



BROUGHTON
HIGH SCHOOL
Achieving Together

APPLICATION PACK

FINANCE OFFICER

AND

ADMINISTRATOR LINK TO GOVERNORS

GRADE 6 SCP 11-19

£28,142-£32,062

PRO RATA

(subject to a retrospective pay review)

TERM TIME ONLY

37 HOURS PER WEEK

PERMANENT POST

START DATE: 23rd NOVEMBER 2026



September 2026

Dear Applicant,

Finance Officer and Administrator Link to Governors – to start Monday 23rd November 2026
Full-Time, 37 hours per week - term time only
Grade 6 points 11–19, £28,142 - £32,062 Pro Rata (subject to a retrospective pay review).

Broughton is a successful, heavily oversubscribed school. We have highly experienced staff, supportive parents and well-behaved pupils who are a delight to teach. Many staff come to Broughton and stay for many years because of the school's strong sense of community and because they genuinely enjoy working here. Standards are exceptionally high. Following an Ofsted inspection in September 2022, Broughton was judged an outstanding school in every category. It is a happy, friendly school in which to work and learn. Our school is situated in a pleasant rural location north of Preston, within easy reach of the motorway network.

We are looking to appoint a hard-working, conscientious and reliable person to be responsible for co-ordinating, monitoring and organising the financial/administrative systems and procedures for the school, working with guidance from the school's Business Manager, but with significant responsibility and autonomy. Applicants should note that the school's child protection policy and practices comply fully with all local and national guidelines.

Please find enclosed the job description and person specification, together with information about the school.

If you feel you have the skills and experience required, and are interested in this opportunity, please complete the support staff application form, together with a letter of application (maximum two sides) outlining your reasons for applying and how you believe you could contribute to the department and the wider success of the school.

All **applications** should be received **by 8.30am on Wednesday 7th October** and they should be sent to Mrs Sweeney, Headteacher's PA (sweeneys@broughtonhigh.co.uk).

Interviews for the post will be held on **Friday 9th October**. If you have not heard from the school by that date then you should assume that your application has been unsuccessful.

If you wish to discuss any aspects of the post, please contact Mrs Annie Follett, School Business Manager (folletta@broughtonhigh.co.uk).

Yours faithfully,

Mr D Botes
Headteacher

Headteacher: Mr David Botes

Lancashire County Council
Role Profile - Operational Context Form

Post title: School Business Support Officer 4					
Directorate: CYP Schools				Location:	Broughton High School
Establishment or team:				Post number:	
Grade:	Grade 6	Staff responsibility:	No	Essential Car user:	No
Scope of Work – appropriate for this post: With guidance, but with significant responsibility and autonomy, be responsible for co-ordinating, monitoring and organising administrative/clerical or financial systems and procedures for the school. This could include responsibility for the training and development of staff, dealing with correspondence or enquiries and co-ordinating, monitoring and managing administrative/clerical activities or financial processes.					
Accountabilities/Responsibilities – appropriate for this post: - Oversee and assist in the development and implementation of financial procedures and oversee financial transactions/activity within the school (e.g. orders, invoicing, banking and cash and accounting entries) - Development, management and ongoing monitoring of all management information and finance systems - Responsible for producing annual and statutory returns - Under direction, manage procurement within the school, including compliance to contractual conditions - Supervision of other support staff including allocation and checking of work, induction, demonstration of duties and training and development. - Production of regular management information, including financial data and assist in the production of reports for the senior leadership team. - Undertake monitoring of monthly expenditure, - Reconcile accounts - Act as a link between the governing body, the school, Local Authority (LA) and other agencies - Support the appointment and induction of new governors, including provision of all necessary documentation available from the LA. Individuals in this role may also: - Assist with funding/grant submissions - Manage stocks of supplies and consumables - Maximise funding for the school through identifying income streams (e.g. Extended Services partnerships). - Monitor budgets and report any issues to school management - Attendance at School Management Team as a member and at Governors Meetings presenting reports as necessary. - Contribute to marketing and promotion of the school - Manage lettings and the use of premises and associated income.					
Prepared by:		A Follett		Date:	15/09/2026

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

PERSON SPECIFICATION

FINANCE OFFICER

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)
Qualifications • Good GCSEs (or equivalent) • NVQ level 3 (or equivalent) • Level 2 or equivalent qualification in English or Mathematics • Finance qualification (e.g. AAT)	E E E D
Experience • Of working with children • Of working in a school /educational environment • Of administrative work	D D E
Knowledge • Sims Finance • Other Sims related software	D D
Skills • Interpersonal and communication • Time management • Organisational • ICT	E E E E
Personal Qualities • Firm but friendly approach • Approachable • Sense of humour • Flexible attitude to work • Reliable, conscientious, hard-working • Positive, enthusiastic and creative	E E E E E E



GENERAL INFORMATION

Broughton High School is an 11-16 mixed community high school which caters for pupils of all abilities and backgrounds. The school is situated in a very pleasant location on the northern outskirts of Preston and serves an extensive rural and suburban area. It serves the residential districts to the north of Preston including Fulwood, Ingol, Broughton and Barton, and the rural areas around Woodplumpton, Catforth, Goosnargh and Lea.

At the last Ofsted inspection in September 2022, Broughton was judged to be an **outstanding school** in every respect:

The quality of education	Outstanding
Behaviour and attitudes	Outstanding
Personal development	Outstanding
Leadership and management	Outstanding
Overall Effectiveness	Outstanding

There are currently 924 pupils on roll (6 form entry – standard number 180) with 64 teaching and 46 support staff, including 9 learning support assistants. Since opening in 1975, the school has established an excellent reputation within the area and is heavily over-subscribed each year.

Over the years we have invested in all our facilities. All teaching areas are equipped with interactive whiteboards and teachers/pupils have access to a wide range of IT devices. Significant investment has been made to improve classrooms and each department is refurbished as part of a rolling programme to ensure that the very best possible resources are available to provide the best possible learning environment. We are determined to ensure that our staff and pupils have access to first class resources, enabling the best possible teaching and learning to take place.

Our reputation is built upon the traditions of high academic standards, within a caring and supportive environment, in which we place great emphasis on standards of dress, behaviour, attendance and punctuality. We have high standards and expectations and, through a culture of self-evaluation and improvement, we aim to continue to raise our standards and to improve the quality of education for all our pupils.

Broughton undertakes a leading role in the Preston Primary and Secondary Alliance. As such we have been heavily involved in Initial Teacher Training, CPD and School to School support, placing emphasis on collaboration and working cooperatively with all the other 40+ primary, secondary and special schools in the Alliance.

The school recognises and values the work of all its teaching and support staff and sets out to provide a supportive programme of appropriate professional development. This is central to promoting pupils' effective learning experiences, generating self-esteem and enhancing job satisfaction.

The school has built up a strong academic tradition and enjoys an excellent reputation within the community and with local 16+ educational establishments. The percentage of pupils gaining 5 or more Grade 9 - Grade 4 GCSE passes has consistently been higher than both the county and national averages. In 2026, 92.4% of pupils achieved a Grade 4 or higher in English and 86.5% of pupils achieved a Grade 4 or higher in Maths. 29.2% of pupils achieved Grades 9-7 in English and 31.9% of pupils achieved Grades 9-7 in Maths. 81.6% of pupils achieved five GCSE passes including English and Maths. 30% of all grades achieved, across all subjects, were Grades 9-7.

The school offers a broad and balanced curriculum for pupils in both key stages. At Key Stage 3, in addition to the statutory requirements of the National Curriculum, the school delivers Drama and Personal, Social, Citizenship & Health Education. On admission to the school, pupils are placed in mixed ability tutor groups based upon information received from primary schools. From September 2020, we moved away from numerical naming of classes e.g. Set 1 to Set 7, to pupils being allocated a more appropriate teaching group. Pupils of 'middle ability' are now mixed much more evenly.

At Key Stage 4 pupils follow examination courses in the compulsory core curriculum of Maths, English (Language and Literature) and Science together with other various option courses. All pupils have the opportunity to fulfil the EBacc criteria and whilst we encourage pupils to pursue EBacc subjects, we do not insist on this.

Pupil support, guidance and welfare are a high priority within the school and as such, the school fully recognises the contribution it can make to protect children. The school's Child Protection policy complies with both local and national guidance and is communicated to teaching and non-teaching staff, governors and outside agencies all of whom have a child protection role. A key figure is the Form Tutor whose responsibility is to know their pupils as fully as possible and to provide appropriate care and support. Heads of Year are responsible for the leadership and co-ordination of the work of Form Tutors.

Life at Broughton is not confined to academic study. Pupils have the opportunity to participate in a wide range of extra-curricular activities. The school has excellent sporting facilities and pupils enjoy a wide range of sporting activities both internally and in regular competition against other schools and colleges. Music and drama activities are popular with pupils of all ages and regular productions are very well supported. Other activities include Young Enterprise, Duke of Edinburgh Award Scheme, fieldwork and exchange visits to other countries.

We encourage community involvement and the school enjoys the active support of the Parents, Teachers and Friends Association who organise a programme of activities for pupils and parents throughout the year as well as providing financial support for numerous school projects.

The school operates a total non-smoking policy (buildings and premises) and our child protection policy and practices are enforced vigorously in order to protect the welfare of our pupils.

I hope that this information gives you a flavour of life at Broughton. We believe that this is a school with its own unique "family" atmosphere and ethos. You are warmly invited to come and visit us and experience it for yourself.

David Botes, Headteacher
September 2026