



Finance Officer Recruitment Pack

CRESTWOOD
COMMUNITY SCHOOL



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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.





Section 1: Post Advertisement

Post: Finance Officer

Start Date: September/October (or mutually agreeable date)

Location: Both Campuses

Salary Scale: E Grade, £33,178 – £36,369

Contract: Permanent, 52 weeks (term time only + 4 weeks will be considered)

Working Pattern: 37 hours per week 08.00 to 16.00, Monday to Thursday; 08.00 to 15.30 on Friday

Closing Date: Friday 18 September 2026

Crestwood Community School is a thriving single school operating across two campuses, proudly serving the central Eastleigh community. We are seeking to appoint a dedicated and experienced **Finance Officer** to join our Finance and Admin Team.

Duties will include –

- Supporting the Headteacher and Business Manager in preparing, managing and monitoring the annually allocated budget
- Ensuring the school's financial policies and procedures are consistent with the requirements of the Governors, HCC and auditors
- Managing the day to day financial operations
- Assisting in the preparation of forecasts of income and expenditure and communicating timetable of financial and management accounts
- Assisting in the preparation of regular, standard financial accounting reports for the Headteacher, Business Manager and Governors
- Keeping records and analyse information relating to allocations, apportionment and absorption of overhead costs, income (sales) against the budgets
- Processing and accounting for goods and services supplied on credit
- Calculating, checking and authorising and reconciling payments, i.e. accounts/school MIS system (Arbor)
- Collecting, reconciling and calculating all cash, receipts and payments and preparing cash for banking
- Making purchasing recommendations and administering invoicing and payment arrangements for the ordering or hiring of goods and services in line with school policies
- Advising on requisitioning procedures including guidance on best value suppliers and ensuring cost effectiveness for the school in the provision of goods and services
- Producing accounts for petty cash records and bank payments received
- Ensuring all qualifying grants are accessed with the correct paperwork
- Providing advice and support to budget holders on monitoring of budgets for which they are responsible
- Managing all financial aspects of school and residential trips
- Liaising with other staff on financial and administrative aspects of their work
- Attending meetings with the Headteacher, Business Manager and Chair of Governors to discuss agenda items and preparation for Governors' finance meetings
- Attending Governor and Senior Leadership meeting to advise on financial and administrative matters, as required
- Using Hampshire County Council's financial systems and databases, inputting and extracting data
- Producing and maintaining spreadsheets as and when required
- Line management of the Finance Assistant
- Complying with HCC financial regulations and standing orders

Structure:

Executive Headteacher

Deputy Headteacher

Business Manager

Finance Officer

Finance Assistant

As a school we take staff well being seriously. We offer staff the following:

- Wellbeing weeks, with no commitments scheduled after school
- Free lunch every day
- Half termly cooked breakfasts
- Accrued inset days, taken as twilights, giving staff an additional 4 days off a year
- One well being day per year (during term-time), to be taken at their chosen time (after a qualifying period)
- Weekly thank you bulletin
- Birthday cards
- Heads discretionary leaves of absence for family events
- Acts of random kindness
- Access to mental health first aiders

For an informal chat about the role please contact Sarah Smith, Business Manager on 023 8064 1232 or via email s.smith@crestwood.hants.sch.uk

Application Procedure:

Please complete the Support Staff Application form that can be found on the school website www.crestwood.hants.sch.uk/school-information/vacancies/ and email it to hr@crestwood.hants.sch.uk

Please note we cannot accept a CV as a means of application. We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Crestwood Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



Section 2: About Crestwood Community School

We are one school over two campuses, serving the children of central Eastleigh, which is a vibrant town, with large amounts of development in both business and residential areas. There has been an expansion in the primary sector with several local schools undergoing expansion to their buildings to accommodate the growth in student numbers. Crestwood merged with the former Quilley School in 2016 to provide one secondary school for Eastleigh, something new and exciting, offering high quality education for the children of Eastleigh. In 2022 we became oversubscribed in every year group and are operating a waiting list across both campuses. The two campuses are situated at Shakespeare Road and Cherbourg Road and both offer the same high quality education to all year groups with little movement of students. We have two specialised Resource Provisions, dyslexia and SEMH.

As the long serving Executive Headteacher of this wonderful school, I have a clear vision and an absolute determination, alongside my team, to continue to improve even further the provision of education across Eastleigh. The school has a very mixed intake and as a result areas such as pupil progress, behaviour and attendance remain a challenge.

The composition of the school as of March 2026 was:

Students	Current	National	Hampshire
School number on roll	1474	Well above average	Well above average
School %FMS(6)	36%	Above average	Well above average
School %SEND support	19%	Close to average	Close to average
School %EHC plan	8.2%	Well above average	Well above average
School %EAL	14.5%	Close to average	Well above average
School number LAC	18	Well above average	Well above average

We agree with the recent Ofsted areas for Improvement and have established school wide staff working parties to address these.

The Ofsted report states that “Leaders and governors are driven by a strong sense of moral purpose. They are ambitious for pupils’ futures and drive to provide the best opportunities for them. Staff share these aspirations and are loyal and committed”.

We care deeply about our school, the staff, the students and the community we serve, we are a school with a heart. We as a school are clear about our improvement agenda and we work cohesively as a school wide team. As this was our fifth consecutive “good” grading it demonstrates that at Crestwood we are continually providing a consistent quality in all we do, against a backdrop of tougher standards and criteria to be judged against.

Staff are predominantly one campus based but may be expected to teach across both sites, whilst playing an active part in their innovative and high-performing teams. Across both campuses we have been successful in establishing a strong culture and ethos, typified by the #Crestwoodfamily.

Our Ofsted report from February 2024 stated that at Crestwood “there is a welcoming, friendly atmosphere”. They also said that “teachers and support staff, including those in the early stages of their career, are proud to work at the school. They particularly value school leader's careful consideration of their workload and well-being so that they can focus their efforts fully on pupils' education.” In addition Ofsted report that “many pupils, staff and parents describe the school as a ‘big family’.

We have enhanced our campuses significantly over the past few years. We have refurbished nearly all areas across the school. We have had a new crescent area and roof at Shakespeare which has enhanced the building significantly. The Cherbourg Campus is situated between the town's two post-16 providers. The site is well maintained with specialist facilities in excellent condition throughout, including 5 new Science rooms and refurbished Sports Hall. In totality we are a school continually on the up and have a can-do-more attitude.



Section 3: Person Specification

Job title: Finance Officer

Salary Scale: E Grade £33,178 - £36,369

Responsible to: Business Manager

Special Conditions: An enhanced Disclosure and Barring Service (DBS) check is required for this post.

Qualifications

Essential

- A good level of education including GCSE Mathematics and English Language 9-4 (A*C)

Desirable

- Accounting qualification e.g. AAT, CIMA, CIPFA

Experience

Essential

- Experience of working with external contractors and agencies
- Experience of procurement, raising orders, paying invoices
- Significant and demonstrable practical experience of problem resolution
- Experience of working with other departments and building relationships with colleagues and a wide range of stakeholders

Desirable

- Proven experience working in an educational setting
- Experience of school MIS systems

Knowledge

Essential

- An excellent working knowledge of IT systems and packages

Desirable

- An excellent understanding of school management systems including reporting and analysing.
- Knowledge and Understanding of working with a Local Authority Structure.

Skills and Abilities

Essential

- Able to work flexibly as part of a team
- Able to demonstrate an innovative and problem solving approach to issues
- Excellent written and spoken communications skills
- Excellent organisational and time management skills
- Ability to prioritise workload and delegate as appropriate
- Ability to implement changes of systems to suit improvements in efficiency and working practices
- Ability to handle confidential issues and materials sensibly and appropriately.
- Committed to promoting high quality care to students
- Committed to contributing to the wider school and its community
- Professionally assertive and clear thinking
- Having a customer focussed and flexible approach to work demonstrating the ability to prioritise effectively and respond to changing demands
- Ability to influence and communicate both verbally and written
- Able to plan and take control of situations
- Thoroughness and excellent attendant to detail and accuracy
- Ability to demonstrate a flexible approach to working hours in line with the School events and requirements
- A commitment to equal opportunities and empowering others.

