



**THE NORTON  
KNATCHBULL**  
SCHOOL

**The Norton Knatchbull School,**  
Hythe Road, Ashford, Kent, TN24 0QJ  
Headteacher: Mr. B. Greene, BA (Hons), NPQH

**t: 01233 620045**  
**e: [information@nks.kent.sch.uk](mailto:information@nks.kent.sch.uk)**  
**[www.nks.kent.sch.uk](http://www.nks.kent.sch.uk)**

## **Finance Manager and Chief Financial Officer for NKS Academy Trust**

### **This is a permanent, part-time (0.8), all year round post**

The Norton Knatchbull School is a boy's grammar school founded in the 1630s by Sir Norton Knatchbull for boys aged 11 – 18, which also admits a growing number of girls in its Sixth Form. It currently has nearly 1,300 students. The School has a track record of excellence and a tradition of positive relationships with the local community, businesses, alumni and all other stakeholders. It has a culture of continuous improvement and seeks to equip its students with the best possible education so that they can reach their full potential and the confidence to succeed in their future lives. Further information about the school can be found on our website [The Norton Knatchbull School - Home \(nks.kent.sch.uk\)](http://TheNortonKnatchbullSchool-Home(nks.kent.sch.uk))

The School is now anticipating an exciting period of renewed growth, in part due to the population growth of Ashford and the surrounding areas. The Board of Governors, Leadership, Site and Finance teams have been successful in securing capital funding to support the construction of new buildings and significant refurbishment projects and this role will play a key part in future bidding rounds and supporting the timely and on budget delivery of future projects. The postholder will also lead the strategic and operational function of the Finance Team, to ensure that a balanced budget is both planned and maintained, and that all regulatory and statutory duties and processes are fulfilled.

The Board of Governors, therefore, invites applications from suitably experienced and dynamic candidates to work with the School's Head Teacher, Senior Leadership Team and staff to take the School forward into its next stage of development.

The successful candidate will have at least five years' post-qualification experience and a strong working knowledge of the education sector. They will have an engaging personality, lots of energy, attention to detail, excellent communication skills and a good sense of humour (a necessary factor!). The ability to think and plan creatively and strategically is essential. It is paid on Kent Range 11 – FTE currently £41,628 – 47,671).

Please look on our website for a Job Description and an application form.

<https://www.nks.kent.sch.uk/>

Please send your completed application form and supporting letter of application outlining how your experience in your career thus far makes you a suitable candidate (maximum 2 sides of A4) to Mrs C Dunton, HR Officer, either by post or email [cdunton@nks.kent.sch.uk](mailto:cdunton@nks.kent.sch.uk).

**Deadline for applications: 4pm – Monday 6<sup>th</sup> February 2022.**

Interviews will take place as soon as possible thereafter.

We reserve the right to interview prior to this date depending on applications received.

**Benefactorum Recordatio Jucundissima Est**

Academy Trust Registered Office: Hythe Road, Ashford, Kent, TN24 0QJ. Company number 07992899



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The school is committed to the continuing professional development of all its staff. We encourage all our employees to further their career development and we respect initiative and ambition. As such, the School is committed to performance management, staff training, coaching, mentoring and peer support. All staff are positively encouraged to progress. In return, we expect commitment to the school and a desire to improve and excel in all things. All new recruits to our team will be further supported by a comprehensive induction programme and will be assigned a mentor.

The Norton Knatchbull School is committed to safeguarding and promoting the welfare of children, young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS disclosure.

**Only candidates who are shortlisted will be contacted.**

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