

# W I T H I N G T O N   G I R L S '   S C H O O L



---

RECRUITMENT PACK:

**F I N A N C E   A S S I S T A N T**

---

# ABOUT WITHINGTON GIRLS' SCHOOL

Withington Girls' School was founded in 1890 by a small group of eminent and far-sighted Manchester families who wanted the same educational opportunities to be available for their daughters as were already available to their sons. In keeping with the Founders' wishes, the School has remained relatively small, with 744 pupils in total with 156 in the Junior School (Years 3 - 6), 418 in the Senior School (Years 7 - 11) and 170 in the Sixth Form. The Head of Withington Girls' School is a member of both the Girls' Schools Association (GSA) and HMC (The Heads' Conference).

Pupils come from a wide geographical area around Greater Manchester and Cheshire, and from many different social, cultural and religious backgrounds, creating a diversity in which the School rejoices. The School is non-denominational and girls of all faiths, or none, are equally welcome. Through the Withington Girls' School Trust, around 100 means-tested bursaries are offered each year according to need. The Governing Body is strategically focused and highly supportive of all areas of the School.

## A FOCUS ON EXCELLENT TEACHING AND PASTORAL CARE

The School's A Level and GCSE results are outstanding, with Withington ranked consistently in national league tables as the top independent school in the North West of England. The Sunday Times' prestigious schools guide, Parent Power, named Withington the North West Independent Secondary School of the Year 2020, 2022 and 2023 and North West Independent Secondary School of the Decade in 2021. Withington has been listed in the annual Tatler Schools Guide to the UK's top independent schools since 2012.

Girls who gain a place as a result of the entrance examination normally take GCSE/IGCSE examinations in 9/10 subjects, followed by 3 or 4 A Levels. An exciting and varied Enrichment programme offers Sixth Formers core elements such as PSHCE, financial literacy and professional skills plus a range of choices from computer coding and languages, to mosaics, mindfulness and cooking and preparing healthy meals. In addition to the Enrichment Programme, which all Sixth

Formers follow, many also complete an Extended Project Qualification (EPQ). Studies are directed towards encouraging a love of learning for its own sake, frequently going beyond the confines of the examined curriculum, as well as towards the ultimate goal of University entrance, including Oxford and Cambridge.

The excellent quality of teaching and pastoral care is a major factor in the exceptional level of achievement secured by pupils, both within and outside the classroom. Staff are eager to share their passion and enthusiasm for their subjects and give willingly of their time to assist individual pupils outside lesson times; the relationship between pupils and staff is a particular strength of the School. The School runs on 'the 3 Rs' of Respect for self, Respect for others, and Responsibility for personal actions and its pupils thrive within the warm, friendly and supportive environment.

Preparation for life after school starts early and involves a programme of careers advice, work experience and UCAS application guidance. Older pupils work with younger pupils in numerous ways, through the House system, extra-curricular activities, peer support and mentoring.

## A BREADTH OF ACTIVITIES

Academic excellence is secured alongside an extensive range of extra-curricular opportunities, including Music, Drama, Sport, the Duke of Edinburgh's Award, Young Enterprise Scheme, Model United Nations, Debating and Robotics Clubs, to name but a few. Sixth Formers volunteer as assistants in local primary schools, residential homes, hospices and hospitals.

All pupils, throughout the School, engage in charity fundraising, collectively raising around £30,000 each year. There are special links with local charities, Wood Street Mission and The Booth Centre, The Christie hospital, two schools and a hospital in Kenya and a school in Uganda. Groups of Upper Sixth Formers engage in voluntary projects in The Gambia and pupils take part in World Challenge, or similar, expeditions. Academic departments offer subject-related trips and activities in addition to cultural trips at home and overseas.



# ABOUT WITHINGTON GIRLS' SCHOOL

## AN INVESTMENT IN FACILITIES

The School enjoys excellent facilities and has an ongoing programme of major developments. Recent projects have included a purpose-built Junior School building, a central, enclosed 'Hub' area at the heart of the school and an expanded and refurbished suite of university-standard Chemistry laboratories, all of which were completed in 2015.

During 2018 a significant new sports facilities development was completed, reflecting the school's ongoing commitment to the promotion of physical activity for girls, one of the school's founding principles. In 2019 the outdoor netball courts and all-weather pitch were resurfaced to a high specification, bringing Withington's sports facilities to an excellent standard across all areas. Outdoor fitness equipment - also installed in 2019 - has provided an innovative facility that benefits fitness, wellbeing and social interaction for senior pupils.

In 2022 the school opened refurbished and extended dining facilities, a new conference suite, Learning Support area and accompanying offices. This reflects our commitment to providing the best facilities we can for our pupils, staff and all in the Withington community.

## A WELCOMING COMMUNITY

The Development Office has strong links with alumnae as well as former and current parents and staff and has been successful in raising substantial amounts for the Bursary Appeal, for the new Chemistry laboratories, Sports facilities and for an Annual Fund which enables enrichment activities for current pupils. Withington Onwards (the past pupils' association) and the Parent Teacher Association are active in, and committed to, supporting the School socially and financially. There are also close links with the local community including, for example, a range of Saturday morning lessons run by the School for gifted and talented boys and girls from local primary schools under the SHiNE Together programme and an annual event involving a number of primary schools across Greater Manchester known as *Manchester Sings*. Visitors often comment on the special atmosphere they find at Withington. We are extremely proud of our consistently outstanding record in public examinations and places gained at the most selective universities but also of the happily informal atmosphere, thriving co-curricular programme, community spirit, alumnae network - and engagement with education in its broadest sense which characterise this unique environment.

True to the vision of our Founders, our pupils aim high, have boundless opportunities to discover their talents and develop a strong sense of responsibility. We value individuality, celebrate diversity, encourage our pupils to think for themselves and to understand the importance of tolerance and teamwork. It is our aim that our pupils leave school at ease with themselves, socially aware and ready to face with confidence the challenges of life beyond.



# SCHOOL ETHOS

At Withington, we aim to create an environment in which all pupils are supported and encouraged to reach their full potential, academically, socially and personally. True to our founding principles, we are a school where the pleasure of learning is its own reward. The Withington ethos recognises that understanding the value of learning and knowing how to learn sustains and enriches us throughout our lives.

The golden rule of respect for self, respect for others and personal responsibility underpins our school community where diversity is celebrated, teamwork valued, and every pupil is encouraged to play her part, older pupils and alumnae providing inspiring role models.

Combining a wealth of extra-curricular activities with an exceptional academic experience, each girl has the opportunity to develop her talents, skills, interests and character, as well as a strong sense of responsibility which extends beyond the classroom and into the wider world.



# AIMS OF THE SCHOOL

## 1 TO SUSTAIN...

...an innovative and inspiring place of learning where our pupils grow into resilient, independent lifelong learners, curious and passionate about their world

## 2 TO NURTURE...

...our pupils' personal development and character, promoting respect and responsibility, enabling our pupils to thrive and to meet challenge confidently, compassionately and collaboratively

## 3 TO SUPPORT...

...a diverse, inclusive and open-minded school community and to work in partnership with local, national and international organisations for the benefit of our pupils



# JOB DESCRIPTION

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.

<b>JOB TITLE:</b>	Finance Assistant
<b>REPORTING TO:</b>	Assistant Bursar
<b>DEPARTMENT OVERVIEW:</b>	The Finance team plays an integral role in the operation of Withington Girls' School. Members of the team work closely with staff, parents, alumnae and the local community.
<b>ROLE OVERVIEW:</b>	<p>The Finance Assistant will be the initial point of contact for the Finance Department.</p> <p>The normal hours of work are 18 hours per week over 4 days (hours to be discussed and agreed at interview.) This is a Full Year-round position. Additional hours will also be necessary for the proper performance of their duties, such as Open Days, Open Mornings, and evening events.</p> <p>The salary for this role will be paid at point 18 on the Support Staff Pay Scale, this equates to a full-time equivalent salary of £29,349 from September 2024. The actual salary for this role will be £14,087 per annum.</p> <p>This job description is written at a specific time and is subject to change as the demands of the School and the role develops. The role requires flexibility and adaptability and the employees of the School need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.</p>
<b>CHILD PROTECTION &amp; SAFEGUARDING:</b>	<p>Withington Girls' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.</p> <p>It is the post holder's responsibility to promote and safeguard the welfare of children. You will comply with the Withington Girls' School Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.</p>



# JOB DESCRIPTION

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.

## MAIN DUTIES & RESPONSIBILITIES:

### FINANCE

1. To be the initial point of contact in the Finance Office, responding to routine enquiries from staff, pupils and parents, whether they be via the Finance inbox, walk-in queries or telephone calls
2. To provide assistance to staff and pupils with reimbursements, floats, expenses, processing cheque requests etc. Ensuring appropriate records are kept
3. To open and distribute the Finance Department post
4. To place purchase orders including on-line orders and make bookings (e.g. for hotels) when requested
5. To carry out supplier statement reconciliations in a timely manner
6. To prepare departmental budget reports and circulate to relevant Heads of Department
7. To process gift aid claims in a timely manner
8. To support with the monthly bank reconciliation process for the WGS Trust
9. To support the School Office with ParentPay administration and to reconcile school trips to ParentPay
10. To reconcile the credit card monthly statement and post the transactions to the accounting system
11. To raise sales invoices for lettings and re-charges
12. To undertake any necessary finance administration roles as requested by the Assistant Bursar
13. To carry out any other administrative responsibilities within the School that are required of the post-holder
14. To carry out such other duties, as may be reasonably required, to ensure the effectiveness of the Finance Assistant role

### OTHER RESPONSIBILITIES

1. To uphold the ethos of the school;
2. To take part and contribute in relevant CPD/training days;
3. To be responsible for your own continuing self-development, undertaking training as appropriate;
4. Any additional duties as and when required by the Assistant Bursar, Finance Department and any other member of the Senior Leadership Team;
5. In all aspects of the post, to be fully aware of the school's Safeguarding and Health and Safety procedures.



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Educated to A Level standard</li> <li>• GCSE English and Maths (C or above)</li> </ul>		<ul style="list-style-type: none"> <li>• Production of the Applicant's original certificates</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Proficient in the use of Microsoft Office Packages</li> <li>• Experience of administrative work</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a school or office environment</li> <li>• Experience of working within a finance role</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of application form</li> <li>• Evidence of work experience</li> <li>• Interview</li> <li>• Professional references</li> </ul>
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills.</li> <li>• ICT literate, with the ability to using computer packages for word processing, spreadsheets, databases and e-mails</li> <li>• Ability to undertake administration/clerical tasks, including basic financial tasks and handling cash</li> <li>• Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone</li> <li>• Written communication skills to word process documents and take accurate messages and pass them on to others</li> <li>• Organisational skills to prioritise work and complete tasks to deadlines</li> <li>• Ability to follow instructions, procedures and policies</li> <li>• Ability to work effectively with others and to meet deadlines</li> <li>• To be willing and able to work to work flexibly</li> <li>• Excellent command of English both spoken and written</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to undertake financial tasks using a finance system</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



# PERSON SPECIFICATION

## PERSONAL COMPETENCIES & QUALITIES

ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> <li>• Professionalism and outstanding role model for young people and colleagues</li> <li>• Passion for helping children and young people learn</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Commitment to ongoing professional development</li> <li>• Commitment to Diversity and Inclusion</li> <li>• Trustworthiness and Integrity</li> <li>• Tact and Diplomacy in dealing with others</li> <li>• Self-awareness; ability to seek and take advice</li> <li>• A warm, friendly and patient manner</li> <li>• Discipline and time management skills</li> <li>• A sense of humour</li> <li>• An outstanding ambassador for the Withington Girls' School ethos and its values</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



## THE SUNDAY TIMES SCHOOLS GUIDE

---

Alastair McCall, Editor of The Sunday Times Schools Guide, Parent Power, on Withington being named Northwest Independent School of the Decade in November 2020.

*"This... accolade acknowledges the consistent academic excellence achieved by the school over the past 10 years, when it has finished as the top-ranked independent school in the Northwest in our annual Parent Power rankings every year.*

*"This has been achieved without creating an academic hothouse. Girls thrive in a supportive, caring environment, where they are encouraged to contribute to school life in myriad ways, not just in examination halls. The school's commitment to accessibility through a generous bursary scheme sees many study here for reduced fees - or even no fees at all. The diverse community of more than 700 girls leave the school ready to take their place in the world and become leaders in their chosen fields, as so many of their predecessors have done."*

## TATLER SCHOOLS GUIDE 2021

---

*"This is a decidedly academic yet happily informal girls' day school that celebrates diversity and individuality. Thanks to its generous bursaries, Withington is a melting pot of different cultures, religions and backgrounds - a microcosm of Greater Manchester."*

*"There may not be a 'typical Withy girl', but there is a Withy state of mind: an intellectual curiosity and an unwavering commitment to the principles of respect for self and respect for others."*

## GOOD SCHOOLS GUIDE REVIEWS

---

Junior School:

*"This is a warm and happy junior school where girls who love academic learning thrive and reach their potential while immersing themselves in enriching interests and challenges across arts, music and sports."*

Senior School:

*"A school with dazzling academic results which seeks to empower girls to think independently, cultivate wide-ranging interests and embrace challenge. Girls who have a deep thirst for knowledge and learning will absolutely fly at this impressive high-performing school."*