



Queen's College, London

Established 1848



Queen's College Preparatory School

Patron: HM The Queen



# Appointment Information

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Bursary Administrator

March 2020



## Queen's College, London

Queen's College, London consists of two schools. The College, based on Harley Street, is a highly successful independent girls' senior day school of 380 pupils, aged 11-18 and is a member of the Girls' School Association. It prides itself on its friendly and supportive atmosphere, highly valued by pupils, parents and staff. Queen's College Preparatory School (QCPS), a short walk away from the College, has a similar ethos and has enjoyed rapid growth since its foundation in 2002. QCPS is a member of the Independent Association of Prep Schools and has become one of the most successful girls' prep schools in London, its pupils progressing to an array of leading day and boarding senior schools, including Queen's College.

Queen's College (often known simply as "Queen's") occupies an extraordinary position in the history of education for women; founded in 1848 with the ambition of providing a means for girls and young women to gain a serious education, it was the first institution in Great Britain where they could study for and gain formal academic qualifications.

Nowadays, the College and the Prep enjoy a reputation as friendly and creative schools where high academic standards are combined with a wide extra-curricular programme and excellent pastoral support. Places are oversubscribed and the schools' central locations are recognised to be a considerable asset; the cultural life and landmarks of central London are very easily accessible and this is a source of real enrichment. The College is academically selective, has been achieving increasingly strong results in recent years, and continues to invest in enhancing its buildings (a notable example being the construction of a new sixth form centre which opened in February 2017).





## The Role

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At an exciting time of growth, we are seeking a well-educated, articulate (both verbally and in writing) and numerate Bursary Administrator. The person appointed will work with the Bursar, Assistant Bursar and Finance Manager in ensuring that the complex administration of Queen's College is carried out in an efficient, timely and compliant manner.

The two schools are run as separate entities from a teaching perspective, but the many ancillary services needed to support modern, high quality education (including administration, finance, premises management, security, catering, Health & Safety, cleaning and IT) are delivered by a team that supports both schools. Collectively, this team is known as "the Bursary", led by the Bursar, and with key management roles being provided by the Assistant Bursar, Finance Manager and Premises Manager, among others.

The Bursary Administrator will need to be highly computer literate, well-organised, efficient and possess an eye for detail. The work will involve access to a lot of sensitive and confidential financial and HR information, so applicants must be discreet and entirely trustworthy. A warm and polite approach is also important, as the role will involve frequent interaction with parents, suppliers and others outside the Queen's community.

This is a new post, and is an ideal opportunity for someone starting out on a career in the administration of education. Queen's believes strongly in supporting continuing professional development and education for its staff, and there will be opportunities for practical and financial support for someone seeking to acquire professional (e.g. HR or Financial) qualifications appropriate to the role.

## Key Responsibilities

The description below cannot be exhaustive, partly because the work is unpredictable and ever-changing by its nature, but also because this is a new post and it is envisaged that the role will evolve in light of experience; indeed, the ideal candidate will be someone capable of shaping the role as it becomes embedded in the schools' operations.

Nonetheless, the following list will give some indication of the scope of the work involved. The Bursary Administrator will be expected to:

- Administer the processes for application and award of Bursaries, supporting both prospective and current parents who cannot afford some or all of the cost of a Queen's education, and working with the independent organisation who assess applications on behalf of the school. Applying for financial support often takes place during periods of difficulty and stress for the family, and it is both time-consuming and intrusive; this work requires tact, discretion and the ability to maintain momentum against sometimes tight deadlines. At times this will involve working very closely with the Bursar, Principal and Registrar, who are the key decision-makers.
- Support the Bursar and Finance Manager in managing debtors and credit control, tracking compliance with agreed payment plans, maintaining channels of communication with debtors, drafting paperwork and maintaining records. The judgement to assess when to escalate a case to the next level is vital, and will come as experience is gained.
- Support the Bursar in his capacity as Clerk to the Governors, including:
  - managing the compilation and (electronic) distribution of papers for the Council and its 5 supporting Committees, each of which meet once per term; and
  - helping with the compilation of management accounts (produced monthly during term time) by transferring data from SAGE (the school's finance system) to MS Office templates.
- Support the Finance team with preparing termly bills, including ensuring that costs incurred by pupils during term (e.g. for books, trips or lunch) are charged to the appropriate parent.
- Assist with sending bills to parents (mostly electronically, but also sometimes in hard copy), helping to ensure that there are neither gaps nor double counts and that bills reach parents in a timely manner; help to deal with queries regarding bill items.
- Support the sifting and sense checking of invoices and supplier payments, including confirming amounts, account numbers, supplier IDs etc. – this requires a methodical approach and an eye for detail.
- Support the Bursar and Assistant Bursar with HR administration, including but not limited to:
  - preparing and managing recruitment (applications, organising interviews, taking up references, monitoring communicating with candidates);
  - liaising with contractors, agency staff and visiting music teachers to obtain evidence that appropriate paperwork and safeguarding procedures are being followed; and
  - administering and tracking safeguarding, DBS and other compliance-related paperwork required of both staff and Governors, including annual self-declarations and statutory checks required before a new member of staff starts work.
- Undertake additional tasks as reasonably required by the Bursar.

## Person Specification

### Essential

- Highly numerate.
- Excellent IT skills and computer literacy.
- Excellent organisational skills and ability to multi-task.
- Ability to communicate effectively with pupils, parents and staff in a professional manner, face-to-face, on the telephone and in writing.
- Excellent attention to detail and ability to show initiative.
- Willing to work flexibly and with enthusiasm.
- A keen awareness of confidentiality, tact and diplomacy.
- High level of emotional intelligence.
- Willing to actively engage in continued professional development.
- Ability to work in a team and form productive, supportive & professional relationships with all colleagues.

### Desirable

- Qualified to degree level or similar.
- Previous experience of working in a school environment or a busy administrative role.
- Working knowledge of safeguarding practices.
- Working knowledge of financial and HR processes within a school environment.





## Terms and Conditions

- Full-time, all year round permanent position.
- Start date March 2020 (or as soon as possible thereafter).
- The salary for this role will be £24,456 – £27,996 per annum, dependent on qualifications, skills and experience.
- Normal working hours – 0830 to 1700, Monday to Friday.
- Free lunch in the Dining Hall during term time.
- Holidays – 25 days per annum, plus English bank holidays.
- Healthcare insurance (taxable benefit).
- Defined contribution pension scheme.



## Applying for the role

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Applications should be made on the Queen's College application form, with the names and contact details of three professional referees (to include your current or most recent head teacher if you are or have been employed in a school), and accompanied by a supporting covering letter. Please do not send CVs.

The application form, together with other useful information, can be downloaded from the College website ([www.qcl.org.uk](http://www.qcl.org.uk)).

Completed application forms and covering letters should be sent via email (preferably) to the Assistant Bursar, Mr Richard Hall ([rhall@qcl.org.uk](mailto:rhall@qcl.org.uk)) or by post to the Assistant Bursar, Queen's College, 43-49 Harley Street, London W1G 8BT.

Applications will be considered as they are received by the College. Early applications are warmly encouraged.

The deadline for applications is midday on Thursday 20 February 2020. Interviews are likely to be held during the week commencing Monday 24 February 2020 or Monday 2 March 2020.

**Queen's College, London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.**