City of London.





# PERSON SPECIFICATION

The successful candidate will have a genuine interest in education. In this post, you would be a member of Bishop Wordsworth's School Extended Senior Leadership Team and work in close partnership with the Head Master. You would be actively involved in implementing strategic development plans and would be charged with leading the Finance team, having ultimate responsibility for the financial administration on a day-to-day basis.

As a Financial Director, you will need to demonstrate successful experience in medium and long-term financial planning, cash-flow management, the preparation and presentation of timely and pertinent financial information including the preparation and interpretation of balance sheets. As a manager, the successful candidate will show evidence of the ability to lead a team successfully and to relate well to colleagues at all levels.

It will be essential to show business or administrative experience and knowledge of key financial software appropriate for the day to day management of the school and especially the Finance Office.

Within these general requirements, the board of governors will be seeking a person who can demonstrate a range of experience and skills drawn from the role attributes below:

## Knowledge & Skills

### Essential:

- AAT qualification or equivalent
- Have a minimum of five years experience in financial management and operational leadership roles
- Excellent analytical skills and attention to detail
- Strong written and oral communications skills
- Have exceptional organisational, administrative and IT skills
- Be flexible and adaptable to work with the changing needs of the school, including working outside of regular school operational hours, when required
- Extensive experience of data analysis and budget management
- Evidence of continuous professional development
- A creative, tenacious, self-motivated individual who thrives under pressure
- An understanding of investment procedures.

### Desirable:

- Experience of working in a school or educational setting
- Familiar with Xero software
- Chartered Accountant

## Personal qualities

### Essential:

- Excellent analytical skills and attention to detail
- Ability to organise time, work to deadlines and under pressure;
- Energy, enthusiasm and a great sense of humour;
- Keeps calm and in control in difficult and/or stressful situations. is resourceful, flexible and optimistic when tackling challenging obstacles;
- Ability to build and form good relationships with colleagues;
- Respects and shows consideration for others and is able to build a climate of trust and openness;
- Commitment to the highest standards of child protection and safeguarding;
- Recognition of the importance of personal responsibility for health and safety;
- Commitment to equality, diversity and inclusion.

### Desirable:

- Commitment to the school's ethos.



# JOB DESCRIPTION

**Salary:** Bishop Wordsworth's School Scale N Point 43

**Hours:** 37 hours/week; 52 weeks/year

**Holiday Entitlement:** 23 days' holiday excluding Bank Holidays

## Main Purpose:

The Director of Finance will be responsible for the day-to-day management of the school's accounting function, including supervising the work of the finance team, producing management accounts and reports, and working with the Head Master on budget development, monitoring and review. The Director of Finance reports to the Head Master and has responsibility for the following key areas; Long term, medium term and short term, financial planning and budgeting, payroll processing, pensions, purchasing, asset register and implementation of finance control, processes and procedures.

## Key Responsibilities:

- Under the direction of the Head Master, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals;
- Ensure that the school financial systems, financial policies and procedures are robust, compliant and support current activities and future growth;
- As a member of the schools extended Leadership team, ensure budgeting processes are managed, monitored, and reviewed with appropriate reports presented to the Head Master, Leadership team and the Governing Body;
- Ensure all statutory funding is received and ensure that the regulatory requirements of all statutory bodies are met;
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Head to make strategic, long-term decisions;
- Supervise and manage the monthly payroll procedures, including posting the monthly payroll journal from information provided by HR, BACS payments to staff and outside agencies for PAYE and Pensions deductions and ensure the reconciliation of all control accounts monthly;
- Line manage the finance personnel ensuring the finance function works as a flexible team that runs the Finance Office;
- Manage the month end processes ensuring the team know their deadlines and cut offs;
- Prepare the monthly management accounts;
- Prepare and submit monthly returns to HMRC;
- Prepare all financial returns to the DfE, ESFA, local government agencies and Trustees within statutory deadlines;
- To oversee the administration of the school fund (including maintenance of appropriate accounts) to ensure that the necessary information is available, the funds are controlled in accordance with proper accounting practice and appropriate year-end report and audit are prepared;
- Prepare the annual budget as part of the five-year financial plan;
- Prepare the year-end statutory accounts and an electronic audit file;
- Prepare schedules for Auditors for the Annual Accounts Return;
- Organise, manage, and supervise the financial systems and processes within the school;
- Control account reconciliations, funding analysis and reconciliation, and monthly budget monitoring;
- Ensure all the finance team are trained in all finance functions to cover absence within the team;
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept;
- Oversee the production and submission of VAT Reports to HMRC; the processing of all purchase orders, invoices, direct debit transactions, and internal charges eg photocopier charges; the weekly cheque/BACS runs; the receipting, recording and processing of all income, and the reconciliation of bank statements and business charge card statements;
- Lead the planning, development, monitoring and reporting of Business Services;
- Comply with the School's Financial Procedures to ensure the integrity of our processes;
- Be the school's main point of contact during school holidays. (The Site Manager remains responsible for school security at these times);
- Safeguard and promote the welfare and wellbeing of pupils and follow School policies and the Staff Code of Conduct;
- Carry out any other duties reasonably required by the Head Master.



# JOB DESCRIPTION

## Other:

- To work flexibly to meet agreed deadlines and targets, as and when required;
- To deal with highly sensitive information in a strictly confidential and professional manner; monitoring progress of follow-up action to ensure all items are dealt with and completed satisfactorily;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns appropriately;
- Be aware of and support diversity and ensure equal opportunities for all;
- Contribute to the overall ethos/work/aims of the school;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Undertake any other duties commensurate with the level of the post.

The Postholder will need to respond effectively to changing priorities, be able to manage a high-volume workload, use his/her initiative and to work well under pressure as well as having excellent organisation and administrative skills. Confidentiality, diplomacy and professionalism are key attributes for this role as is a certain amount of flexibility and a can-do attitude.

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities. This will mean focussing on the needs of staff, pupil, parents and governors of the school and being flexible, whilst prioritising workload and meeting deadlines, in a busy pressured environment. It is the individual's responsibility to promote and safeguard the welfare of children and young people.

## Allocation of Time:

Some of the duties outlined are of a seasonal or cyclical nature and, as such, will occupy the postholder during certain times of the year but not others. Accordingly, the postholder must ensure that at any time the balance of effort and priority of task are appropriately aligned. For the most part, the allocation of time will be a matter for the postholder's professional judgement, in conjunction with those to whom s/he is responsible.

The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

This job description shall be subject to (at least) annual review and any changes shall be determined by consultation between the postholder and the Head Master in accordance with the terms of the Governors' Contract of Employment and Staffing and Pay Policy.







# HOW TO APPLY

Please access the Bishop Wordsworth's School website [http://www.Bishop'sschool.org.uk/The\\_School/Vacancies/](http://www.Bishop'sschool.org.uk/The_School/Vacancies/) or TES for further specific information about the post and for the application form.

You must complete the BWS application form and may also, if you wish, submit a CV along with your completed application.

You are welcome to visit the school prior to application. Please contact the HR Manager by email ([alg@bishopwordsworths.org.uk](mailto:alg@bishopwordsworths.org.uk)) or on 01722 333851 to arrange a visit and/or an informal discussion.

Prospective applicants should refer to the school website which provides newsletters and examples of the everyday life of the school, as well as X feeds, information about the ethos, governance of the school, curriculum and range of activities that are offered to students.

## EQUAL OPPORTUNITIES

Bishop Wordsworth's School is an equal opportunities employer in accordance with the Equality Act 2010. REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1974 (AS AMENDED IN 2013).

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all:

- convictions
- cautions
- warnings
- reprimands
- binding over or other orders
- pending prosecutions
- criminal investigations that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

All offers of employment are subject to satisfactory references as well as an enhanced DBS and other safeguarding checks.

All shortlisted candidates will undergo social media checks prior to interview in line with KCSIE 2024 and in order to provide the appointment panel with any information that may be relevant to their suitability, or have an impact on the school's reputation.