



Newland House
School



Job Application Pack

Finance Assistant

Closing Date for Applications: 20 June 2025



OUR SCHOOL

Thank you for your interest in Newland House School. Our welcoming Pre-Prep and Prep School sits on a 5-acre site in a quiet residential area on the edge of Twickenham and Teddington in Southwest London. Established in 1897, Newland House is one of the oldest and largest Independent Prep Schools for children aged 3-13 in the area.

We are passionate about inspiring a life-long love of learning and bringing out the brilliance in every child. Our curriculum is innovative, broad and ambitious, giving every child the opportunity to explore their academic, sporting, and creative passions. We are committed to supporting each pupil's unique learning journey, and our dedicated teachers and staff continuously seek fresh ideas to enhance learning experiences both in the classroom and beyond.

Ensuring the happiness and wellbeing of our pupils is core to all we do. We want every single child in our school to feel safe, valued and cared for and visitors, parents and children consistently comment on the positive, happy, and vibrant atmosphere at our School.

In our most recent ISI inspection, we were found to be EXCELLENT in all areas (2022).





SUMMARY OF THE ROLE

The School is seeking an enthusiastic and flexible Finance Assistant to join a small, busy Finance Team. The successful candidate will assist the Bursar and the Finance Manager in ensuring financial procedures, systems, budgetary and internal controls operate effectively and are maintained to the highest standards, complying with the School's legal obligations and requirements.

Previous experience of tendering and purchasing procedures and monitoring budgets would be required as well as a willingness to learn the payroll process in order to support the Bursar and the Finance Manager. There would be a requirement to occasionally help out on Reception in busy periods or to cover absences so the successful candidate should have good interpersonal skills and be able to deal with queries from parents, pupils and staff.

The position provide an excellent opportunity to work at a successful independent school, providing support and care in line with the school's policies and procedures.



FURTHER DETAILS

Application closes: 9.00 am on Friday 20 June 2025

Interviews: week commencing 23 June 2025

Employment Commences: 7 July 2025

Contract term:

- Maternity cover (Temporary)
- Term-time (33 weeks) + 4 weeks (during school holidays - two weeks in the beginning of summer holidays and one week at the end of August)
- 3 days per week
- 8.30 am to 4.30 pm

Salary: £12,852 p.a. (actual pro-rated salary)

Location: Twickenham, Southwest London

JOB DESCRIPTION

Main duties and responsibilities

- Ordering supplies and arranging distribution.
- Purchase ledger including processing invoices, weekly BACS payment run, dealing with queries from suppliers.
- Budget monitoring
- Assisting the Finance Manager in school fee billing and credit control
- Cash book postings
- Reconcile pupil deposits at half termly
- Fixed asset register
- School bus administration and charging including updating register, dealing with queries from parents and updating fee invoices with charges each term.
- Administration of Wrap around care charging.
- Credit card reconciliation.
- Support Finance Manager with monthly payroll and taking responsibility for it in his absence.
- Provide cover on Reception as and when required
- Administrative support for bookings related to school trips

The above list of duties and responsibilities are the key ones identified, and a more detailed job description is available.

JOB DESCRIPTION cont.

Other Duties:

- Adopting and working towards the objectives outlined within the school's development plan.
- Work within agreed policies as outlined in the Staff Handbook.
- Adhering to the school's Code of Conduct Policy.
- Ability to act as a role model to staff, children and the wider community.
- Promoting the school positively for current and prospective parents.
- Undertaking such other comparable duties as the Head requires from time to time.

THE CANDIDATE

Qualifications

- Minimum of GCSEs or equivalent in English and Mathematics.
- A-level qualification is desirable.
- Any relevant finance qualification is desirable.
- Commitment to continued professional development (CPD). Willingness to undertake relevant training to enhance professional development.

Experience

- Experience of working in a Finance team. Experience of working in school environment is desirable.
- Experience of using a school information management system is desirable
- Experience of using a web content management system is desirable.
- Experience of negotiating in order to achieve best value for money.

Skills

- Excellent inter-personal skills
- Excellent negotiating skills
- Excellent written and verbal skills
- Excellent and proven administrative skills
- Ability to work without day-to-day supervision
- Ability to manage delegated tasks

Knowledge

- Fully conversant with Microsoft Office Software.
- Knowledge of financial processes and budgeting.
- An Accountancy/Bookkeeping qualification – AAT is desirable.

THE CANDIDATE cont.

Personal competencies and qualities

- Ability to form and maintain appropriate relationships and boundaries with children.
- Emotional resilience when working with different situations
- Positive attitude to use of authority and maintaining discipline.
- Commitment to the school and its ethos, aims and values.
- Ability to motivate self and others.
- Good organisational skills.
- Flexibility and ability to work well within a team.
- Excellent communication and interpersonal skills.
- Ability to take initiative and adapt to changing situations.
- A good sense of humour to create a joyful and engaging learning environment.
- Reflective on own practice.
- High personal integrity and professionalism.
- Liaise effectively with internal and external stakeholders.
- Resilience, Patience and determination.

Candidates should ensure that they address all of the above criteria in their application form, referring, where appropriate, to actual experience. In addition, the interview will explore issues relating to safeguarding and promoting the welfare of children.

WHY WORK AT NEWLAND HOUSE SCHOOL

Generous pay and allowances – based on skills and experience.

Pension – teaching and non-teaching staff enjoy a generous employer contribution pension scheme.

Longer holidays – than the maintained sector for teachers (19 weeks) and a minimum of 25 days for full-time non-teaching staff plus bank holidays and additional time at Christmas.

Staff fee remission – all staff are eligible for fee remission after successful completion of probation. The continuance and value of the school fee remission is at the discretion of the Governors.

Enhanced sick and maternity/paternity pay

Flexible and generous time off work policy – special leave, time off for dependents and appointments.

Lunches and refreshments – lunches and refreshments are provided by the school to all members of staff, free of charge during term time.

Flexible working options – job share and part-time.

Cycle to work scheme – purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

Career personal development – training and career development opportunities are available for all teaching and non-teaching staff. There are many opportunities to take on additional responsibilities. Financial and other support with obtaining relevant professional qualifications.

Continuous appraisal process – to ensure staff get regular feedback.

iPads – all teaching staff are given iPads for their teaching and assessment and non-teaching staff when required as part of their role.

Staff social committee – organise an exciting programme of socialising events including quiz nights, karaoke, theatre trips, golfing weekends and many more.

Staff reps forum – an opportunity to get your voice heard.

Safeguarding

Newland House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We adopt a fair, robust and consistent recruitment process in accordance with the guidelines of the government document, Keeping Children Safe in Education. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Diversity, Equity and Inclusion

Newland House School values diversity, equity and inclusion for its pupils and staff. We want our community to feel valued and respected, so we are working hard to build an inclusive culture which celebrates diversity in different forms to reflect the community we serve. We believe that having a diverse workforce offers different perspectives which helps us to work towards our shared vision and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join our School.



CONDITIONS OF EMPLOYMENT

Employees will be required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

Employees shall uphold the school's policy in respect of child protection and safeguarding matters.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All members of staff are required to participate in the school's appraisal scheme.

The job description is current at the date shown, but in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of school in relation to post-holder's professional responsibilities and duties.





HOW TO APPLY

Candidates should pay attention to the summary of the role/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

Completed applications with a covering letter should be sent to the HR Manager by the closing date. No CVs will be accepted.

Applications will be reviewed and shortlisted on a rolling basis, and we reserve the right to interview, appoint and close the advert early depending on the volume of applications we receive. We therefore encourage you to apply at the earliest opportunity to avoid disappointment. We will only be contacting those candidates who have been selected to progress to the next stage of the process.

Please note that referees will be contacted prior to the interview.

If you would like an informal confidential discussion regarding this role prior to application then please contact HR Manager, Ashlesha Sarang-Patel via email on asarang-patel@newlandhouse.net