



WESTMINSTER CITY
SCHOOL



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Head of Finance Candidate Pack



Welcome Letter

Thank you for your interest in Westminster City School.

I am aware that making the right choice of school will be of paramount importance to you at any stage in your career. As such, I'd like to give you a little further insight into our School, offering more than statistics and reports can always reveal.

Our students come from across London, from many different faiths, and from varied backgrounds, meaning our students have links to over 100 different countries. The caring transformation of all our young people into the responsible global citizens of tomorrow is at the heart of the standards that we set and this belief informs our decision-making at every stage.

I am looking for members of staff who are excellent in everything they do. They must be hardworking, with a strong sense of moral purpose, and ready to embrace employment within an inner city comprehensive. We aim to provide an ambitious education for our students, so we employ passionate and energetic teachers who inspire our young people with a love for their subject. As a member of our key support staff, you will occupy a very valued positions, ensuring our School continues to function and perform outstandingly well.

At Westminster City School, our first rate support for staff, and our programme of professional development, aims to deliver on our mission statement that we provide transformative education in the heart of London.

I believe Westminster City School is a fabulous place to work. Come and see for yourself or feel free to contact me to discuss the opportunity further.

Mr Peter Broughton
Headteacher



"Westminster City School is a fantastic place to work and the Leadership Group have been exceptionally supportive of my teaching career thus far.

"Over the last six years I have progressed from being a Teacher of English, to Subject Leader of English and I am now in my current role as Assistant Headteacher with responsibility for KS4, extra-curricular provision and student leadership.

"Being offered the opportunity to be seconded to the Leadership Group was an integral part of my experience, this fostered my leadership potential and subsequent career progression. I have been incredibly lucky to be part of such a nurturing community."

Ms Armatage, Assistant Headteacher

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About Westminster City School

A state-funded comprehensive school for boys, with a mixed sixth form, Westminster City School has a long and rich history.

Our present building in central London opened in 1877. We now combine characterful Victorian buildings, which have been restored and modernised, with superb new facilities that include a £6 million state-of-the-art building containing space for music, art and drama. Our Library holds over 10,000 books and almost 200 books are borrowed each week, illustrating our strong culture of reading. For sport, as well as on-site facilities like our sports hall, we use local sports centres and the nearby London parks.

Our inspirational alumni continue to make a difference across the globe. Recent notable alumni include the actor John Boyega, known for his leading role in the latest Star Wars films, and Wes Streeting, a Cambridge graduate and Labour MP for Ilford North and Shadow Secretary of State for Health & Social Care.

Our Foundation and Ethos

Westminster City School is a member of the United Westminster and Grey Coat Hospital Foundation, which also includes state and independent schools – Emanuel School, Sutton Valence School, The Grey Coat Hospital, and Queen Anne’s School. There is increased momentum to share learning and development across the five foundation schools.

Our Christian ethos underpins a common moral purpose and all members of our School community
– be they of Christian faith, other faiths or no faith
– are bonded by our four values that underpin this purpose: Wisdom, Integrity, Compassion, and Excellence.

“A comprehensive programme of assemblies is also used to promote students’ spiritual, moral, social and cultural development. Students are encouraged to develop an understanding of different identities and the importance of respect and tolerance.”

Ofsted

Within the Classroom

Our broad and varied curriculum allows every opportunity for success, with students taught by subject specialists. All study a core curriculum of English, Mathematics, Science, Religious Studies, Games, PSHE, Citizenship, Work-Related Learning.

We have developed the WCS Way which sets out our curriculum principles and the way we approach teaching and staff development. It helps us to ensure consistency of approach across the school and provides a secure set of routines which enable every learner to reach their potential. Our approach to leadership is also supported by a WCS Competency Framework which helps develop the types of leaders who can help drive the school to new heights.

Within our mixed and rapidly expanding Sixth Form, students follow at least three A Levels from a challenging and exciting list. Many take an Extended Project Qualification. We also offer innovative pathways – Law, Education, Finance, Medicine and Engineering – that allow our sixth formers to see if they would enjoy future study and a career in that area, providing work experience, mentoring, lectures, interview practice, and support with university applications.

As a relatively small London secondary school, with a proudly comprehensive intake, we maintain a supportive family atmosphere, with a strong sense of community and inclusion. This includes excellent pastoral support, with every member of staff accepting responsibility for the academic and personal development of our young people.

We use rewards – for attendance, for work and for service to the local community – to create a positive ethos, with achievements celebrated through assemblies, in our weekly bulletin to staff and parents/ carers, and at our annual Celebration of Achievement Evening at Westminster Abbey. Our exceptionally high attendance rates demonstrate how our young people enjoy and value coming to school.

School Mission and Values

Westminster City School has a long history of educating young people in London.

Our Mission

Westminster City School offers exceptional learning opportunities, promoting wisdom, integrity and excellence within an inclusive and compassionate community. Our dynamic Christian foundation and rich heritage help equip each person with the life-skills needed to flourish.

Our Values

All members of our School community - students, parents/carers, staff and governors – be they of the Christian faith, of other faiths or of no faith, are bonded by the four values that underpin this purpose:

Wisdom

We nurture wisdom by developing academic habits and skills, emotional intelligence, resilience and creativity in all.

Teach me good judgement and knowledge, for I believe in your commandments. (Psalm 119.66)

Integrity

We foster integrity by encouraging all young people and adults in our community to match words with deeds, fulfil commitments, and take responsibility for their behaviour.

Show yourself in all respects a model of good works, and in your teaching show sincerity, dignity, and sound speech (Titus 2.7)

Compassion

We cultivate compassion by valuing each person in our community and empowering them to share their gifts and aspirations.

I give you a new commandment that you love one another. Just as I have loved you, you also should love one another. (John 13.34)

Excellence

We develop excellence by ensuring all in our community do their best, take pride in achievements, and are open to change and learning from others.

Whatever you do, do everything for the glory of God. (1 Corinthians 10.31)



"Being the first point of contact for students, parents, staff, and visitors has helped me grow in confidence, as well as develop an understanding of the importance of professionalism, patience, and discretion."

"What attracted me to Westminster City School was its Christian ethos, which creates a caring and respectful environment where everyone is encouraged to act with integrity, compassion, and responsibility. I look forward to continuing my development here and contributing to the future of Westminster City School."

Ms David, Receptionist and Administration Assistant

A young boy with dark hair, wearing a school uniform consisting of a dark suit jacket, a white shirt, a grey tie with yellow stripes, and a grey sweater vest, is looking down at an open book. He is smiling slightly. The background is a blurred library with bookshelves. The image is framed by a dark blue circular border on the right side.

"I started at Westminster City School through the UCL Institute of Education (IOE) teacher training programme, where my placement offered a wide range of professional development opportunities. From early on, I knew this was a place I wanted to work, and with the support of the Headteacher and my ECT tutor, who were highly committed to my professional development and wellbeing, I was able to grow quickly and progress to becoming Head of Department. Everything I have achieved here and continue to work towards feels purposeful and well supported."

"Within the Music Department, we have been able to access extraordinary opportunities through our various partnerships and our location in London. Students have performed at venues such as Westminster Abbey and the Royal Festival Hall, experiences that are genuinely transformative and reflect the ambition of the school."

Ms Chan, Head of Music

Beyond the Classroom

Westminster City School received some exceptional individual outcomes for students in August 2025, and a significant increase of 8% in the number of outcomes at Grades 9 to 7. Almost a 1/3 of grades were 7 or higher which is well above the national rate (22%).

In the 2024-25 academic year, 88% of our Year 13 students applied to start university in autumn 2025, receiving offers from a range of institutions. 67% of these offers were for top Russell Group universities which are amongst the top 20 in the UK, including UCL, University of Cambridge and University of Oxford. At Westminster City School, our young people are supported in their higher education aspirations. Our staff provide extensive advice and guidance including mock interviews, talks from university representatives, attendance at UCAS higher education fairs, and mentoring.

Recent highlights of life at Westminster City School

Amazing activities, excellent events and terrific trips take place each week at Westminster City School, alongside our academic lessons. Due to our fantastic location, we have been incredibly privileged to welcome an array of high-profile speakers. During our 2024-25 academic year, Ian Hislop, a writer, broadcaster, a British journalist and satirist made an insightful visit to Westminster City School where he spoke with aspiring journalists and politically minded students about the intersection of media, politics, and the power of critical thinking.

Music remains a strength, with numerous music clubs and our orchestra attracting large numbers before and after school, and at lunch.

During the Summer term, Sinfonia Smith Square announced their partnership with Westminster City School, as part of the orchestra's education and outreach programme, and in support of Sinfonia Smith Square's core mission to enrich and transform the lives of young people through music.

The school has a vibrant music programme, and both organisations share a commitment to providing young people with regular access to classical music throughout their school career to help foster a lifelong passion for and engagement with the arts.'

The collaboration sees Sinfonia Smith Square's Fellowship orchestra hold regular rehearsals onsite at the school during term time, immersing the orchestra's activity into the daily life of the school, whilst also providing financial support to WCS. Working closely with school staff, the orchestra is developing meaningful ways to engage with the students, with projects aligned to the orchestra's artistic programme.

We retain strong links to nearby Westminster Abbey, with St Margaret's Church providing the perfect setting for our religious services during the year.

Sport continues to be a key part of our day, with popular basketball, football and rugby clubs, plus athletics and cricket in the summer. We have students working with different football academies and have seen success in cross country, with students taking part in the English Schools Cross Country Championships.

Working at Westminster City School

Staff Benefits

We provide full induction and support for our new staff, to ensure a smooth transition for all. Benefits for our staff include:

- Induction, support and personal development
- Pension contribution
- Family-friendly policies
- Interest-free season ticket loan
- Cycle to Work scheme
- Access to borrow books from our library

Employee Assistance Program

Our Employee Assistance Program gives all employees access to a 24-hour helpline, for any personal and work difficulties that might arise.

Staff Development

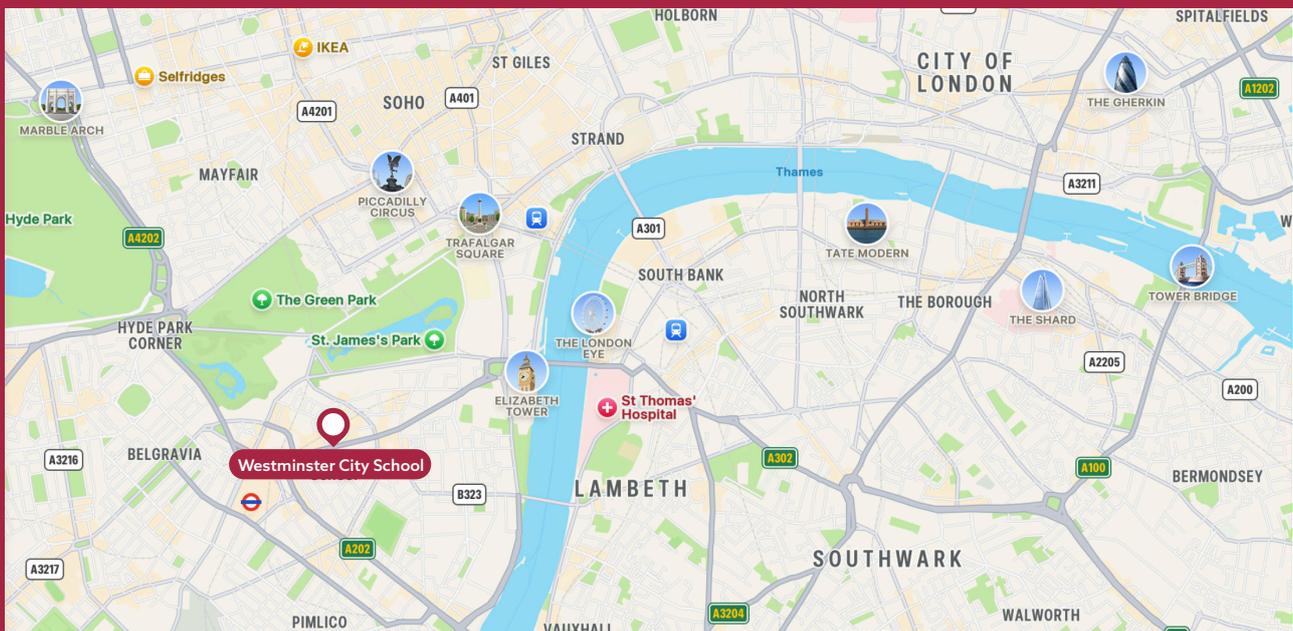
At Westminster City School, we recognise that outstanding financial leadership is central to delivering our mission and securing long-term sustainability. We are therefore committed to supporting the professional growth of our Head of Finance through high-quality, role-specific development.

This includes dedicated time for strategic planning and reflection, engagement with sector updates from the DfE and ESFA, and encouragement to link with relevant professional networks. We actively support continued professional accreditation and membership of relevant professional bodies, and provide access to specialist training in areas such as academies compliance, audit, pensions, procurement and financial systems. Through close partnership with the Headteacher and the Foundation Finance Director, the post holder will be supported to deepen strategic expertise, strengthen leadership capability and remain at the forefront of best practice in school financial management.

Location

Our central location, just minutes from Victoria train and tube station, and from St James's Park tube station, makes travel to Westminster City School simple. The ease of commute means we have teachers and students travelling from great distances, including Essex, Kent and Wales!

Most London attractions are only a short walk away, making visits and trips easy to arrange, and there is always a huge variety of events and activities to see and do in the capital.



"I joined Westminster City School as Subject Leader of Geography after completing my Teach First training at another London school. I've really enjoyed my time at Westminster City School so far and I like the fact that there is a strong culture of support for staff development, particularly for those who aspire to leadership.

"The leadership team supported me carefully as I settled into my role, and my development as a leader has been genuinely prioritised. Through tailored line management, alongside regular, high-quality CPD sessions focused on effective leadership, I've been given the space and guidance to grow with confidence."

Ms O'Dowd, Geography Subject Leader



Head of Finance Job Description

Reporting to: Headteacher

Direct reports: Finance Manager and Finance Assistant

Salary band: L1 to L5 (£61,554 to £66,935) *higher scale and additional benefits would be considered for candidates with the right experience

Contract: 52 weeks per year – 36 hours per week

Accountable for:

The post holder is accountable for all aspects of the Financial Management of Westminster School. They will report to Headteacher, and they will be accountable to the Governor's Finance and Resources Committee. The post holder will have a strong link to the Foundation Finance Director in an advisory capacity.

Areas of Responsibility:

The post holder will be responsible for supporting the Head with the development and implementation of the school's short, medium and long-term financial strategy. On a day-to-day basis they will be responsible for all financial processes within Westminster City School. This includes the purchase to pay process, cash management, the receipt of and understanding of DfE Grants, and monthly management accounts.

- To be accountable for appropriate accounting and procedures to control and monitor the school's budget. They will be responsible for preparing the statutory accounts and the audit file for the year end audit of the SAT.
- Over the next 12 months at least, they will support the Head in moving the school from a deficit budget position to a stable position and the building of reserves.

Budget Planning

- To use the IMP budget planning tool to enable school budgets to be planned. To respond in a timely way to requests from the Head for scenario budget planning.
- To monitor the in-year budgets set, identifying variance at an early stage.
- To ensure that the school has tight purchase order and invoicing processes to reduce wastage and unnecessary expenditure.
- To prepare and submit the Budget Forecast Return to the DfE.

Grants and Income

- To record and manage the flow of income to the school via DfE grants, Foundation grants and income from lettings. To use Access finance effectively to record income (and expenditure).
- Research and bid for additional funding to DfE and others to improve the school's budget position and enhance the school's site and operations.

Monitoring and Reporting

- To prepare and share monthly management accounts and forecasts to enable the Head, and Finance and Resources committee to have up to date management information to inform decision making. This includes financial forecasts, variances to budget, cashflow forecasts and balance sheets, providing clear information and recommendations.
- To maintain the Contracts, Register and provide financial oversight to contract management.
- To prepare Financial Reports for the Head, Finance and Resources Committee and attend meetings of the committee as required.
- To meet with budget holders, providing accurate, timely budget monitoring information that enables prompt action to be taken.
- To ensure the school's accounting information is effectively and accurately maintained in compliance with the Funding Agreements, SORP, The Academies Handbook, the Academies Accounts Direction and all relevant Companies and Charities legislation, and that deadlines are always met.
- To prepare and respond to all other DfE financial reporting requirements and requests for information such as the Land and Buildings Collection Tool.

Payroll

- To work as appropriate with the Director of Operations to monitor payroll and ensure that all statutory reporting is undertaken, liaising with the outsourced payroll provider as required. To be the second Payroll Authoriser in the absence of the Head.

Finance Processing

- To be accountable for the finance processing and monitor the work of the Finance Assistant. To hold purchase order oversight and approval of payments. To ensure that the Access Finance tool is used effectively.
- To prepare and submit the necessary documentation for the recovery of VAT where appropriate.
- To undertake a credit control function.

Audit and Benchmarking

- To use benchmarking tools effectively to benchmark the school against similar schools, always seeking best value.
- To manage the external audit for Westminster City School, linking with the Foundation Director of Finance as required. To liaise with auditors to reach signoff and filing of annual company accounts according to DfE and HRMC guidelines.
- To prepare the annual statutory accounts for Westminster City School.
- To prepare and submit the Annual Accounts Return to the DfE.
- To arrange and be the first point of contact for the internal audits for the school.
- To prepare the accounts for The Westminster Citizens Trust and to work collaboratively with the Foundation team on the preparation of the General Charitable Trust accounts.

Procurement

- Review supplier contracts to get best value and achieve savings for the school (eg energy, photocopying, phone, school supplies etc). Liaise with Director of Operations on this.

Pensions

- To manage the accounting for the TPS and LGPS pension schemes and lead the annual audit and returns processes.

Foundation Liaison

- To work collaboratively with the Group Finance Director, preparing standardised reporting as requested to the Foundation Trust Boards, liaising and providing information to timetable for the group statutory accounts and other statutory requirements.
- To work collaboratively with the Finance team in Grey Coat Hospital School on joint tools such as IMP and in identifying any economies of scale between the two academies.

Line Management

- To line manage, motivate and develop the Finance Assistant, directing their daily work to meet the monthly and annual timelines for effective reporting, promoting best practice bringing innovation.

Additional Strategic and Operational Duties

- To develop and monitor internal controls to safeguard assets and ensure financial integrity.
- To identify financial risks and propose mitigation strategies.
- To contribute to long-term financial strategy and capital planning alongside senior management by providing financial analysis and insights.
- To work with the Head of Operations to prepare bids for capital funding to the DfE
- To review and streamline workflows to improve efficiency and accuracy.
- As part of a small and collaborative team, the Finance Manager will on occasion be required to undertake tasks outside their core finance remit, including routine financial duties or general administrative support, to ensure the smooth running of the school.



Head of Finance Person Specification

		Essential	Desirable
Education and Training	Sound education	•	
	Recognised finance qualifications	•	
	Qualified accountant		•
Experience	Extensive experience of working in a school Finance function	•	
	Experience, knowledge and understanding of DfE finance requirements for Academies and the Academies Handbook	•	
	Experience and understanding of contract management.	•	
Abilities and Skills	Solid financial expertise and knowledge and skills in using Finance applications (IMP and Access, BACs)	•	
	The ability and skills to line manage staff and monitor and guide the work of others	•	
	The ability to enthuse and motivate staff	•	
	Good skills in planning, time management, and finance administration	•	
	Sound IT skills and the ability and able to use the full suite of Microsoft suite of applications	•	
	Excellent communication skills – orally and in writing	•	
	Skills in time management and prioritisation	•	
	Able to handle a demanding workload and competing priorities	•	
Ethos Personal Characteristics	Willing and able to support the Christian ethos of the school	•	
	Demonstrating a commit to equalities and equity with respect to staff and students	•	
	Demonstrates a commitment to safeguarding	•	
	Able to demonstrate resilience and tenacity in delivering work responsibilities	•	
	Discreet and resilient with a commitment to confidentiality	•	
	Flexible approach and able to respond positively to feedback	•	

ACADEMICIS

How to Apply

If you are interested in finding out more information and making an application for this role, please contact Cressida Johns on 07733 628155 or email Cjohns@academicis.co.uk

Key Dates

Deadline for applications: Monday 16th March 2026

Shortlisting: Wednesday 18th March 2026

Interview date: Wednesday 25th March 2026



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Westminster City School, 55 Palace Street, London SW1E 5HJ

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