



Bursar's Assistant (Part Time)



LITTLEGARTH
A truly independent school & nursery

**Bursar's Assistant (Part Time, 21 hours per week)
Required for June 2020**

We require a self-motivated and experienced part time Bursar's Assistant.

Hours of work are 9.00 a.m. to 4.30 p.m. on Tuesday, Wednesday and Friday.

For further information please see the job description.

Completed application forms should be sent with a covering letter to: The Bursar, Littlegarth School, Horkesley Park, Nayland, Colchester, CO6 4JR or by email to: bursar@littlegarth.essex.sch.uk.

Littlegarth School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers and the DBS.



About Littlegarth



Littlegarth is a co-educational day school for pupils aged 2 1/2 - 11 located just outside Colchester, in the beautiful Stour Valley. The School was founded in Dedham in 1940, and became a Charitable Trust in the mid-1950s, with a Board of Governors. The school has grown steadily over the years, and moved to Horkesley Park in 1994.

The original house is a fine, Grade Two Listed Georgian building set in 28 acres of landscaped farmland, with stunning views over the valley. The grounds include sports fields, gardens and pasture. The main Georgian building houses many of the classrooms and recently numerous additional form rooms have been added which blend into the grounds. An excellent multipurpose Sports Hall was constructed in 2006.



In recent years we have purchased more land to provide extra sports pitches and we have also planted a four-acre field with over 2,000 trees which already provide an excellent environment for our Forest School sessions. We have added a wildflower meadow and we have also built an outdoor stage in the centre of the woodland area which will provide a delightful setting for future productions and concerts.

Littlegarth now caters for over 300 children of mixed academic ability in Nursery, Pre-Prep and Prep Departments. In the Summer Term, there will be over 50 children in our Nursery and both Lower and Upper Nursery are almost full from September 2019. At present there are 271 pupils in the Main School, with 107 pupils in the Pre-Prep (Reception, Y1 and Y2) and 164 in the Prep (Y3 – Y6). Pupils in the main school are organised into forms of approximately 20 pupils. Pre-Prep children are taught by their form teacher in the main, with Drama, French, Music and P.E. taught by subject specialists. Prep children are also taught by specialist staff in Art, DT, Computing and Science from Y3 and in all remaining subjects from Year 4.

We aim to inspire a lifelong love of learning. Our stimulating and wide-reaching curriculum is designed to enable each pupil to develop a range of talents and to encourage self-confidence. The children enjoy growing up in an environment where the spirit of co-operation and competition combine to provide essential tools for learning.



A distinctive feature of the school is the strong relationship between pupils and staff. This results in a warm and positive learning environment where children are relaxed, purposeful and confident. As a non-selective school our aim is to challenge every child so that they reach their full potential in all aspects of school life.

A substantial new building project has recently been completed which provides new classroom facilities for Reception and Years 5 & 6 as well as a large library incorporating IT facilities, art and design technology room and a learning support room. This complex also includes outstanding music and drama facilities which are situated adjacent to each other. This allows children with a passion for performing arts to benefit from subject specialist teaching in an environment that encourages creativity and helps the School to get the very best out of each individual.

Our children move on to a wide variety of schools at the age of 11 including, the local Grammar schools, selective independent day schools and boarding schools. The school has a strong tradition of academic success with over 100 children gaining scholarship awards in the past five years.



POSITION Finance Assistant (Part Time, 21 hours per week)
REPORTS TO Bursar (or in her absence, the Head)

Responsible for:

Assisting the Bursar in the day to day operational, financial and business management of the School.

Description of the job:

The successful applicant will be involved in all aspects of running a busy Bursar's office including accounts payable, cash book, control account reconciliations, nominal ledger management, payroll preparation, statutory returns, filing, administration assistance, and providing cover for the Bursar as required.

Key activities:

General

1. To assist the Bursar in running an efficient office
2. To provide cover for the Bursar, as required

Finance and Accountancy

1. Entering invoices for payment, using the School's purchase ledger
2. Preparing invoices for weekly payment and preparing BACS payments for authorisation by the Bursar
3. Posting invoices and expenses to the Nominal Ledger and maintaining the purchase ledger
4. Purchase ordering
5. Reconciling school shop accounts system to nominal ledger
6. Reconciling credit card statements
7. Maintaining the School cash book, processing payments and reconciling cash book entries with nominal ledger and bank statements
8. Maintaining the School's nominal ledger

9. Payroll and payroll reconciliations
10. Running end of month and end of year routines
11. Reconciling all balance sheet control accounts and ensuring that any outstanding items are explained
12. Maintaining schedules of fixed assets and loans
13. Assistance in gathering departmental budgets and entering onto the School's accounts software.

Key skills

The successful candidate is likely to fit the following profile:

- Has strong payroll experience
- Has excellent IT skills – in a full range of Microsoft applications, including Outlook, Word and Excel
- Be thorough and methodical, with a high attention to detail
- Be enthusiastic, reliable and self-motivated
- Has the ability to work under pressure, using own initiative

Salary

Salary will depend on qualifications and experience. The Governors review salaries each year to ensure that they remain competitive. Salary is paid by bank transfer on 26th day of the month, or the nearest working day, in 12 equal payments.

Hours and Holidays

The appointment is part-time for 21 hours per week. Hours of work are Tuesday, Wednesday and Friday 9a.m. to 4.30p.m. with half an hour unpaid lunch break. Additional hours may be required from time to time. Holiday entitlement will be 25 days paid holiday per year to be taken with due regard to the needs of the school and following consultation with the Bursar. In addition to this, payment will be made for all Statutory holidays. As a part time employee holiday entitlement will be pro rata to days of work.

Benefits

The applicant is entitled to join the School's contributory Stakeholder Pension Scheme.

Probation

The appointment is subject to satisfactory completion of a six month probationary period.

Qualifications

AAT / Payroll training desirable.

DBS Disclosure

This position is subject to Enhanced DBS checks.



References

We will seek references on shortlisted candidates and may approach previous employers whether or not named as a referee for information at any stage following receipt of the application form.

Employment is subject to satisfactory references from suitable referees and references will be verified by telephone call.

If you are currently working with children, on either a paid or voluntary basis, your current employer (who must be listed as one of your referees) will be asked about disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the previous employer will be asked about those issues (and should be listed as a referee). Where neither your current nor previous employment has involved working with children your current employer will still be asked about your suitability to work with children, although it may where appropriate answer if your duties have not brought you into contact with children or young persons.

In the case of applicants who have been employed but who are not now employed, one referee must be the most recent employer (who should be listed as one of your referees).

Interview

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copies of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding bodies.

All candidates invited to interview must also bring with them:

- A current driving licence including a photograph or a passport or a full birth certificate
- A utility bill or financial statement showing the candidate's current name and address
- Where appropriate, any document evidencing a change of name.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- A check at DCSF List 99 and the Protection of Children Act List as appropriate
- A satisfactory CRB Disclosure
- Verification of professional status (where required)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- Verification of medical fitness.

Littlegarth School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers and the Disclosure and Barring Service (DBS).

The successful applicant will be given a conditional offer of appointment subject to the following pre-employment checks:

- identity
- qualifications
- barred list
- enhanced DBS
- right to work in the UK
- overseas check (if lived abroad)
- European Economic Area check (if applicable)
- a Section 128 Order
- prohibition from teaching
- prohibition from management
- two satisfactory references
- a complete employment history





LITTLEGARTH
A truly independent school & nursery

Littlegarth School,
Horkesley Park, Nayland, Colchester, Essex, CO6 4JR

Telephone: 01206 262 332

Email: office@littlegarth.essex.sch.uk Website: www.littlegarth.essex.sch.uk