



**D'OVERBROECK'S
OXFORD**

A NORD ANGLIA EDUCATION SCHOOL



Candidate brief for the position of

Finance Assistant

To start as soon as possible



The school

d'Overbroeck's is a leading co-educational independent day and boarding school in Oxford for students aged 11 – 18.

Founded in 1977, initially as a Sixth Form, d'Overbroeck's has maintained its founding values throughout its growth.

We believe in outstanding teaching and laughter. We celebrate the individual and foster a culture that promotes collaboration and originality. We pride ourselves on our unique blend of social informality and academic rigour.

Our students consistently achieve some of the best value-added results in the country. Our success has supported our continued growth, currently with over 700 students across our 4 teaching sites.

We are located in North Oxford, and we've established ourselves as a thriving, forward-looking and highly successful school. We are known for our distinctive, non-traditional ethos, an outstanding staff team, and a strong reputation for the quality of our educational and pastoral provision.

d'Overbroeck's comprises 3 sections: Senior School, International and the Sixth Form, giving a school of approximately 700 students. The Sixth Form is the largest section with over 400 students. The school follows UK National Curriculum, leading to GCSE/IGCSE and A Level based curriculum.

This is an opportunity to become part of the d'Overbroeck's community at a very exciting point in our development. Our school is part of the Nord Anglia Education family of 90 schools around the world.



Our ethos

We place academic achievement and personal growth at the heart of everything we do at d'Overbroeck's. Our success in achieving these goals is evident in students' achievements both in and outside the classroom, as well as in the enthusiastic endorsement we receive from current and former parents and students.

Our innovative approach sets us apart from other local independent schools and is characterised by purposeful informality. Our ethos is firmly built on personal relationships, and on a strong belief that **every individual is at the heart of the school**.

At the same time, our approach is distinctly **collaborative**. We believe in leading by example, in a healthy dose of flexibility and in the power of laughter and humanity.

We provide an environment which gives both staff and students the space to be themselves as well as the encouragement and stimulus to grow, to learn, to

engage with complexity and to achieve their goals. And they'll also have time for friendship and living life to the full.

Our policy is for everyone, staff and students, to be on first-name terms throughout the school. Our experience is that this fosters more mutual respect and truer, more motivating interactions between staff and students.

Students wear school uniform up to Year 11 and there is no uniform in the Sixth Form. Our uniform is relatively light-touch, which allows each student a sense of their own individual personality.

d'Overbroeck's does not have any particular religious affiliation and we welcome students and staff of all faiths and none.



Teaching and learning

We teach a broad academic curriculum with a wide choice of subjects at GCSE, IGCSE and A-Level. With a large Sixth Form intake we are able to offer 37 different A Levels.

At d'Overbroeck's, we emphasise fostering resilience and independent learning skills starting from Year 7. In the Sixth Form, many students complete an EPQ alongside their A-Level programme, and students regularly take part in Maths and Science Olympiads.

We offer bespoke academic enrichment programmes through our Think programme. These are suitable for students who want to develop their academic skills in preparation for Oxbridge, Medical/Veterinary and Law programmes and for wider university study. Students have the opportunity to participate in a wide range of trips and sessions from visiting speakers throughout the year.

A Personal Development (PD) programme is integrated into the curriculum throughout the school. Students study a programme that centres on their personal and social development and introduces them to information, views and debates on contemporary issues.

Our focus is on reflective teaching and professional learning. We have our own in-house system of CPD that promotes reflective and collaborative practices and allows staff to delve into areas of pedagogy that truly interest them.

The teaching approach at d'Overbroeck's has always been built around comparatively small classes. In Senior School, classes are generally kept to a maximum of 15 students. In the Sixth Form and The International section we aim to keep classes to a maximum of 11.

At the International section, students follow either a one-year or two-year programme which prepares them for IGCSE exams in up to 8 subjects alongside intensive teaching in English for academic purposes (EAL).

Our exam results are very strong. We are the top school for progress (value-added) at A-Level in Oxfordshire and every year many of our students progress to Oxbridge and other top Russell Group universities.

Boarding

We currently have over 300 residential boarders at d'Overbroeck's. Our boarders are generally in either the Sixth Form (where around half the students are boarders) or in the International section (where almost all the students board). There is a small but growing number of boarders who study at the Senior School.

In the Sixth Form, students can either board full-time or weekly. For some of our boarders home is just 30 or 40 miles away; for others it is another part of the world. Some will have boarded before while for others this may be the first experience of being away from home and family.

Whichever it is, our aim is to create a close-knit, homely boarding environment where students are

physically comfortable and personally at ease; where they can live and work happily, enjoy freshly-cooked, well-balanced meals and make strong and lasting friendships. Like our teaching space, our boarding provision continues to develop considerably.

We have a purpose-built Sixth Form boarding house (Islip House) opposite our Sixth Form. We also have a Sixth Form boarding house in St Aldates, in the heart of the city and in Westway to the west of the city. There is another boarding house on the Banbury Road and three further boarding houses in north and west Oxford for International section students.



Co-curricular

Alongside the academic curriculum, we offer a varied and vibrant programme of co-curricular activities to open up all sorts of opportunities for students in every year. Sport is diverse and wide-ranging, music and drama are very strong and concerts and school productions are always big events to look forward to.

Music

We offer a range of concerts and musical events throughout the year for students across the school. We also have a popular Instrumental and Vocal programme taught by a team of experienced peripatetic instrumental teachers each week.

Drama

Drama at d'Overbroeck's is about much more than learning lines and performing: it's also about unleashing our students' dramatic creativity. It is also a vehicle through which students develop confidence in themselves – not just as performers, but as individuals and members of a broader society.

Sport

We take an inclusive approach to sport and encourage all students to take part in different activities when they study with us. Whilst it's very important to us that students get the opportunity to compete and represent the school, it's equally important that they develop lifelong learning around active, healthy lifestyles.

Although we don't have our own playing fields or sporting facilities, we are fortunate to have the use of an excellent range of venues and facilities nearby, including those of Oxford University at Iffley Road. During term-time, our students use these facilities on a daily basis.

'It's hard to imagine a better school for nurturing and developing students.... Without exception all staff are dedicated to the aspirations of the school, resulting in a lovely and thriving atmosphere that produces excellent results and well-rounded teenagers!'

Parent





Association membership

d'Overbroeck's is a member of the Independent Schools Council (ISC), the Society of Heads of independent schools and of the Boarding Schools Association. The school is also an associate member of AGBIS.

Safer recruitment

d'Overbroeck's is committed to safeguarding and promoting the welfare of all its students, and this is a responsibility that is shared by all members of staff. The successful candidate will be subject to an enhanced DBS disclosure. Please see the section on Disclosure below.

Disclosure

Please note that d'Overbroeck's aims to promote equality of opportunity for all with the right mix of talents, skills and potential, without respect to age, gender or race and welcomes applications from diverse candidates. As d'Overbroeck's meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure of criminal background from the Disclosure and Barring Service before their appointment is confirmed. This will include details of cautions, reprimands and final warnings, as well as convictions. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Further information about the disclosure scheme can be found at

www.gov.uk/government/organisations/disclosure-and-barring-service/about.

Finance Assistant

We are looking to appoint a Finance Assistant as soon as possible. You will report to the Director of Finance and Operations.

The key aspects of this role are:-

Accounts payable:

- manage the process of weekly expense claims;
- process requisition forms and purchase orders from departments;
- manage the termly departmental budgets;
- assist with suppliers weekly payment runs;
- assist with monthly company credit cards;

Accounts receivable:

- recording of parent fees and other bank receipts;
- managing deposit refunds;
- assisting with compiling agent commissions;
- assisting with credit control as required.

Person specification

Knowledge and Skills

- 2 years minimum experience
- Strong IT skills
- Intermediate Excel skills
- Excellent attention to detail
- The ability to work both independently, and as a team member
- The ability to communicate with a range of people both within the school and outside

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Salary

The salary is competitive depending on experience.

Staff at d'Overbroeck's also benefit from

- free cooked lunches during term-time
- access to 'We Care' medical and counselling services
- discounted membership rates for a nearby sports and leisure club
- participation in the 'Cycle to Work' scheme
- fee discounts for children of staff attending d'Overbroeck's School

Further information

If you would like any further information at this stage, please feel free to email Melanie Mason, Director of Finance and Operations, melanie.mason@doverbroecks.com.

Applications

Please apply as soon as possible, but no later than midday Monday **11 August 2025**.

All applications will be processed on receipt. Short-listed applicants will be notified of the interview arrangements as soon as possible after short-listing. Please note, however, that we reserve the right to shortlist and invite suitable candidates in for interview prior to this date.

Nord Anglia Education

In early 2021 d'Overbroeck's was acquired by Nord Anglia Education, a leading premium international schools organisation. Currently, NAE comprises 80+ schools in 34 countries, employing over 19,000 and teaching over 90,000 students.

You can find out more on their website: nordangliaeducation.com



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