FINANCE MANAGER – ref FINANCE26

HAYLANDS PRIMARY SCHOOL, Bettesworth Road, Ryde, Isle Of Wight, PO33 3HA
Tel: 01983 563372, Email: recruitment@haylands.iow.sch.uk.
Website: www.haylands.iow.sch.uk

Headteacher: Mrs Katrina Shaer

Salary: IWC Hay Scale 9A-E, £13,431 - £14,622 (actual salary). £35,572-£38,726 (FTE)

Hours: 15 hours per week (flexible to suit candidate), term time only + 3 weeks during the school holidays.

Permanent Contract - to start as soon as possible

We are seeking to appoint an outstanding and highly motivated Finance Manager to join our team. This is an exciting opportunity for an experienced finance professional to play a pivotal role in ensuring the effective financial management of a thriving school community. Reporting directly to the Headteacher, you will lead the day-to-day financial operations of the school, providing strategic financial advice, ensuring compliance with local authority and statutory requirements, and supporting the Senior Leadership team in delivering the very best outcomes for our pupils.

The Role

Key responsibilities will include:

- Leading the school's financial management systems and processes
- Setting, monitoring and managing the school budget
- Preparing budget forecasts and financial reports
- Ensuring compliance with financial regulations, internal controls and audit requirements
- Overseeing purchasing, invoicing and income collection processes
- Identifying opportunities for financial efficiencies whilst supporting the school's strategic objectives

About You

To be successful, you will have:

- A recognised finance qualification or substantial relevant experience
- Proven experience of budget setting, financial management and reporting
- Excellent analytical, organisational and problem-solving skills
- High levels of accuracy, integrity and attention to detail

"At our school, we are READY. We show Respect, strive for Excellence, aim high with Aspiration, and face challenges with Determination. Above all, we believe every day that every child matters, belongs and can succeed"

Visits to the school are welcome; to arrange a visit or for further information, please contact Michelle Gladdis, School Business Manager on 01983 563372 or e-mail recruitment@haylands.iow.sch.uk.

Application forms can be downloaded from our website https://www.haylands.iow.sch.uk/

Completed applications should be returned to the school. Please note – we are unable to accept CVs under any circumstances.

Haylands Primary School and the Isle of Wight 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. This post is classed as regulated activity and is exempt from the Rehabilitation of Offenders Act 1974.

Closing date: 25th November 2026

Interviews: week commencing 30th November 2026 – date tbc