



REPTON

DIRECTOR OF FINANCE



Welcome from the COO

Repton is a wonderful and inspiring place to work: one of the UK's foremost co-educational boarding and day schools, located in the heart of the English countryside, yet within easy reach of major cities; strengthened by a history that goes back over a thousand years, yet with a keen eye on the challenges of the twenty first century.

A major programme of investment and expansion has been completed across both Repton and Repton Prep in recent years, with further development now underway. The Repton Family of Schools now has 12 schools across three continents with over 10,000 pupils. We have ambitious plans to add more in the UK and overseas.

We are now seeking to appoint a dynamic Director of Finance who will be at the forefront of shaping the future of Finance across the Repton Group. This pivotal position offers an exciting and engaging opportunity to drive the Group's financial priorities and manage the Finance Department's diverse functions with innovation and efficiency.

These are exciting times for the Operational Leadership Team and the successful candidate will leverage their exceptional operational expertise to modernise and enhance the organisation's operations.

Leading a dedicated team, the Director of Finance will play a crucial role in optimising processes, implementing digital solutions, and driving strategic initiatives.

Their interpersonal skills will be key in influencing and collaborating with senior leaders across the Group, ensuring that Finance priorities align with the Group's strategic objectives.



Sarah Greig

Chief Operating Officer



The Role

This is an exciting opportunity for a forward-thinking Director of Finance with demonstrable financial and commercial acumen, and experience of leading a dynamic and successful finance function within a group structure.

They will have experience of operating at a senior level, and alongside leading all traditional finance operations, including strategic and operational planning, budgeting and procurement, they will drive continuous improvement across the Repton Group.

Working within a historic and world leading Schools Group, the Director of Finance will be a commercially minded finance professional, capable of ensuring the Group's finances and financial systems can successfully support its educational and charitable ambitions. The successful candidate will be a qualified accountant and an accomplished strategic business planner, as well as someone who thrives on ensuring a successful and efficient School finance function.

They will have excellent communication skills and proven experience in managing a high-performing finance team, with a deep understanding of the Independent School sector. Alongside this, they will possess the intellectual ability and sensitivity to effectively communicate with and command the respect of colleagues, parents, governors and external stakeholders.

Reporting into the Repton Group COO, this key role will lead on the continued development of the 5-year financial plan across all entities, including Repton School and all UK Schools within the Repton Group, Repton Enterprises Ltd, Repton Family of Schools Ltd, and Repton School Trust. This will be underpinned by the financial strategy and stress tested through financial scenario planning, to ensure the ongoing financial health and sustainability of the Group.

They will lead on the delivery of all financial processes, including management reporting, accounts payable, billing and credit control, procurement, cash management and treasury. Working alongside the Director of HR they will also support the effective delivery of payroll.

They will be responsible for motivating and engaging finance staff within Repton entities in the UK and for ensuring the optimum performance of the departments, including changing and developing existing practice as necessary. They will be a strong manager and inspirational leader.

They will take a hands-on approach and be able to produce consistently high quality, clear and informative financial reports for the Executive and Governors.



An Introduction to Repton School

Repton is the ancient capital of Mercia, and the School, founded in 1557 from a bequest from Sir John Port of Etwall, was established on the site of a 7th century Anglo-Saxon Benedictine abbey and latterly a 12th century Augustinian priory.

The School today incorporates many of the original buildings from the estate, namely, the Guest Chamber and Prior's Lodging (which as the Old Priory currently houses the School Library and Common Room), Overton's Tower, Tithe Barn, and the Arch. The latter is all that now remains of the Priory's original gatehouse and which helped inspire the School's motto: *porta vacat culpa*.

Today Repton is a world class, modern, flourishing community with a clear sense of purpose and momentum. As a pre-eminent co-educational and boarding and day school, Repton provides an exceptional broad-based education, blending heritage with the pursuit of excellence in a 21st century context, offering world class facilities as well as high quality teaching and pastoral care.

The School has over one thousand pupils across the Prep and Senior School, making it large enough to achieve excellence in and out of the classroom, yet small enough for individuals to grow and flourish. At Repton Senior, each pupil, whether day or boarding, is a member of a House, of which there are 10 (six for boys and four for girls).





Academic standards are high and creative activities, including music, art, drama and design, flourish. The School has a national profile in sport, in particular in football, hockey and swimming. Our pupils thrive both in and out of the classroom and they develop the skills, qualities and values that will lead to a successful life.

Whilst Repton is undoubtedly modern in terms of practice and outlook, the traditional values of encouraging pupils to aim high whilst showing respect for all are still of utmost importance. The School continues its strong educational vision, recognising the importance of being able to offer a Repton education to potential pupils from all backgrounds by providing scholarships and bursaries in a wide range of subjects. The School's considerable strengths were recognised in the 2024 ISI Inspection which found that pupils achieve well at GCSE and A Level, with results in line with or exceeding predictions based upon their starting points, because of the effective guidance and support provided by teachers. The Inspectors saw fit to identify our sport provision as '*a significant strength of the school*'. This judgement is a formal and rarely bestowed designation of excellence by ISI.

Repton and Repton Prep have always enjoyed a very close relationship and in 2020, the schools became a through-school with the aim of securing the very best pupil outcomes.





Values and vision

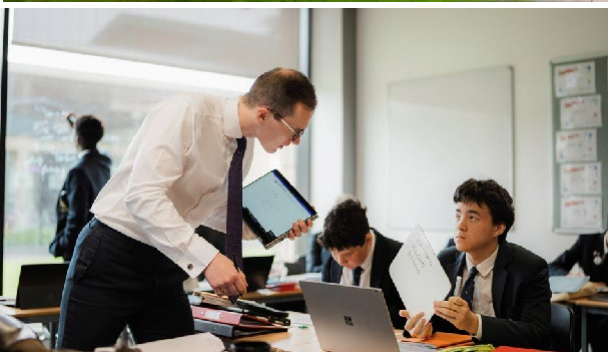
Repton School aims to teach its students to strive for excellence in everything they do, be it in sport, creativity or academic subjects. The school seeks to help students progress academically and encourage them to take part in the community as they grown and learn.

The school specialises in core subjects such as maths and science, but also encourages students to do a variety of extracurricular activities, from the Duke of Edinburgh Award scheme and community service programmes to ceramics and photography. With modern facilities and excellent teachers on hand to help, students consistently exceed the national average in results.

ISI

"Pupils display excellent attitudes to study. They co-operate easily with each other and their teachers and have a purposeful approach to learning. They benefit from the many opportunities afforded by the curriculum and the wide range of activities available. They respond positively to the high-quality teaching, which enables them to make excellent progress as they move through the school."

[View Repton School's latest ISI report](#)





A Global Family of Schools

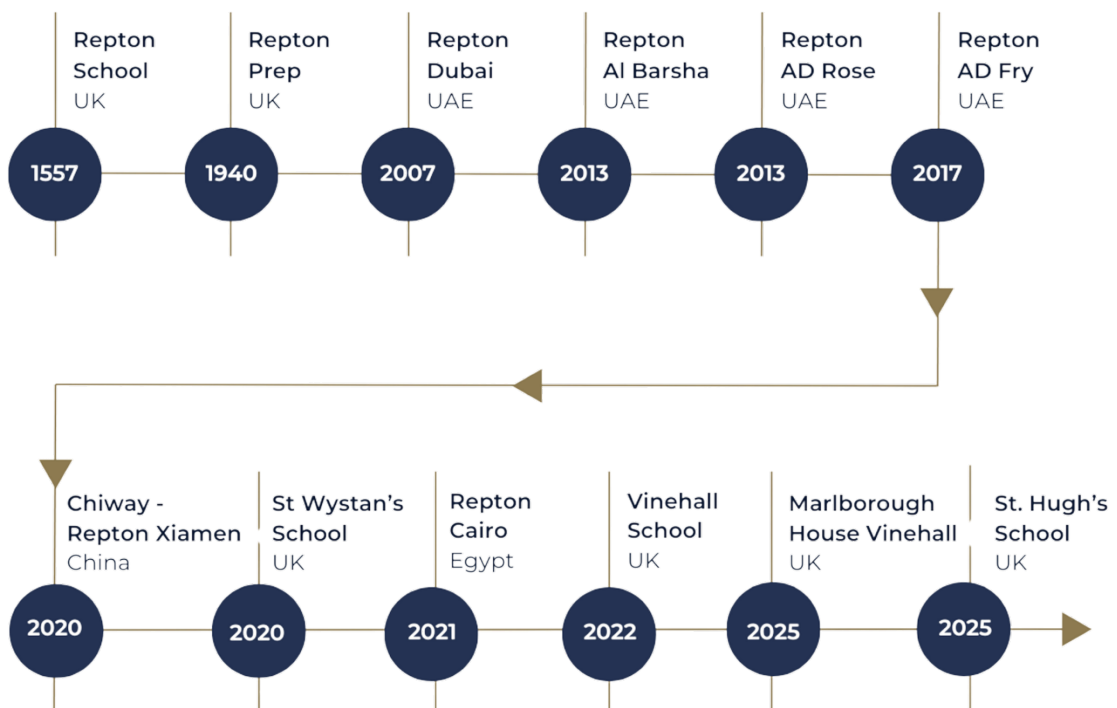
Repton was among the first British schools to open an overseas 'branch', with the establishment of Repton Dubai in 2007; the development of a family of international and UK schools is integral to Repton's future vision. Currently, Repton has 10,000 pupils across three continents, with schools in Dubai (2), Abu Dhabi (2), China and Egypt.

The additional income generated by our overseas schools provides financial support to enable Repton to provide opportunities for pupils who otherwise would not have been able to afford a Repton education, and to invest in world class facilities.

In addition to its international family of schools, the Repton group currently includes five schools in the UK (Repton, Repton Prep, Marlborough House Vinehall, St Wystan's and St Hugh's Woodhall Spa) with the ambition to grow both its UK family of schools and international schools further.



The Repton Family of Schools





Duties & Responsibilities

Financial Strategy

- Drive the Group's long-term financial strategy (currently within the 5-Year Plan) in alignment with the overall Group vision, proactively identifying opportunities for growth, innovation, and risk mitigation.
- Effectively lead the annual budget process ensuring alignment with Group objectives.
- Ensure this is backed by robust financial policy, process and procedures.
- Provide actionable insights and challenge assumptions to ensure robust decision-making.
- Provide input to mergers, acquisitions, and strategic partnership considerations, including financial due diligence, integration planning, and post-merger performance monitoring.

External Engagement & Reputation

- Represent the Group externally with regulators, auditors, banks, investors, and sector bodies, enhancing the organisation's reputation for financial excellence and integrity.
- Lead on sustainability and ESG reporting, ensuring the Group's financial strategy supports environmental and social objectives.

Digital Transformation and Innovation

- Lead the adoption of advanced financial technologies (e.g., automation, analytics, resource planning) to improve forecasting, reporting, and scenario planning.
- Continuously review and optimise financial systems and processes, leveraging data to drive efficiency, transparency, and scalability.

Team Leadership and Development

- Build and nurture a high-performing finance team, fostering a culture of high standards, innovation, accountability, and continuous development.
- Develop succession plans and talent pipelines to ensure long-term continuity and capability within the finance function.
- Support staff learning and development and conduct regular 1:1s and appraisals.



Duties & Responsibilities

Risk Management & Compliance

- Lead on risk management, identifying emerging risks and ensuring robust controls are in place across all entities.
- Ensure full compliance with evolving regulatory, tax, and charity requirements, proactively adapting policies and processes as needed.
- Lead the annual audit process.
- Working with the Company Secretary, ensure that Companies House and Charities Commission financial filings are accurate and up to date for all entities.
- Ensure that all financial data and processes are compliant with relevant data protection, confidentiality and IT Security Policies.

Financial Reporting

- Ensure management information is completed to a high standard, accurately and on time and is meaningful to the relevant audiences, including: monthly management accounts and budget reporting, forecasts and Governing Body reports.
- Ensure financial information is presented in a consistent and clear way.
- Ensure the effective preparation of annual statutory accounts for all entities.

Financial Management

Ensure the Finance Team are adequately trained and empowered to effectively manage:

- Cash and Treasury: ensure cash-flow is managed effectively and that returns are maximised on cash balances.
- Ensure all employees (working with HR) and suppliers (working across all depts) are paid accurately and on time.
- Ensure that fees are billed and received in appropriate timeframes, with a high level of attention paid to this critical interface with parents.

Collaborative Working

- Work with other departments to better understand the cost and income base and deliver to budget and agreed targets.
- Provide support to non-finance budget holders with regular reporting and support.



Qualifications, Skills and Experience

Qualifications & Experience

- Qualified accountant (ACA, ACCA, CIMA, or equivalent) with substantial post-qualification experience.
- Proven record of senior financial leadership within a complex, multi-entity or group structure.
- Strong background in strategic financial planning, budgeting, and performance management.
- Experience leading high-performing teams and delivering organisational improvement.
- Demonstrable success managing audits, compliance, and stakeholder relationships.
- Experience in the independent schools or charitable education sector (desirable).

Skills & Attributes

- Commercially astute and strategically minded, with excellent analytical ability.
- Exceptional communicator, able to explain complex financial information clearly.
- Skilled leader who motivates and develops teams with integrity and vision.
- Proactive, hands-on approach with strong problem-solving and decision-making skills.
- High personal credibility, professionalism, and commitment to excellence.
- Collaborative and adaptable, aligned with Repton's educational and charitable ethos.





Information for Candidates

Applications, which include the names and addresses of two professional referees, should be submitted by 31st October 2025, with interviews expected to take place the following week. To apply, please follow the attached link: [Repton Jobs - Director of Finance - Repton Group](#)

Applicants will be contacted for an interview if they have been successful in the short-listing process.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your applications as early as possible.

In accordance with the Children Act, any appointment to the Repton staff is conditional on criminal records clearance and the successful candidate will be required to supply the necessary information and documentary evidence. References will be obtained on all candidates called for interview and applicants should be aware that the interview will contain questions relating to the candidate's suitability to work in a post involving children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, the following shall be deemed to be included, in addition to the duties that you may be required to perform:

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Under the Sexual Offences Act 2003, it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18, where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.





REPTON

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