Information for Candidates

ELTHAM COLLEGE

Finance Apprentice



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A reputation to rival any of its competitors

Good Schools Guide



Introduction

Eltham College

The Eltham College family of Schools comprises Eltham College Senior School, Eltham College Junior School and, since September 2023, Blackheath Prep School.

Founded in 1842, Eltham College is a thriving, co-educational day school located in south-east London. Originally a boys' school that first accepted girls into its Sixth Form in the late 1970s, Eltham College is now fully co-educational and has nearly 1,100 students in total, including 240 pupils in the on-site Junior School. Eltham College occupies a green 70-acre site in the London Borough of Bromley and was named London Independent School of the Year 2024 by The Sunday Times.

Whilst holding strongly to its ethos of providing a balanced education for its students, the School places a deliberate emphasis on academic success and the School is now regularly found amongst the leading academic schools in the country in terms of results and value added, matching the performance of its main competitors such as Dulwich College, Alleyn's, Trinity School and Sevenoaks School. It also boasts many county and national players in a range of sports, as well as exceptionally talented musicians, actors, authors, scientists, economists, and artists.

Eltham College has a distinctive character, born out of its Christian heritage. It upholds its founding Christian principles, whilst welcoming students of all faiths and none. The School has its own chapel and all students and staff from Year 6 upwards are expected to attend a weekly service led by the Chaplain, a member of the senior staff, or by students. Alongside its emphasis on academic achievement, the School continues to focus on care for each and every pupil. Strong pastoral care, an energetic House system that promotes collegiality, and a relaxed and unpretentious atmosphere make Eltham College a happy and vibrant place for students and staff alike. Students also benefit from an impressively wide range of opportunities outside the classroom through an ambitious co-curricular programme across sport, music, drama and art, and community outreach and enrichment.

Eltham College enjoys superb facilities. In 2019, the Turberville Centre for Mathematics, Languages and Music departments was opened, along with a new Sixth Form Centre and a dedicated medical and wellbeing facility. Extensive and well-maintained sports facilities extend across the 70-acre site, including Astro and hard-court venues, and a large indoor sports centre and swimming pool. There is a drama theatre and a modern art gallery. The Science and Technology Centre has recently been extended, adding four new state-of-the-art laboratories and a science prep room.

The 2022 ISI Regulatory Compliance & Educational Quality Inspection rated Eltham as 'Excellent' in all areas and the full Report can be read here.



















Eltham College Junior School

Eltham College Junior School shares the Senior School's 70-acre site, with an entrance just three minutes' walk along the path from the College itself. It has a second entrance from Mottingham Lane. Fully co-educational, the Junior School is home currently to some 240 girls and boys from Year 3 to Year 6. Whilst very much part of the Eltham College community, the school has its own Head and its own identity.

Eltham College is an all-through school and Junior School students are not required to sit a separate entrance exam for the Senior School. Academic standards and co-curricular provision are exceptional, and great emphasis is placed on pastoral care. Students at the Junior School benefit from use of many Senior School facilities, including the dining hall and the extensive indoor and outdoor sports facilities.

'Tip top facilities, positive relationships, inspiring teachers and exciting extracurricular opportunities. The easy transfer to the college is surely the icing on the cake.' **Good Schools Guide 2024**









Blackheath Prep

In April 2023, Eltham College was delighted to announce a merger with Blackheath Prep to form a family of schools. Blackheath Prep is an independent prep school for just over 370 boys and girls aged 3 to 11. Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village. Its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts, cricket nets and a Forest School area.

With outstanding facilities, a formidable track record in academic success and impressive achievements in Music, Sport, Drama and Art, Blackheath Prep's vision is to offer an education without boundaries: to give every child the freedom to shine and achieve their full potential, to uphold academic excellence, sparking curiosity and a joyful love of learning, and to nurture kindness and wellbeing, creating a strong sense of community. Children go on to a range of independent and maintained secondary schools and, as part of the Eltham College family, benefit from a priority application process to Eltham College Senior School. A large proportion (at least 50% of the cohort over the last five years) are awarded academic scholarships at prestigious local independent schools or places at top grammar schools. A large number are also awarded scholarships in Art, Drama, Music and Sport.




DIGESTIVE


ELTHAM COLLEGE
JUNIOR SCHOOL









Our Mission and Values

Eltham College's mission is to provide an outstanding and well-rounded education for girls and boys, built on Christian principles, as a thriving and leading institution among London day schools. This mission is supported by seven interdependent aims which shape the overall culture and direction of the school:



Working for Eltham College

The Senior Team

The Family of Schools is led by Guy Sanderson, CEO of the Eltham College Family of Schools and Headmaster of Eltham College Senior School.

The senior Executive team is chaired by Guy Sanderson and also includes the following members: James Martin (Senior Deputy Head, Eltham College Senior School), Vikki Lloyd (Head, Blackheath Prep), the Head, Eltham College Junior School (Rachel Thompson), Robin Wilkinson (Bursar) and Caroline Ward Vine (Director of Marketing and Communications).

Staff and Professional Development

The three schools employ around 240 members of teaching staff (including teaching support roles) and approximately 110 support staff. All are highly committed to helping students achieve their full potential and form a lively Common Room with a good balance of age and experience.

Professional Development

There is a strong professional development programme which is encouraged and generously financed for teaching and non-teaching staff. This includes external courses, an internal CPD programme of lunchtime and twilight sessions, speakers being brought in to deliver in-school sessions and learning from peers and colleagues. The Headmaster is personally committed to staff development and spearheads the Devolved Leadership Programme, which is open to all academic and support staff. This enables ambitious and talented staff who are seeking either senior leadership experience or career development to undertake a whole-school project, with mentoring from a current senior leader.

Pay and Benefits

Eltham College offers very competitive salaries and a good range of non-pay benefits.

All staff are automatically enrolled in a defined-contribution pension scheme (subject to the terms of the scheme). All staff under the age of 70 are entitled to death in service benefit at three times their annual salary.

Lunch is provided free of charge during term time for all staff, in addition to free refreshments available in the Common Room.

All staff also have free membership of the Eric Liddell Sports Centre, giving family access to the swimming pool, fitness room and other facilities at designated times.

There are also electric vehicle and cycle to work schemes, interest free season ticket loans, free eye tests and flu vaccinations. An Employee Assistance Programme is also available for all staff, offering free, confidential, support on a range matters such as financial and legal support and counselling for home-life issues.

Children of staff can be educated at the School if they meet the entrance standards and, at the discretion of the Headmaster, may receive a tuition fee reduction for both Junior and Senior Schools.

Our Benefits



Competitive Salary



Eyecare Vouchers



Interest Free Loan for Public Transport Season Tickets



Interest Free Loan for Rent Deposits



Electric Vehicle Salary Sacrifice Scheme
A tax efficient mechanism for leasing an electric vehicle including installation of a charger cable if applicable.



Cycle to Work Salary Sacrifice Scheme
A tax efficient means of funding purchase of a cycle with value up to £2000.



Sport and Fitness
Free membership of the Eric Liddell Sports Centre.



Free Flu Vaccinations
Provided annually, on site.



Access to Employee Assistance Programme
Confidential independent advice and support on a range of financial and legal matters, and counselling support.



Virtual GP Access
Delivered through HealthHero, virtual GP service available 24 hours a day, 365 days a year.



Free Lunch and Refreshments
Free meals at lunchtime and free refreshments available in the Common Room for all staff during term time.



Death in Service Payments
All staff under the age of 70 are eligible to receive this at three times their annual salary.



Fee remission
Employees with children who are eligible to attend the school, who have satisfied the entry criteria as set out in the School's admissions procedure and are awarded a place, may receive remission on school fees.



Annual Leave Entitlement for Support Staff
Holiday pay, offered at a minimum of 25 days plus bank holidays for full time new joiners (pro-rated for part time staff), increasing with longer service.



Excellent Transport Links
Rail services to central London and Gravesend/Dartford from Mottingham station (10 minutes' walk) and to central London and Sevenoaks/Bromley/Orpington from Grove Park station (25 minutes' walk). The area is served by a number of bus routes. Limited free parking is available on site. Free parking also available locally.

The Role and Person Specification

Job Description

Job Title:	Finance Apprentice
Hours of Work:	Full-time, 37.5 hours per week, all year round.
Reports to:	Group Head of Finance
Based:	Eltham College (with some presence required at Blackheath Prep, dependent on the requirements of the role)

Principal Role

The Group Head of Finance of the Eltham College Family of Schools is seeking a Finance Apprentice to join a busy and collaborative Finance team. This is a varied, hands-on role offering the opportunity to gain practical experience across a broad range of finance activities while undertaking a recognised programme of professional training and development.

The role would suit an enthusiastic and motivated individual with a keen interest in developing a career in finance or accountancy. The post offers exposure to accounts payable, accounts receivable, banking, reconciliations and financial administration, providing a strong foundation in finance operations within a group of independent schools.

Reporting to the Group Head of Finance, you will support a range of day-to-day finance processes while developing the skills, knowledge and experience required to take on increasing responsibility as competence grows. You will work closely with colleagues across the Finance team, supporting the delivery of accurate financial records, efficient administration and high standards of customer service.

This is a role which requires strong attention to detail, good numerical ability and a willingness to learn. The successful candidate will be organised, reliable and proactive, with the ability to work effectively as part of a team while building the skills needed for a successful career in finance.

Main Duties

The following list is not exhaustive but serves as an indication of what the role encompasses:

Finance Administration

- Assist with processing financial transactions and maintaining accurate financial records.
- Assist with scanning, uploading, checking and filing invoices and other financial documentation.
- Support maintenance of supplier, debtor and other finance records.
- Assist with Finance inboxes and respond to or appropriately direct routine queries.
- Assist in collating information from departments across the schools and maintain orderly electronic records.

Accounts Payable

- Under supervision, assist with processing purchase invoices and expense claims.
- Check documentation for completeness and appropriate authorisation.
- Assist with supplier statement reconciliations and routine invoice or supplier-account queries.
- Assist with preparation of payment information and supporting records while observing segregation-of-duties controls.

- Support the Senior Finance Officer with the monthly upload of ExpenseIn/Barclaycard ensuring compliant supporting documentation.
- Support the Senior Finance Officer with the upload of the Amazon Purchase Invoices monthly.

Accounts Receivable

- Under supervision, assist with routine billing administration and maintenance of debtor records.
- Support allocation of receipts, production of statements and routine correspondence.
- Assist with preparation and checking of billing information supplied by departments.
- Assist with reconciliations and investigation of straightforward account differences.

Banking and Reconciliations

- Assist with recording and checking receipts.
- Support routine bank and other reconciliations under the guidance of the Senior Finance Officer.
- Assist in investigating straightforward reconciling items.
- Prepare schedules and information required for routine Finance processes.

Training and Development

- Undertake the agreed apprenticeship and associated professional studies.
- Attend training and complete required coursework and assessments.
- Apply learning from professional studies within the workplace.
- Maintain required apprenticeship learning and development records.
- Take increasing responsibility for Finance activities as skills, competence and experience develop.

Systems, Improvement and Team Working

- Develop a good working knowledge of the Group's finance and related systems, policies and controls.
- Assist with data checking, cleansing and routine system administration.
- Develop effective Excel and financial-systems skills and contribute ideas for improving administrative efficiency.
- Rotate across AP, AR and central accounting activities to build broad experience and provide useful cross-team capacity.
- Maintain confidentiality in relation to pupil, parent, employee and financial information.
- Undertake other appropriate duties as skills and experience develop.

Person Specification

You will have a strong interest in developing a career in finance or accountancy and be keen to learn and develop new skills in a professional environment. You will be organised, methodical and detail-oriented, with good numerical and IT skills and the ability to manage tasks accurately and efficiently. You will be a positive team player with strong communication skills, a professional approach and a commitment to maintaining high standards of confidentiality, accuracy and customer service.

Essential

- Evidence of literacy and numeracy skills appropriate to the role.
- An interest in developing a career in finance or accountancy.
- Good numerical ability and general IT skills, with willingness to develop Excel skills.
- A careful and methodical approach with good attention to detail.

- Good organisational skills and willingness to learn, accept guidance and respond positively to feedback.
- Ability to communicate politely and professionally and work effectively as part of a team.
- High standards of honesty, discretion and confidentiality.

Desirable

- A-levels or equivalent.
- Previous administrative, customer-service or finance experience.
- Familiarity with Microsoft Excel.
- Evidence of an interest in accounting, business or finance.

Terms of Appointment and How to Apply

Safeguarding

Eltham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Safeguarding Policy and Privacy Notice (available on the school website) and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Further details are given on the application form.

Equal Opportunities

Eltham College is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience).

The Application Process

Candidates should read the job description for the role, and complete the application form via the TES website Eltham College - Tes Jobs

Short-listed candidates will be invited to attend an assessment day 03 December 2026 during which a range of skills, knowledge and experience will be tested.

Safer recruitment checks will be made at all stages in the recruitment process.

Contact Information

For more information about the application process please contact a member of our HR Team by telephoning 020 8857 1455 or contacting them via email hr@eltham-college.org.uk

Further details about the School can be found by visiting our websites: www.eltham-college.org.uk & www.blackheathprep.co.uk



ELTHAM COLLEGE JUNIOR SCHOOL

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ELTHAM COLLEGE

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