



Rye St Antony
O X F O R D



Finance Assistant

January 2019

The School

Knowing and nurturing our pupils as individuals has always been the mission of Rye St Antony, recognising their unique talents, individual strengths and extraordinary potential.

Excellent teaching and exemplary pastoral care, supported by superb facilities and a wide range of opportunities, allow our pupils to thrive academically and personally. We want them to love learning and to be curious and creative. From the youngest Nursery children to the impressive young women of our Sixth Form, Rye pupils learn to think, to question, to express themselves, to value what is truly important, and to use their education to go out into the world to make a difference.

In the Prep School pupils learn numeracy, literacy, science, the humanities, computing, music, drama, sport and languages. Our small class sizes enable teachers to meet the individual needs of every pupil and we offer a broad and diverse curriculum. Our standards at Key Stage Two in reading are well above the national average and pupils' attainment increases by three to four grades above the national curriculum levels for every year group.



In Senior School, pupils study the core curriculum subjects of English, Mathematics and the Sciences, and French, Spanish and Latin are offered to all. Religion, Philosophy and the Humanities are also taught within the main curriculum. Pupils excel at drama, art and design, sport, music and food and nutrition – all important components of the curriculum, and subjects for which there are ample opportunities for further exploration within our enrichment programme. Girls can choose from 18 GCSE and A Levels as they progress through the school. On average, they will go on to take 10

GCSEs and three A Level subjects alongside an Extended Project Qualification (EPQ) or Leiths Introductory Certificate in Food and Wine.

Enrichment is an important component of life at Rye, providing a perfect balance with academic learning. Our extensive and imaginative range of enrichment activities are created to fit girls' interests whilst helping them to accept challenges and grow in confidence and self-awareness.

Classes in Sixth Form are small and intimate – similar in style to university tutorials and pupils are expected to question, challenge and argue, as well as think independently. In keeping with Rye St Antony's whole school philosophy, all pupils are treated as individuals and offered as much support as needed. Resources include excellent IT facilities, study centres, the school library and organised visits to conferences, study centres and exhibitions relevant to each course. Most girls begin Sixth Form with GCSE Grade C or above in their chosen subjects with the majority being A or A*.

The school is based in twelve acres of beautiful woodland and is only one mile from the centre of Oxford with all the attractions, theatres, galleries and museums that the city has to offer. It was founded in 1930 by Elizabeth Rendall and Ivy King who were inspired to start a Catholic school in Oxford during a visit to the Sussex town of Rye and its Church of St Antony. The school began in Hamilton Road, soon moving to Woodstock Road and then in 1939 to Headington when Langley Lodge was acquired. The Croft and The Cottage were purchased in 1945, and a steady programme of building and refurbishment has followed. Our latest additions include a new entrance and reception area, the Henwood technology building and a wonderful new Reception classroom with an adjacent outdoor classroom.

The school is committed to safeguarding and promoting the welfare of children and young people, and all staff and volunteers are expected to share this commitment. All applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.

Please see the website (www.ryestantony.co.uk) for further information.

The Post

We are seeking an experienced accounting technician to join our busy finance team. The successful candidate will work closely with the Finance Officer under the direction of the Bursar, liaising with staff and suppliers on a daily basis.

Responsibilities of the post:

- managing the purchase ledger to ensure that all suppliers are paid in a timely manner, thus safeguarding continuity of supply of goods and services
- creating and maintaining supplier accounts, recording agreed terms of trading, payment methods and company contact details
- inputting invoices to the accounting system daily, and despatching invoices for authorisation to budget holders
- ensuring that invoices are appropriately authorised and coded, taking into account delegated authorisation limits
- taking such corrective action as may be necessary to ensure that budget holders return invoices appropriately
- paying invoices when due and issuing remittance advices
- preparing BACS reports, cheques and bank transfers
- scrutinising staff expense payments to ensure that they are properly coded and authorised, and recording expenditure in the accounting system
- managing the School's utility and telephone accounts and assisting with procurement
- assisting with year-end accounts, including prepayments, accruals, capital expenditure and stock
- acting as main contact point for budget holders, staff and suppliers
- maintaining up-to-date and complete filing systems for management and external auditors
- contributing to the development of the School's financial and administrative systems
- providing administrative and general bursarial support to the Finance Officer and Bursar
- supporting and contributing to the School's responsibility for safeguarding pupils
- supporting and contributing to the School's commitment to ensuring a safe working environment for staff, pupils and visitors

Candidates must possess:

- relevant qualification(s), or the ability to demonstrate appropriate skills and knowledge
- transaction processing experience
- knowledge of computerised accounting systems, preferably SIMS
- good computer skills with an advanced knowledge of Word and Excel
- excellent inter-personal and communication skills
- good organisational skills with the ability to prioritise tasks
- the ability to recognise the importance of confidentiality and demonstrate tact whilst remaining cheerful and approachable
- the right to work in the UK

Pay and benefits

Rye St Antony offers a warm, friendly, caring and supportive environment. The School has a Catholic heritage, and this underpins our values of respect and consideration for our fellow human beings. We welcome staff and pupils of all faiths and beliefs to join the school as this creates our rich cultural and international mix.

The starting salary for the post is £26,500 per annum with a review after six months. The hours of work are 37.5 per week (excluding lunch breaks).

All salaried staff, full or part-time, are entitled to a fee remission, 50% for full-time staff and pro rata for part-time staff.

At specified times, staff may use the school's Fitness Suite, and during Trinity Term staff may use the swimming pool at the advertised times. Lunch is provided in the school dining room, and refreshments are provided in the Staff Room at morning break and teatime. There is car parking on site, and the School is easily accessible by bus.

How to apply

Applications (application form and accompanying letter with contact details for two referees) should be sent by email to the Human Resources Manager, Ms Ellen Phelips (ephelips@ryestantony.co.uk), or by post to Rye St Antony, Pullen's Lane, Oxford OX3 0BY.

For an application form, please see the Staff Vacancies page on the school website or contact Ms Ellen Phelips (01865 229227; ephelips@ryestantony.co.uk). Applications will be accepted only from candidates who have completed the application form in full.

The closing date for applications is 12 noon on Thursday 15 November 2018. Interviews will be held on Friday 23 November 2018.

Safeguarding

Candidates must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The post is exempt from the Rehabilitation of Offenders Act 1974, and therefore all relevant convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. Candidates must not have been disqualified from working with children, and must not be named on the Children's Barred List or be subject to any sanctions imposed by a regulatory body. Details of any convictions, cautions or bind-overs subject to disclosure must be passed to the Headmistress before interview in a sealed envelope marked 'confidential'.

November 2018