



Watling Academy

Whitehouse, Milton Keynes

hr@tastrust.org.uk

Schools Finance and Lettings Manager
£36,363 to £40,777 FTE)Actual Salary – £31,940 to £35,817)
Permanent
Start date: 01/12/2025

About our School:

Watling Academy is an Ofsted 'Outstanding' secondary school situated on the western edge of Milton Keynes, encompassing the Whitehouse and Fairfields developments. Opening in September 2020, our school is a new and vibrant learning community for students aged 11-18. We are excited to have opened the Watling Academy Sixth Form to our first cohort of Year 12 students from September 2025, which will provide further educational opportunities. Our core values of Respect, Responsibility and Kindness embody the 'Watling Way' and are integral to the way we interact, learn and grow together as a community.

For more information about our school, please explore our website: www.watlingacademy.net

Learn more about why you should join us by downloading the attached Watling Academy Recruitment Pack

About the Role:

Commencing – ASAP

All Year Round

32.5 hours per week

Monday to Friday, 9am to 4pm (30-minute unpaid break)

Working pattern negotiable for the right candidate.

Are you ready to play a key role in financial strategy and income generation at a thriving, innovative school? Do you have the skills to support finance, lettings and operations in a growing school community with a brand-new Sixth Form?

Watling Academy is seeking a Schools Finance and Lettings Manager to lead on specific areas of finance, income generation and operational development. This is a new, hands-on role within our Operations team, offering the opportunity to make a meaningful impact as the Academy continues to grow. As our Schools Finance and Lettings Manager, you will:

- Lead on financial processes such as budgeting, reporting, accounts payable and credit control, working closely with the Operations Manager and Trust Finance Team.
- Act as the Academy's finance system lead, supporting the implementation of new systems and providing training to colleagues.
- Coordinate and develop lettings and external hire of school facilities, building strong relationships and driving sustainable income.
- Support procurement and contract management, helping to ensure value for money and effective supplier relationships.
- Partner with budget holders and senior leaders to provide financial insight and contribute to strategic decision-making.
- Oversee student-related finance matters including Parentmail payments, trip finances and bursary records.
- Contribute to the continuous improvement of operational systems and processes, ensuring they remain effective as the Academy grows.

This is an exciting opportunity to shape and refine financial and operational systems in a dynamic, forward-thinking school environment

Closing date for applications: 29/10/2025

Alternatively, you can apply here: <https://mynewterm.com/jobs/147860/EDV-2025-WA-00166>