

**Poppy Hill Church of England Multi Academy Trust
Application Pack**

Director of Finance

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Welcome

Dear Colleague,

I am delighted to introduce the accompanying application pack for the voluntary but vital role of Director of Finance on the Board of Directors for Poppy Hill Church of England Multi Academy Trust. With our current Director of Finance of over seven years moving on, we are seeking an enthusiastic Director of Finance to join our vibrant Trust Board.

At Poppy Hill Church of England Multi Academy Trust, our mission is to foster exceptional academic excellence and deliver outstanding educational outcomes across all our academies. We are committed to providing a supportive, high-achieving environment for every student, and the strategic oversight provided by our Board of Trustees is fundamental to achieving this vision.

We are seeking a highly skilled and dedicated individual, with robust financial expertise, to help govern our Multi-Academy Trust and ensure our financial health and long-term strategic sustainability.

The role of Director of Finance is critical; you will be responsible for ensuring statutory financial compliance, overseeing the Trust's budget strategy, and contributing expert fiscal guidance to support ambitious educational plans. Your contribution will directly safeguard the resources that enable us to invest in our staff, facilities, and the futures of our young people.

This is a rewarding opportunity for someone passionate about education to apply their financial acumen to a significant public service role. Alongside making a tangible impact, you will gain valuable experience in senior-level decision-making. This is a great opportunity to support your career development, build a non-executive portfolio, and give back to education. If you are keen to make a measurable impact on the lives of students and work alongside a committed team of educational and professional leaders, we encourage you to apply. New Trustees are fully supported, and professional development is ongoing. You will also have the opportunity to become involved with the Trust's school events, such as open evenings for prospective students and parents.

We look forward to receiving your application and thank you for considering joining us in this essential governance capacity. Should you wish to discuss the role further before applying, please contact the clerk, Kayleigh Pateman at kpateman@henlowacademy.org.uk who will be happy to help.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'C. Earp'.

Caren Earp - CEO



The trust operates safer recruitment practices and the successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

About Poppy Hill Church of England Multi Academy Trust

Founded in 2021 by Henlow Academy, Poppy Hill Multi Academy Trust has since grown to include Meppershall Academy, bringing together a shared commitment to educational excellence in Central Bedfordshire. Today, our Trust serves over 800 pupils across two schools, built on strong relationships with our local primary feeder schools, the Diocese of St Albans, and a wide network of community and charitable organisations.

At the heart of our Trust is a clear and inclusive mission: to offer outstanding education to children of all faiths and none, within a caring, supportive, and values-driven environment. We believe that every child deserves access to high-quality teaching and the opportunity to thrive - personally, academically, and spiritually.

Rooted in Christian principles, the Poppy Hill Trust is guided by our core values of Honesty, Enthusiasm, Nurture, Love, Originality, and Wisdom. These values inform everything we do, reflected in our daily practice through Love of God, Love of Life, Love of Learning, Love of Each Other—or as we call it, Living Our Values Every Day.

Our ethos and Christian vision shape a nurturing community where every child is encouraged to enjoy learning through a balance of support and challenge. As expressed in our guiding scripture - "I have come that they may have life, and have it to the full" (John 10:10) - we are committed to helping every young person flourish.

Warmth, integrity, and a deep sense of community are the hallmarks of the Poppy Hill family. Together, we are creating a future where all children are empowered to reach their full potential.



Job Description

Post: Director of Finance

Salary/Grade Range: Voluntary

Reporting to: Chair of Trustees

Overview:

Provide expert financial guidance and oversight to ensure responsible spending, strategic financial planning and overall financial health. Supporting and challenging the school's leadership, ensuring legal compliance and safeguarding the trust's assets.

Key Responsibilities:

- Holding the school's leadership to account and offering strategic support and challenge to the Executive Headteacher and Senior Leadership Team.
- Uphold standards of governance, ensuring financial regulations are followed and making decisions in the best interests of learners and stakeholders.
- Monitoring financial performance, overseeing budgets and ensuring that money is spent effectively and in line with the school's goals.
- Providing trusted advice on capital expenditure and long-term financial sustainability.
- Attend meetings and dedicate time to understanding financial reports and strategic plans.

Person Specification

Criteria	Essential	Desirable
Professionally qualified in the area of finance.	x	
Proven track record of managing finances and challenging leaders on future budget and future strategic direction	x	
A finance background with experience in areas such as company accounts, budgeting and financial regulations.	x	
Experience of working with schools or public money		x
Experience of HR & Legal in schools		x
Experience of Facilities Management		x