



SCHOOL OFFICE

**DIRECTOR OF FINANCE**

**GILDREDGE HOUSE**

**EASTBOURNE**

# WELCOME FROM THE EXECUTIVE HEAD TEACHER

Dear Colleague

Thank you for your interest in working at our school. Gildredge House is a popular and oversubscribed all-through school, in Eastbourne, East Sussex. Primarily, Gildredge House is a warm, welcoming, and inclusive community. Every student, teacher and member of our community takes on a responsibility when joining Gildredge House to maintain and cultivate the unique culture that exists inside our walls. You will find this culture embodied in every part of our school, in the way Gildredge House students think, feel and act, regardless of age.

As a unique, all-through school, I believe that we offer a special opportunity for any member of staff to work with young people and staff across a range of ages and Key Stages. This privilege is not lost on us, and we work hard to ensure that we are relentless in our pursuit of an excellent education for all our young people. In our most recent Ofsted inspection in October 2024, Gildredge House was judged to be Good in all of the five key areas. We are confident and excited about the school's future and are looking for an exceptional leader to join us on this journey.

Following the retirement of our current post holder, we are recruiting for a new Director of Finance. You will play a vital role in the strategic management and leadership for the financial performance of the Trust under the Executive Head Teacher's direction. The Director of Finance will be responsible for setting and monitoring the school budget and strategic financial plan working with the SLT to optimise the use of available resources ensuring the school's continued development aligns with its goals and values. The School Business Manager will coach and support colleagues in their team to be the best they can be. You will also be responsible for establishing policies and managing staff and resources to realise school development priorities and value for money. If you are an outstanding leader, with a track record for proven successful business and financial leadership of a school we encourage you to apply for this exciting opportunity.

I am very proud to be the Executive Head Teacher of Gildredge House and look forward to working with you to lead this aspect of school development together. I enjoy working in such a cohesive team across all phases and departments of our school, and I warmly encourage you to consider joining our fantastic and unique community. Please contact me at [c.bull@gildredgehouse.org.uk](mailto:c.bull@gildredgehouse.org.uk) for a confidential conversation, or you can speak with our HR Team at [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk), who will be able to send you the full job pack. We look forward to hearing from you.

Craig Bull  
Executive Head Teacher



# OUR SCHOOL

At Gildredge House, our vision is clear and underpinned by a strong value-based education where learning in and out of the classroom is prioritised, to support students to achieve their potential and beyond. We have the highest aspirations for our school and every member of our school community.

## Our Mission

*Aspire*

In all that we do

## Our vision

Our vision is to be a school that:

- Aspires for balanced students who flourish through opportunities and learning experiences in and outside the classroom.
- Aspires toward a culture of care and wellbeing, which results in optimal conditions for learning.
- Aspires to be proud of the Gildredge House Way, our uniform and attendance.
- Aspires for all students to achieve their potential and beyond.
- Aspires for an inclusive, all-through, values-based curriculum.
- Aspires for students to understand their responsibility to be global citizens, contributing to a better world.
- Aspires to celebrate students' individual and collective achievements.
- Aspires to engage young people in environmental education and action.
- Aspires for a strong careers programme which supports students in further education, training, and employment.
- Aspires to work collaboratively within our local, national, and global communities.



## The Gildredge House Way

*Ready, Respectful, Safe*

Our school is founded upon high standards and high expectations of students' attitude to learning. We expect a commitment from all students to the Gildredge House Way, in and out of every lesson. We also believe it is important to celebrate individual and collective achievements through a culture of 'catching students in'.

# THE ROLE



## Ideal candidates will:

- Align to the Gildredge House vision, mission and values.
- Have proven experience of successful business and financial leadership and management.
- Be financially astute with strong analytical skills and experience in financial planning, together with high skill levels in all aspects of budgetary processes and financial management.
- Possess a working knowledge of risk and compliance, and ideally the law and the regulatory framework affecting schools, including safeguarding and data protection.
- Be committed to working in partnership with colleagues, Governors, parents, and the community to deliver excellence.
- Be able to organise, lead and motivate staff and to challenge any underperformance.
- Act with integrity and build effective, trusting relationships with colleagues and students.
- Be a strategic thinker who is willing to contribute to the wider strategy of the school whilst maintaining direct operational responsibilities.
- Be commercially aware, with experience of creative thinking around income generation and cost control.
- Be an outstanding leader.
- Be able to coach others in a solution-focused approach.
- Be able to use IT systems including Microsoft Office products and financial software programmes.
- Demonstrate effective communication skills, both verbal and written, in order to maintain accurate records and documentation and provide written reports as requested.
- Have a genuine interest in education and achieving the best outcomes for our young people.

To apply, click [here](#):

**Reports to:** Executive Head Teacher

**Start Date:** February/March 2024

**Location:** Eastbourne, East Sussex

**Full/Part Time:** Part Time - 3 days

**Salary:** GH Leadership Support Scale L2-L6 Pro-Rata (£29,295 - £32,331)

**Weeks:** Term Time plus 5 x INSET days plus 6 weeks

**Hours:** 21 Hours per week/ 3 days

**Contract:** Permanent (after probationary period)

**Closing Date:** 9.00am, Wednesday 22nd January

**Interviews:** Week commencing 27th January

Visits to the school are highly recommended. To arrange a visit, please contact Kate Lamprell on [k.lamprell@gildredgehouse.org.uk](mailto:k.lamprell@gildredgehouse.org.uk).

Applications by Gildredge House application form (available [here](#)) to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by the deadline above.

Gildredge House is committed to safeguarding and promoting the welfare of children. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

We require all employees to undertake an enhanced DBS check.

You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

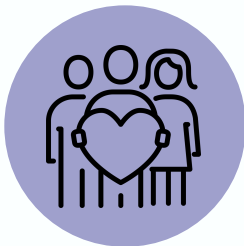


# OUR VALUES

Our school is underpinned by a values-based education. Our stakeholders have discussed, collaborated and developed this thinking to create six core values that we believe ensure our students aspire to and achieve success. We believe that this creates a strong learning environment that enhances personal and academic achievement while also developing students' social and relationship skills that will last throughout their lives. Our curriculum is developed with our Aspire values in mind and we recognise and reward students when they demonstrate them.



**A**mbition - To relish new challenges or opportunities, always strive to do our best.



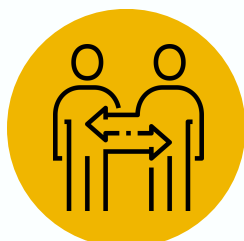
**S**upport - To collaborate, encourage and help others whilst accepting and responding to support ourselves.



**P**erseverance - To have self-belief in overcoming challenges to be successful.



**I**ntegrity - To be honest and always do the right thing.



**R**eflection - To consider our strengths and areas for development whilst making connections in our learning.

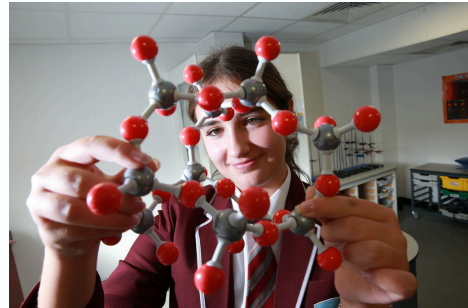


**E**mpathy - To understand the feelings and needs of others, supporting those who sometimes need our help.

# BENEFITS

As a Senior Leader at Gildredge House, we will offer you:

- A carefully designed and supportive induction plan to ensure you have everything you need to start your new role confidently and smoothly
- Career development opportunities
- On-hand expertise from the Chair of Governors, Executive Head Teacher and Heads of School
- An executive coach
- Leadership Coaching Qualification
- Two week Autumn half term
- LGPS Pension Scheme
- Care First Employee Assistance Programme
- Staff wellbeing and sport opportunities





# Gildredge House



*Aspire*



