



Job Description and Specification

Fees Administrator – RGS Worcester

Responsible to:	School Accountant
Responsible for:	No direct reports
Hours:	3 days per week, a total of 22.5 hours
Salary:	Competitive
Location:	RGS Worcester, Upper Tything, Worcester, WR1 1HP Flexible working
Member of:	Support staff, bursary team

General Purpose

To produce billings for parents, collate incoming payments from parents and support the School Accountant.

Key Tasks and Responsibilities

- Billing of Fees and extras for pupils across all four schools.
- Uploading invoices onto the parent portal.
- Maintaining up to date Pupil and Parent information on iSams (our MIS system) and Sage200 (our accounts system), including maintaining pupil names, payment terms, remission etc.
- Liaising with Co-Curricular, Sports and School Business Managers for additional billings and alterations each month.
- Administration of Bursary forms and collation of information.
- Aid parents with any fee and payment queries.
- Liaising with Parents and staff over invoice queries and raising any correcting invoices or credit notes.
- Monthly and Termly Direct Debits and associated administration.
- Early Years Funding administration.
- Any other ad hoc jobs to facilitate the smooth running of the bursary.

Working Conditions

Hours and days to be arranged with the School Accountant across the week.

Holidays:

18 days pro rata plus 8 bank holidays.

Remuneration:

Competitive rate of pay. Pay will be made in arrears on a monthly basis direct to the bank on the last working day of the month.

Clothing & Equipment:

The school will provide any Personal Protective Equipment (PPE) required for the job along with any work-related equipment and associated training.

Medical:

All employees of RGS Worcester are required to complete a medical questionnaire and declaration on commencing employment with the school. The school reserves the right to carry out further investigation into your medical condition depending upon the answers provided. This may involve a medical examination and/or contact with your doctor or health centre.

DBS Screening:

Employees of RGS Worcester need to undergo enhanced DBS. The outcome of this screening may have an effect on the employment of that person.

Safeguarding Children:

The post holder will be required to undertake Safeguarding Children training.

References:

Continued employment is subject to the receipt of two satisfactory references, one of which must be the present or most recent employer. Ideally References should be obtained before interview in accordance with safer recruiting procedures.

Employment history:

In accordance with safer recruitment there is a requirement to provide a continuous employment or occupation history since leaving full time education.

Probation:

Continued employment is subject to the successful completion of the probationary period of 6 months as specified in the contract.

Job Description

Competencies	Essential	Desirable
Strong Communication skills both written and verbal	X	
Strong Organisation Skills and attention to detail	X	
Good attention to detail	X	
Good customer service through all communications in person, via the telephone and via email	X	
A team player	X	
Comfortable working with large amounts of data	X	
Discreet with sensitive data – including being GDPR compliant	X	
Ability to work independently	X	
Ability to problem solve	X	
Strong work ethic, willingness to go the extra mile	X	
Knowledge and Experience	Essential	Desirable
Previous Administration experience	X	
Interest in working in the Education Sector		X
Confident IT skills, proficient user of Microsoft Excel	X	
Experience of using management information systems and databases		X
Experience of working to deadlines	X	
Previous experience of working in a team and liaising with all levels of staff	X	
Experience of developing working practice, to look for practices for e-enabling day to day tasks		X
Experience in working in accounts (to any level)		X
Education <i>State the necessary level of education and qualifications and training required to perform the job.</i>	Essential	Desirable
A Levels or equivalent or above	X	
Accountancy qualification (any level)		X

The post holder should be aware that the above job description and specification is not exhaustive. This is a new role to RGS that will require some development over time. The post holder should be willing to partake in all activities that positively contribute to the life of the school. Any changes to the above description will be done in a timely manner and in consultation with the post holder.