



GATEWAY SCHOOL
— GREAT MISSENDEN —

RECRUITMENT PACK

**FINANCE & OPERATIONS
MANAGER**

Welcome Message

At Gateway School we are committed to providing learning experiences that holistically prepare our children for their next schools and life beyond. We empower every pupil to excel in their educational journeys today, tomorrow and for the rest of their lives.

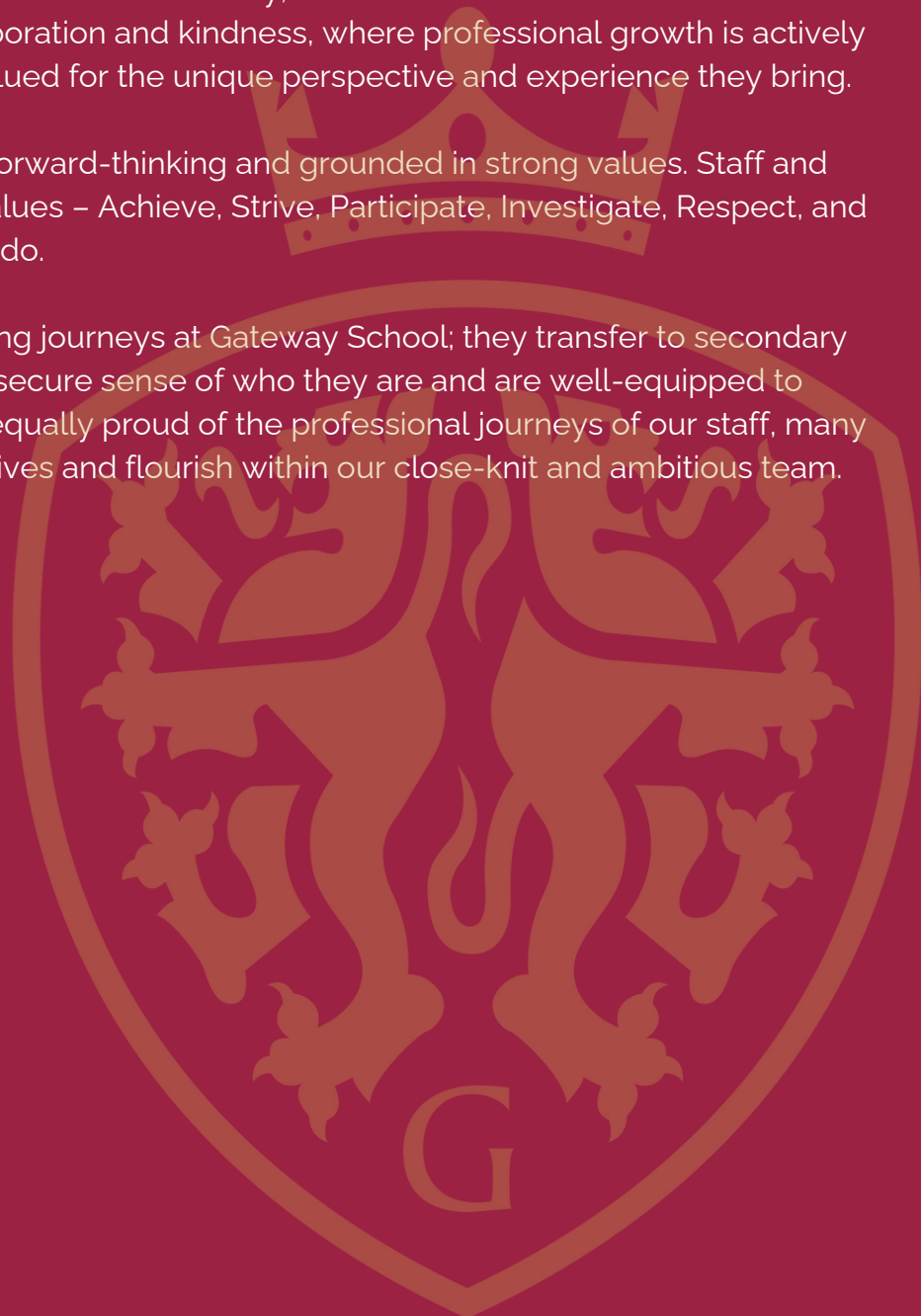
Our mission is to provide an engaging and inspiring learning environment that encourages children to be curious and ambitious, resulting in happy, confident and real-world ready learners. We hope for every child to be happy, successful and well-prepared for their ever-changing futures.

We believe in providing opportunities to develop character and promote curiosity, flexibility, collaboration, creativity and critical thinking within our curriculum. Throughout the school, our committed and highly-skilled staff encourage pupils to challenge themselves and build resilience whilst feeling safe, cared for and supported.

This commitment extends to our staff too. We know that children thrive when the adults around them are supported, trusted and empowered. At Gateway, our staff team is at the heart of our success. We work in a culture of collaboration and kindness, where professional growth is actively encouraged and where everyone is valued for the unique perspective and experience they bring.

Our school community is welcoming, forward-thinking and grounded in strong values. Staff and pupils alike take pride in our ASPIRE values – Achieve, Strive, Participate, Investigate, Respect, and Enjoy – which underpin everything we do.

We are very proud of our pupils' learning journeys at Gateway School; they transfer to secondary school as confident individuals, with a secure sense of who they are and are well-equipped to take on their next challenges. We are equally proud of the professional journeys of our staff, many of whom take on new roles, lead initiatives and flourish within our close-knit and ambitious team.



About Gateway School

Gateway School is a thriving, vibrant and nurturing independent day school for boys and girls aged 2 to 11, located in the heart of the Chiltern Hills in the village of Great Missenden, Buckinghamshire.

- Ages: 2–11
- Pupils on roll: Approx. 270
- Small class sizes ensuring every child is known and supported
- Broad and creative curriculum
- Specialist teaching
- ISI Rated: Excellent in all areas
- Part of the Bellevue Education Group – offering high-quality professional development, shared expertise, and a family of schools united by a shared commitment to excellence in education. – offering global collaboration and rich CPD opportunities





The Role

- We are looking for an enthusiastic and committed Finance and Operations Manager to join our school. We are seeking to recruit an inspiring and committed individual to work with a fantastic and caring team of staff who put our children at the centre of what they do.
- September term 2025 start date
- 40 hours per week, all year round role. Monday to Friday, typically 7.30am – 4.30pm. 25 days holiday.
- Competitive salary and dependent on qualifications and experience.
- **Reports to** Headteacher
- **Location** - Gateway School, 1 High Street, Great Missenden, Bucks HP16 9AA

Overview

- To support the Bellevue Finance Business Partner in managing the finances of the School, including fee invoices, payroll, monthly accounts and budgets.
- To manage the internal aspects of school life including transport and facilities.
- To manage matters of Compliance, including Health & Safety.
- To manage the Groundsman on the overall care of the school buildings and grounds.
- To manage the catering arrangements for Gateway School, including working with the school caterers for both day-to-day planning and hospitality events.
- To manage external lets and the use of the school by outside individuals and groups.
- To assist with any other reasonable request from the Senior Leadership Team and to be available to cover in the Main Office, where needed.
- This job description should be seen as indicative of the type of responsibilities included within the role and not as a comprehensive list.

Duties and Responsibilities

Financial Management & Business Development

- Ensure the accurate processing of information in line with financial regulations and as agreed by Head Office.
- Oversee and manage all billing to parents, acting as the main point of contact for financial queries, managing payment plans, deposit returns, and coordinating with Head Office on debt collection where required.
- Manage the monthly payroll system for the school in liaison with Head Office
- Provide information for preparation of school budgets, cash flow, management accounts, and forecasts, in conjunction with the Finance Business Partner.
- Maintain and oversee the purchase order system, in conjunction with the School Office Administrator, to ensure appropriate approvals and budget controls are in place.
- Monitor expenditure against budgets and produce timely financial reports for the Head and Governors.
- Ensure compliance with all statutory and audit requirements, maintaining accurate financial records.
- Support the Head in developing additional revenue streams, including the letting of school facilities to external organisations and managing contracts effectively to maximise income opportunities.
- Ensure all lettings comply with health, safety, and safeguarding requirements and that appropriate insurance and risk assessments are in place.
- Act as the named person to withdraw cash for school use, oversee petty cash management, and ensure regular reconciliation of the school's bank accounts.

Human Resources & Staff Administration

- Support the induction process for new staff in operational and finance procedures.

Duties and Responsibilities

Early Years & Pupil Support

- Ensure that all financial and operational processes support the smooth running of the Early Years department, including compliance with EYFS funding and reporting requirements where applicable.
- Work with the Early Years team to ensure appropriate allocation of resources, equipment purchasing, and staffing support in line with financial regulations.
- Liaise with parents of Early Years pupils on billing, funding, and other operational queries.

Compliance, Risk Management & Health and Safety

- Support the Head in ensuring the school complies with all relevant legislation, including health and safety, safeguarding, and data protection requirements.
- Manage risk assessments, inspections, and ensure necessary policies are in place and adhered to.
- Liaise with external agencies and contractors on compliance-related matters.

Operations & Site Management

- Oversee the effective running of all non-academic support services within the school.
- Line manage the chef, kitchen team, school nurse and cleaning contractor, ensuring high standards of catering, food hygiene, health, pupil welfare, and overall site cleanliness.
- Manage and oversee site and grounds staff, ensuring the school premises, facilities, and outdoor spaces are safe, well-maintained, and compliant with relevant regulations.
- Oversee transport operations, including bus routes, schedules, safety standards, and liaison with parents and transport providers.
- Coordinate supplier relationships, service contracts, and procurement, ensuring best value and compliance with school policies.
- Support the Head in health and safety compliance, risk assessments, and emergency procedures across the site.

Duties and Responsibilities

Procurement & Resources

- Lead on procurement processes to ensure best value for all goods and services purchased by the school.
- Maintain effective stock control of key supplies and resources for teaching and support areas.
- Support academic and operational staff with budget allocations and purchasing decisions.

Leadership & Strategic Support

- Provide advice and support to the school's leadership team, contributing to strategic planning and operations decision-making.
- Provide advice and support to the Head and Governors on financial, operational, and resource-related matters.
- Lead and motivate the administration, site, and support teams to ensure efficient day-to-day running of the school.

PERSON SPECIFICATION

Qualifications

- Educated to degree level in relevant subject
- Commercial background
- Extensive experience and success in senior management
- Experience of budget management, financial planning and income generation
- Experience of working in a school environment is desirable.
- Transport Manager (CPC) licence is desirable

Skills/Knowledge

- **Strong Financial Management Skills** – budget planning, forecasting, cost control, and resource allocation within an educational setting.
- **Knowledge of HR and Staffing Processes** – understanding recruitment, staff contracts, payroll, and safeguarding requirements.
- **Compliance and Regulatory Knowledge** – familiarity with education legislation, health and safety standards, data protection (GDPR), and safeguarding requirements.
- **Risk Management and Problem-Solving Skills** – ability to assess risks, plan contingencies, and resolve operational challenges quickly.
- **IT and Systems Knowledge** – experience with school management information systems (MIS), finance software, and reporting tools.
- **Facilities and Premises Management** – overseeing maintenance, site safety, security, and ensuring the learning environment meets regulatory standards.
- **Transport Management Expertise** – knowledge of school transport operations, route planning, scheduling, and ensuring compliance with safety regulations.
- **Stakeholder Relationship Management** – ability to engage effectively with parents, governors, local authorities, suppliers, and contractors.
- **Strategic Thinking and Change Management** – supporting long-term planning, improving processes, and delivering on whole-school priorities.



WHY WORK AT GATEWAY SCHOOL?

- Supportive, professional and friendly team
- Strong focus on staff wellbeing
- Staff development and collaboration opportunities within the Bellevue Education network
- Set in a beautiful, historic village with excellent transport links to London
- Competitive pension scheme
- Culture of trust, flexibility and empowerment – your voice and ideas matter here
- Opportunities to lead and innovate, with support for personal growth and leadership development
- A community that celebrates individuality, creativity and a shared passion for education

APPLICATION AND NEXT STEPS

An application form can be found at www.gatewaysch.co.uk. Please send the completed application form to Mrs Brown at pa@gatewaysch.co.uk by **Friday 12 September**.

Suitable candidates may be interviewed before the closing date and Gateway School reserves the right to withdraw the position if an early appointment is made.





SAFEGUARDING STATEMENT

Gateway School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced Disclosure and Barring Service (DBS) checks, reference checks and pre-employment safeguarding procedures.



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