



Tettenhall College

Purchasing Manager

Information for applicants

www.tettenhallcollege.co.uk



Welcome to Tettenhall College

Founded in 1863 by a local industrialist, Tettenhall College is an independent, co-educational day and boarding school providing continuous, quality education for children aged from 2 to 18 years. The School currently has 500 pupils, the majority of whom are drawn from across the Midlands, but also includes a vibrant boarding community made up of pupils from over 25 countries worldwide.

The School stands in 30 acres of stunning grounds and woodland situated in the picturesque village of Tettenhall, on the outskirts of the city of Wolverhampton.

Our pupils are known for their positive approach, their appreciation of the staff, of their School and of their fellow pupils, their motivation to learn and their whole-hearted commitment to every aspect of school life. Tettenhall College, in turn, is committed to providing an outstanding personalised education, combining strong academic standards and a wide range of extra-curricular activities.

Academic results are consistently high. Pupils achieve very good GCSE and A Levels. The vast majority of Sixth Form leavers choose to go on to university with many selecting Russell Group institutions and a few each year opting for prestigious international options or competitive, sought-after apprenticeships with major companies. Beyond the classroom, pupils have the opportunity to participate in a wide range of sporting, performance and co-curricular activities, as well as being encouraged to engage in adventure and charitable causes.

The School is an active member of the Society of Heads, the Independent Schools Association and the Boarding Schools Association.

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Working with us

The School combines the best of modern teaching and facilities with the heritage and values of a traditional educational establishment – both in its physical setting and in its ethos. A substantial investment programme has created outstanding facilities for the next era of Tettenhall College: modern en-suite study-bedrooms, a state of the art study centre, a sixth form common room, a library, a multi-purpose all-weather sports facility and squash courts. These investments complement the already impressive facilities of the Victorian Towers Theatre; a charming Victorian indoor heated swimming pool; extensive sports fields and modern IT facilities.

This commitment to providing the very best facilities is matched by the energy and passion of our inspirational, committed staff who strive to inspire and ensure that all pupils fulfil their personal best. Small class sizes throughout the School ensure individual attention for each pupil with emphasis on the development of the individual. This supportive environment has resulted in the School's excellent reputation for pastoral care. Support of those pupils who have additional learning needs, including EAL, is a critical element of the School's offering.

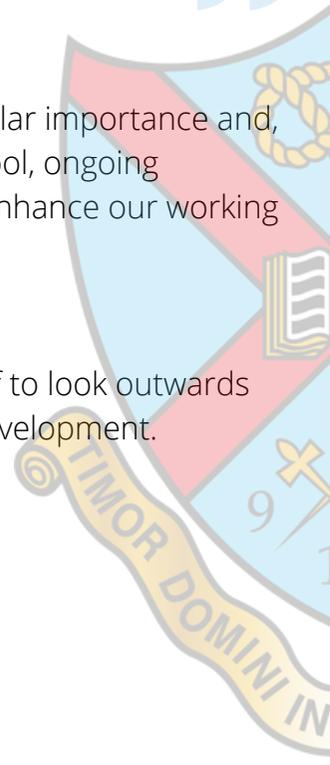
This is an exciting time to join Tettenhall College; the leadership team are committed to continuing to increase the School's profile both locally and within overseas markets. Pupil numbers have grown by 25% with a steady increase in boarding. Tettenhall College is now widely recognised as one of the Midlands' leading independent schools and is progressing rapidly towards its goal of becoming one of the best small independent schools in the UK.



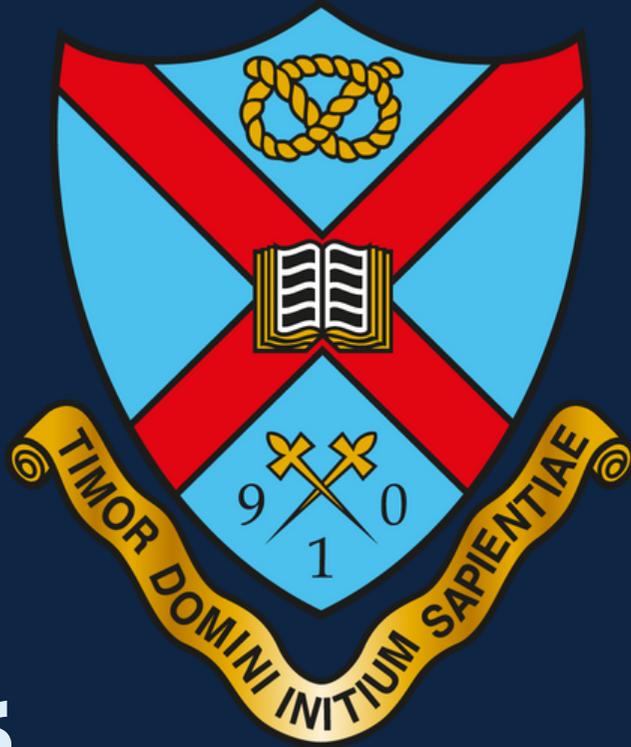
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The well-being of all our staff is of particular importance and, as part of an overall strategy for the School, ongoing initiatives are continually introduced to enhance our working environment.

Staff are entitled to a remission on their children's fees and we encourage all staff to look outwards and focus on continuous professional development.



Our Mission, Vision & Values



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Our mission is to nurture our pupils to achieve their full potential and discover their unique talents

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The cornerstone of our community is our vision to be the school of choice for outstanding personalised education, inspiring every pupil to excel academically and beyond. Our mission is to nurture our pupils to achieve their full potential and discover their unique talents in an educational setting where they will thrive and be happy. Our exceptional staff motivate pupils to embrace challenge, giving them the best preparation for life and personal success.



Ambition

We strive for excellence in every aspect of our work and have high aspirations for our pupils. We encourage resilience by embracing mistakes as learning opportunities.



Opportunity

We foster self-belief. We provide academic challenge, personalised support and a breadth of learning opportunities



Creativity

We have the freedom to adapt our education to find the most effective way to meet our pupils' needs. We recognise that nurturing creativity is vital in today's world.



Community

We have a safe and secure family environment throughout our School. We look to promote our shared values and respect for each other. We equally want pupils to look outwards, act responsibly and become valued global citizens.



Character

We cultivate emotional intelligence, well-being and self respect and encourage support for each other. We lead by example to promote healthy and balanced lifestyles.

Job Description

Job Title: Purchasing Manager
Line Manager: Bursar
Responsible for: Running of the Purchase Ledger
Contacts: Current and parents, staff, pupils and suppliers.

Job Summary

The incumbent of the Purchasing Manager role will report to the Bursar and their primary duties will be the efficient and timely administration of the purchase ledger at Tettenhall College. The Purchase Ledger Manager will be a member of the Bursary Team.

Job Context

The Bursary consists of 4 other members of staff:

- Bursar
- Finance Officer
- Fees Manager
- School Accountant

Whilst each team member carries their own specific responsibilities, teamworking and flexibility is key to enable the team's overall objectives to be met.



Responsibilities

The tasks will include, but not be limited to:

- Responsibility for the administration/maintenance of purchase ledger accounts and amending details as appropriate.
- To process all supplier invoices, credit notes in a timely fashion to ensure invoices match purchase orders.
- To take note of any credit terms offered to the College and to liaise between suppliers and budget holders in the event of a dispute.
- Determining the VAT treatment of purchase invoices as appropriate (exempt, taxable, partially exempt).
- Liaise with Budget Holders/ Administrators to ensure that invoices are fully authorised.
- Checking, coding and posting of invoices onto the finance system.
- Preparing supplier payment runs and processing other payment requests as appropriate. This will include International payments.
- Ensuring direct debits and standing orders are processed onto the system.
- Checking the bank daily and agreeing all payments.
- Reconcile supplier statements against the purchase ledger and follow up any errors.
- Preparing a creditors' reconciliation at the end of each month.
- On a monthly basis check aged creditors report for any old balances and resolve any unallocated invoices/credit notes/payments.
- Daily orders using the College credit card (and supported by authorised purchase order) and through the College Amazon account; perform internal control over departmental purchases on the Amazon Business account.
- Post credit card transactions to the Supplier and General accounts.
- Good timekeeping and reliability with the ability to work flexible hours if necessary.
- Any other reasonable duties as decided by the Headmaster and Bursar.



Tettenhall College is committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation. Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.

How to Apply

- Closing date:** Friday 21st February 2025
- Interview:** Monday 24th February 2025
- Salary:** £23,873
- Hours:** Full-time role, 5 days a week (Part time will be considered)
9.00am – 5.00pm (35 hours per week)
52 weeks a year, less holiday entitlement 32 days plus bank holidays
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To apply, please fully complete an employment application form and return, along with your CV, to bursar@tettcoll.co.uk

Tettenhall College is committed to safeguarding and protecting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness. The post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Please note that we will take up references provided in your application form prior to interview.

If successful, an external provider will undertake online background checks adhering to the Data Protection Act 1998 which states that personal information shall be processed lawfully and fairly, obtained for one or more specified and lawful purposes only and be adequate, relevant and not excessive.

Full details of the School's safeguarding policies and procedures are available on the School website: www.tettenhallcollege.co.uk



A photograph of two fencers in white gear sparring in a grand, ornate room. The room features a high ceiling with a chandelier, large windows, and a wooden floor. The fencer on the right is in a dynamic pose, with one arm raised. The fencer on the left is in a ready stance. The text 'GET INVOLVED' is overlaid in white, sans-serif font across the center of the image.

GET INVOLVED