



TOWNLEY GRAMMAR SCHOOL TRUST

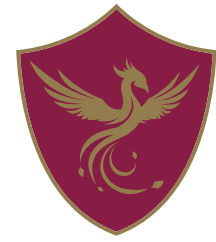


From here it's possible

**Chief Finance Officer
Recruitment Pack**



Welcome to Townley Grammar School



TOWNLEY
EST 1937
GRAMMAR SCHOOL

Townley Grammar School Trust (empty MAT)

Post Title: **Chief Finance Officer**

Position Status: **Permanent**

Contractual Hours: **Full Time**

Salary: **Bexley 21.1 – 21.4;**

£69,258 – £81,045

Post Start Date:

1 September 2026

Closing Date:

Midday Wednesday 17 June 2026

Interviews are expected to be held:

w/c 22 June 2026

The Headteacher and Trust Board of Townley Grammar School Trust invites applications for the post of Chief Finance Officer at our outstanding, selective girls' grammar school.

Townley Grammar School is an oversubscribed, high-achieving, selective school with Academy Status and a co-educational Sixth Form (NOR: 1,460, including a thriving Sixth Form of 440 students). Having secured an Ofsted 'Outstanding' judgement in February 2023, we continue to provide an exciting and enriching educational experience for both students and staff.

The successful applicant will be an ambitious leader with the vision and expertise to fulfil the requirements of a Chief Finance Officer within a high-performing environment. Working closely with the CEO/Headteacher, you will play a pivotal role in the strategic development of the school.

What we offer:

- A vibrant, intellectually stimulating environment.
- A wealth of extra-curricular activities and a commitment to holistic education.
- The opportunity to lead and innovate within a school that prides itself on both its traditions and its forward-thinking approach.

Further details and an application form are available on the school website: www.townleygrammar.org.uk

Prospective applicants are welcome to visit the school by prior arrangement from Thursday 11th June. You will meet the Headteacher and be taken on a tour. Please contact HR, hr@townleygrammar.org.uk if you wish to visit. This will not form a part of the selection process.

Townley Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. The school therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.

The School adheres to KCSIE 2025 and will conduct on-line and social media searches prior to interview.



Letter from Chair of Trustees to applicants

Chair of Trustees: **Mr K Moody**

Dear Applicant,

Thank you for your interest in the position of Chief Finance Officer at Townley Grammar School.

Accompanying this letter, you will find detailed information about our school and the specific expectations that we – and the entire school community – have for this pivotal leadership role. I hope this information provides a clear insight into our requirements and the selection process, helping you determine if Townley is the right environment for the next stage of your career.

In joining us, you will be entering an excellent leadership team characterised by years of collective expertise, industry, and dedicated service. As Chief Finance Officer, you will play a central and transformative role in our school's journey.

Townley Grammar School is a place where everyone is committed to making a positive difference. We are dedicated to ensuring our students excel in their learning, achieve their full potential, and are set firmly on the path to responsible citizenship. There is a circularity of high expectation here:

- Students' expectations of the school.
- The school's expectations of its students.
- Parents' and carers' expectations of both.

We remain deeply committed to the values of selective state education, and we expect our new Chief Finance Officer to champion these commitments with passion. Our intention is to make an appointment that builds upon our existing success while driving the school forward through the opportunities and challenges facing the education sector in the coming years.

We are committed to a fair and transparent process, ensuring all applicants have the opportunity to demonstrate their suitability for this post. The Trustees are eager to appoint a leader who will secure continued excellence and satisfaction for future cohorts of Townley Grammar School students.

I wish you the very best with your application.

Yours sincerely,

Kevin Moody
Chair of Trustees



Letter from Headteacher to applicants

Headteacher / CEO: **Miss S Totty**

Thank you for your interest in the position of Chief Financial Officer at Townley Grammar School. This is a truly exciting time to join our community. Having recently appointed a new Headteacher and CEO, Townley is embarking on a fresh and ambitious chapter in its long-standing history of excellence. We are looking for an exceptional leader who is ready to play a pivotal role in shaping this next stage of our journey.

Townley Grammar is an exceptional school. We are proud of our "Outstanding" Ofsted status, but we are never complacent. Our school is a vibrant, academically selective, and socially responsible environment where students are encouraged to be change agents for a better society. We combine rigorous academic standards with a unique focus on character education and the arts. Our curriculum thrives on the synergy between technological innovation and creative expression; whether through our Computing initiatives or our Performing Arts programmes, we ensure a holistic education that challenges the status quo, providing a wide range of opportunities that allow our students to flourish both inside and outside the classroom.

Our vision is rooted in fostering academic, emotional, and physical confidence. We strive to develop students who possess the Townley Spirit – individuals who are resilient, courageous, and compassionate. As a school, we have high aspirations for every student, ensuring they reach their full potential and leave us as confident, articulate, and globally-minded citizens.

As Chief Financial Officer, you will be a vital member of the Senior Leadership Team and a key partner to the CEO. This role is about more than just numbers; it requires a strategic thinker who can ensure our financial resources are robustly managed and creatively deployed to support our ambitious educational goals. You will provide the fiscal oversight and inspirational leadership necessary to drive our school forward, ensuring that our operations are as innovative and efficient as our classroom practice.

We are looking for someone who shares our values of Consciousness, Compassion, Courage, and Curiosity, and who has the drive to ensure Townley remains at the forefront of excellence. In return, we offer a supportive and positive school environment where professional development is prioritised. You will be joining a dedicated team of expert staff who are committed to the wellbeing and happiness of both our students and our colleagues.

If you are an ambitious leader who is passionate about providing a world-class education and you believe you have the skills to help lead Townley into its next chapter, we would be delighted to hear from you.

I look forward to receiving your application.

Yours sincerely,

Sarina Totty
Headteacher/CEO



Townley Grammar School Background Information



Introduction

Townley Grammar School is a girl's selective school with Academy status (January 2012). It has a coeducational sixth form. The school opened in 1937 in the heart of Bexleyheath, within easy access of the capital and the southeast coast. Its buildings have been extended and added over time as the school expanded and they provide specialist facilities in all areas of the curriculum.

Our students achieve outstanding academic results.

In recent years the Trustees and Members established the Academy as Multi Academy Trust. At this time, the MAT is empty.

There is a link to our [prospectus](#) which can be found on the website www.townleygrammar.org.uk

Our vision and values and Priorities 2025-6

Our vision is of leading a learning community fostering academic, emotional and physical confidence. Creating inspirational learners who have the courage to take risks and the wisdom to learn from their mistakes.

An education at Townley Grammar School is a privilege but also a great responsibility. Ultimately, we are judged not just by our qualifications but by our qualities. These, together with first-class academic qualifications, enable students at Townley to become responsible citizens with a social conscience, able to lead others and act as change agents for a better society.

Everyone should have the opportunity to be extraordinary and through our bold and inspiring curriculum, we enable our students to let their dreams power their futures. By fuelling the imagination of our students, we light a fire that will burn bright throughout their lives.



The School's aims are:

- To inspire and challenge our students through providing outstanding teaching, rich opportunities for learning and encouragement with support for each individual.
- To create a school community that fosters academic, emotional and physical confidence, where students develop the courage to take risks and the wisdom to learn from their mistakes.
- To encourage in pupils a sense of dignity, integrity, responsibility and self-esteem.
- To educate students to be mature, confident, articulate and caring individuals who grow into responsible citizens with a social conscience, able to lead others and act as change agents for a better society.
- To provide students with first-class academic qualifications and help them to acquire the attitudes, knowledge and skills to succeed within the world in which they will live.
- To encourage all pupils to have an open mind, a desire to be challenged and a respect for learning, each other and our environment.
- To develop students who are reflective and resourceful with a passion for learning.
- To use the power of creativity and performance to support our students in their emotional development and creative potential.
- To provide an outstanding education based on excellent and imaginative lessons, combining academic rigour with modern technology and creative techniques.
- To balance good order and discipline with the motivational power of praise and celebration.



Ofsted

The school was last inspected by Ofsted in February 2023. The report judged the school to be Outstanding in all areas, and noted that:

Pupils are very proud of their school. They feel highly valued and know that their voices are heard.

- New pupils are warmly welcomed to the school. This includes boys in the sixth form.
- Pupils participate in an impressive range of activities outside their studies, from the annual school production and the Duke of Edinburgh's Award scheme to a variety of sports and visits overseas to places such as India, Japan and Argentina. Trustees, leaders and staff are incredibly ambitious for pupils.
- All pupils study a wide range of subjects. Every pupil learns Latin, as well as at least one modern foreign language. Dance is a very popular subject among pupils. They described it as 'the beating heart of the school'.
- Pupils also benefit from a rich mathematics, science and engineering curriculum. They enjoy their learning immensely.
- Pupils' behaviour is exemplary. They take responsibility for their own behaviour, and staff rarely need to correct it. They are keen to start their learning in lessons.
- Pupils thrive in this environment of high academic challenge and comprehensive pastoral care.
- Leaders have designed a curriculum that is academically ambitious. It prepares pupils exceptionally well for the next stage of their education or the world of work.
- Subject leaders think in depth about the key knowledge pupils need to know and remember in their subject. They plan for pupils to build this knowledge step by step over time so that they are ready to study more complex ideas in the future.
- Teachers regularly check what pupils know and remember. They use a variety of techniques to look for gaps in pupils' knowledge or identify misconceptions.
- Sixth-form students are also keen to challenge themselves, with many choosing to do the extended project qualification. Leaders check that pupils can read accurately and fluently when they join the school.
- Leaders make sure that pupils with SEND receive the support needed to successfully access all learning
- Leaders have developed a unique and exemplary programme for personal development. They give careful thought to how best to meet their aim of developing pupils' independence, character and curiosity. Through the character and well-being programme, pupils are taught age-appropriate subject content about relationships and sex education. It is enhanced by the '21c' and 'EDGE' programmes where pupils are encouraged to develop their critical thinking skills, creativity and independence.



- The enrichment offer is extensive. Pupils participate regularly in sporting and creative activities such as music, dance and photography. They can also attend clubs to support their studies. Leaders check that all pupils are taking part in these opportunities.
- Pupils are prepared for their future careers and the world of work. Careers education starts in Year 7 and continues throughout the school. While most students in the sixth form go to university, leaders also introduce them to other options that are available.

Selective admission

Following a series of tests set by CEM and overseen by the Local Authority and the four local grammar schools, 'selective' education in the London Borough of Bexley is offered to the top 30% (approximately) of Bexley pupils transferring to secondary school at age 11+; similar opportunities are available to pupils from outside the borough who reach the same standard. The school's annual Year 7 intake comes from about 120 primary schools. There are also specific requirements for entry to the sixth form for both internal and external students; about 75% of our year 11 take up their TGS place in the sixth form and are joined by approximately 70 students from other schools. The current school roll is 1,674 with some 550 students in the sixth form.

Leadership

The Trust's Senior Leadership Team (SLT) is structured to ensure robust strategic oversight and operational excellence. The CFO will join a high-calibre leadership group dedicated to driving educational standards through sustainable financial management.

The core SLT comprises the following roles, fostering a cross-functional approach to school improvement, Headteacher/CEO, Chief Finance Officer, Three Deputy Headteachers, Five Assistant Headteachers and a Director of Operations

As a key pillar of the executive team, the CFO provides direct leadership to the internal business functions while overseeing the performance of strategic external partners.

The Finance Department is a streamlined, efficient unit reporting directly to the CFO. The team consists of a Finance Manager and Finance Assistant.

The Estates team ensures a safe, compliant, and high-quality learning environment, managed through an Estates Manager, Three Site Assistants and a Weekend Lettings Assistant (supporting our commitment to community engagement and income generation).

Information Technology (IT) and Catering Services are outsourced.



Further information

Please explore our [website](#) for further information about the character and operation of our school.

Your Application

To apply for this vacancy please download and complete the application form paying particular attention to indicate how you satisfy the criteria set out in the Person Specification.

Applications should be submitted via email to hr@townleygrammar.org.uk

CVs will not be accepted. There will be acknowledgement of receipt.

References will be requested prior to interview for applicants shortlisted for interview/assessment.

Applicants invited to interview stage will be required to complete a Self-Disclosure form in line with Keeping Children Safe in Education (KCSIE) and to bring photo ID to the interview. An Enhanced DBS certificate will be required on provisional offer, including a check of the Children's Barred List. Further vetting checks in line with the requirements of KCSIE, will be completed following a provisional offer of appointment.

Townley Grammar School is committed to equality and diversity in employment practice and service delivery and expects employees to comply with our values of promoting equality and diversity, treating colleagues and service users with dignity and respect at all times. This commitment must be evidenced in practice. Any behaviour that falls below these standards is unacceptable to the School and potentially constitutes misconduct.

Please note that your application form will be photocopied for distribution to the Trustees selection Panel. Please use black ink if submitting handwritten forms.

- Complete the application form ensuring that all boxes are filled.
- In support of your application, please write a letter of application addressing the Person Specification using no more than 3 sides of A4 and font size 12.
- This needs to be addressed to the Headteacher, Miss Sarina Totty.
- You should take each of the essential and desirable criteria and say why and how you meet these, giving relevant examples.
- The application form and supporting statements should be marked Private and Confidential and sent by email to: HR at hr@townleygrammar.org.uk
- The closing date for applications is midday Wednesday 17 June.
- All applications will be acknowledged by email.
- Should you have any questions, or need any further information, please contact HR as above.





Our Values

Consciousness reminds us to be aware of our choices and their consequences. It encourages us to consider the broader impact of our actions, both on our immediate surroundings and the world at large.

Compassion is our guiding principle, urging us to show kindness, empathy, and understanding towards one another. Compassion is the heartbeat of our community; it encourages us to lift one another up.

Courage is the inner strength that propels us to take on challenges and to stand up for what we believe in. Courage is our companion as we navigate the unknown.

Curiosity fuels our thirst for knowledge and understanding. It encourages us to question, to explore, and to never stop seeking answers.



Consciousness

Exploring Minds, Igniting Awareness



Courage

Kind Heart, Fierce Mind, Brave Spirit



Compassion

Nurturing Hearts, Uniting Lives



Curiosity


Enquire, Envision, Empower

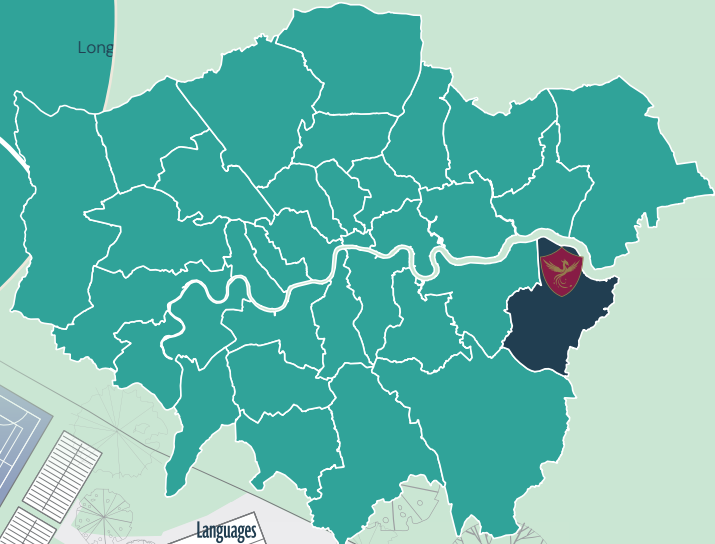


School Location and Siteplan

Townley Grammar School is Located in the London Borough of Bexley

The School is situated very close to Bexleyheath Town Centre and is well served by Public Transport, being on several bus routes.

 There is also convenient access from Bexley and Bexleyheath Train Stations.





TOWNLEY
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GRAMMAR SCHOOL

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Email: admin@townleygrammar.org.uk



Tel: 020 8304 8311



Website: www.townleygrammar.org.uk



Address: Townley Grammar School, Townley Rd, Bexleyheath DA6 7AB