



INFORMATION FOR APPLICANTS

Finance Officer

Part time - full year

To commence 1 February 2019

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Dear Candidate,

Thank you for your interest in the position of Finance Officer at Edge Grove. We are very excited about this role and the opportunities it affords. You will find a lot more information about it and the school in the attached pack but I wanted to give you a sense of the context of this appointment.

I am now in my seventh year of Headship at Edge Grove and I live on site with my wife, Alex, who is very much involved in the life of the school, and our two young children, Edward and Thomas. This is a unique community and we are all aware that we are lucky to be living and working in this school. Edge Grove pupils are all very much individuals but characterised by their generosity of spirit, tremendous enthusiasm, confidence and good manners. They approach school life with committed engagement making the most of the many opportunities available. We are entirely committed to providing an academically rigorous and creative education within a secure and happy environment where our pupils feel nurtured and valued.

Pupil numbers are buoyant and in the last five years they have increased by 45%. We are now at capacity and are looking to commence a number of development projects to ensure that all our facilities complement the excellent standards of teaching and learning. In recent years, we have introduced dedicated facilities for textiles, graphic design and home economics, refurbished our two science laboratories to a very high standard, provided two dedicated and interactive language classrooms and significantly enhanced our IT infrastructure and capability.

I am aware that job descriptions and person specifications can appear rather daunting when one reads the full list of requirements and responsibilities. Please be reassured! We are looking for candidates who are keen to become part of the Edge Grove community, who can bring great personality, experience, innovation and commitment to the role and who have clear enthusiasm for preparatory education in the 21st century. Attitude and approach are just as important as qualifications and experience although do note that we will insist upon a recognised teaching qualification.

If you have any further questions, please do not hesitate to ask but in the meantime, thank you again for your interest in the position. Good luck!

Best wishes,



Ben Evans
Headmaster



THE SCHOOL

Founded in 1935, we are a vibrant and successful day and boarding prep (IAPS) school for boys and girls aged between 3 and 13, characterised by a genuine commitment to the pursuit of excellence. There are currently around 500 pupils at the School with a family style environment for our 50 boarding beds utilised by a range of weekly and flexi boarders. The School employs around 120 staff.

We are fortunate to be situated within 48 acres of parkland, only 15 miles from central London and conveniently located close to the M1 and M25 motorways. Our wonderful setting and facilities ensure our children are exposed to a wide range of experiences and develop confidence in a challenging, fun and inspirational environment.



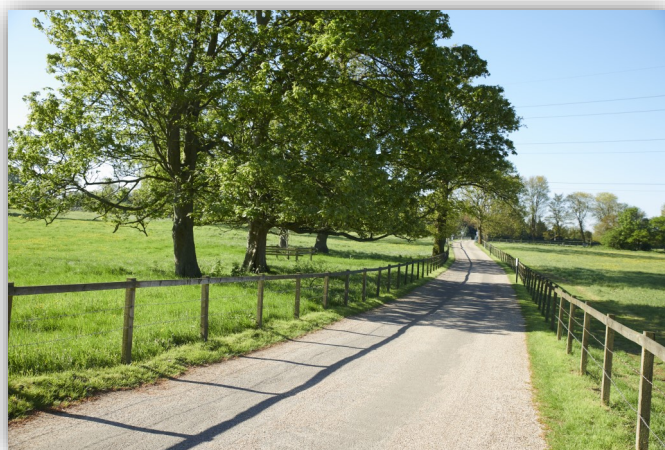
At Edge Grove we offer a holistic education by encouraging the development of the whole individual, seeking to find and foster talent whether in the classroom, the art room, in music, on the stage or on the sports field. We firmly believe that all children can and will excel at something.

We encompass the traditional values of good manners and self-discipline coupled with a modern and progressive approach. We offer an education that instils self-assurance and a passion for learning that stays with children for the rest of their lives. Our first class teaching resources, strong academic approach and accessible and enjoyable teaching methods allow pupils to progress individually and reach their true potential in all spheres of school life.

At Edge Grove we are proud of our academic performance and children are prepared for a wide range of senior schools across the country, carefully chosen to suit their academic and extra-curricular strengths. Edge Grove pupils characteristically approach the next stage of the educational journey with confidence and distinction.

Edge Grove was most recently inspected under a full integrated ISI inspection in September 2015 and was awarded 'Excellent' across all nine inspection categories. The report highlights how successful the school is in achieving its ambitious aims, including that of providing high standards of academic achievement through innovative teaching to ensure all pupils reach their full potential. It also reflects the importance the school places on learning in its broadest sense and in the recruitment and development of outstanding teachers and leaders.

Working at Edge Grove offers the opportunity to be part of a vibrant and welcoming community, committed to academic excellence and the highest standards of pastoral care for its pupils. The Governors consider the development of excellence in the education offered to the pupils to be the underlying purpose of activities undertaken by all staff.



OUR AIMS

To provide a secure and happy environment in which children feel safe, nurtured and valued.
To promote high standards of academic achievement through innovative, reflective teaching, focussed assessment and a rigorous curriculum to ensure all pupils reach their full potential.
To promote a spiritual and moral awareness in our pupils based on the values of respect, empathy and kindness; developing a sense of service to the school community and beyond.
To foster self-confidence and a lifelong love of learning so that pupils leave as mature, engaging and thoughtful children.
To provide a wide range of opportunities in a co-educational environment to enable pupils to discover and develop interests and expand their experience.

OUR GUIDING PRINCIPLES



Teaching and Learning

The International Primary Curriculum is followed in the Pre Prep (Nursery to Year 2) and in years 3 to 8, the Independent Curriculum forms our main programmes of study.

Pre Prep

Pupils are class based with specialist teachers for Forest School, P.E. and games, art and music.

Lower School

Pupils are class based and set for English and maths. They have specialist teachers for art, music, drama, technology (home economics, textiles and graphic design), computing, French, P.E. and games.

Upper & Middle Schools

Years 5 to 8 are taught exclusively by specialist teachers and develop their independence through having to move around the School during the day to separate faculty areas. All pupils have a form tutor who is responsible for their pastoral care.

Our programmes of study are designed to be creative, innovative and engaging as well as academically rigorous, incorporating the principles of Building Learning Power to enable our pupils to be confident and independent learners. We also aim to equip our pupils with the skills necessary to lead successful lives in the 21st century; resilience, confidence, assertiveness.

We take pride in the vast range of options we offer our parents for their children with staggered pick up between 4pm and 6pm, activity choices over a five day week including an option for prep.

Pupils either take 11+ in Year 6 and move on to a range of local independent schools or stay on for Common Entrance (13+) and entry to a range of leading Public Schools.

Behaviours for Learning

Our Behaviours for Learning are fully embedded throughout the school and each pupils' progress against them is carefully monitored to ensure they are reaching their learning potential.



THE ROLE

We are looking for a Finance Officer to be responsible for all aspects of the sales ledger, credit control, cash handling and payroll. You should be able to use the most up to date electronic systems for financial management and payroll processing and have a flexible, enquiring approach to contribute to a small team in terms of compliance and effective financial management.

You will need to undertake purchase ledger transactions and bank reconciliations during periods of planned and unplanned absence by the other Finance Officer including their annual leave during school holidays.

Therefore you will be required to take your annual leave during the term time in order to provide an all year round financial service for the School.



MAIN RESPONSIBILITIES

Financial

- To be responsible for all aspects of the Sales Ledger and credit control including bank reconciliation;
- Ensure the timely and accurate preparation and despatch of pupils' fee bills and the billing of all fees and extras;
- Liaison with parents and providers over both internal and external payment provisions and schedules;
- Front line credit control and communication with parents over fee accounts. Process all routine correspondence with fee debtors and/or late payments, maintaining accurate records and provide debtor data on a regular basis to allow for structured follow-up. Liaison with the Bursar over overdue amounts and targeting action to assist in clearance;
- Process all non-fee related invoices and ensure these are recorded appropriately;
- Undertake year end processes including archiving and preparation for audit.
- Maintenance and management of the parental Direct Debit instructions held by the School;
- To oversee the operation and administration of the Fees in Advance Scheme including the provision of quotations and information to potential scheme joiners;
- Maintain and administer pupil insurances (e.g. for personal accident, fee protection etc.) to ensure accurate recording and billing of these; liaising with parents over claims as appropriate.
- Cash handling and recording, including Development Office events and internal school events;
- To provide reports as required by the Finance Officer and Bursar;
- Able to use electronic financial systems, with a flexible, enquiring approach to contribute to a small team in terms of compliance and effective financial management.

Payroll

- To complete payroll processing for each pay period, ensuring staff are paid on time and receive the correct payments;
- Comply with relevant legislation and regulations relating to HMRC, pensions, statutory payments and other related returns to ensure deadlines are met appropriately;
- To be able to deal with payroll queries from employees and third parties such as HMRC, pension etc.
- To provide reports as required by the Finance Officer and Bursar;
- Able to use electronic payroll systems, with a flexible, enquiring approach to contribute to a small team in

General

- To liaise and collaborate with the other Finance Officer to ensure a mutual understanding of each other's role in order to facilitate the continued operation of roles during staffing absences ;
- Excellent telephone manner and good communication and interpersonal skills;
- Practical with ability to use own initiative;
- A calm and positive manner;
- A good team player, supportive towards colleagues with a degree of flexibility and a sense of humour;
- Carrying out such other duties within the post holder's capabilities as may be reasonably requested from time to time.

Professional Responsibilities

- Support the School in its aims and objectives;
- Promote the overall ethos and life of the school;
- Set high expectations in terms of professionalism, punctuality and commitment;
- Dress in a way that is commensurate with the School working environment;
- Attend Inset, team and staff meetings as required;
- Undertake appropriate training as required by the School.

CHILD PROTECTION

In the context of his/her employment the member of staff will frequently be in the presence of children and must therefore have appropriate levels of training in child protection. All members of staff must comply with the School's Safeguarding Policy which is posted on the School's website and staff intranet. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy.



TERMS & CONDITIONS

Salary

£21,300 per annum for the stated hours.

Hours of Work

Part-time full year Monday to Friday 8.30 am—1.30 pm (25 hours per week) or hours as agreed, but must be every day. There are usually eight inset days during the year scheduled as being two days prior to the start of the autumn, spring and summer terms and two days post the end of the summer term (these are mandatory for all staff).

Holidays

27 days per annum plus all 8 Bank Holidays. In addition, the School is closed for the 3 non-bank holiday days between Christmas and New Year and these do not form part of your holiday entitlement. All holidays to be taken during the School Term Dates in order to provide a financial service throughout the whole of the year, by agreement with the Bursar. Maximum of 2 weeks' holiday at one time.

Probationary Period

This appointment will be subject to the completion of a probationary period of six months to the satisfaction of the School. During this period, notice will be four weeks on either side.

Pension

Defined contribution Pension Scheme – with up to 7.5% matched funding.

Lunches

The post holder will be entitled to free School lunches during term time.

Parking

Staff may park in designated areas on the School site at no cost – please note that all vehicles are parked at the drivers' risk.

Dress Code

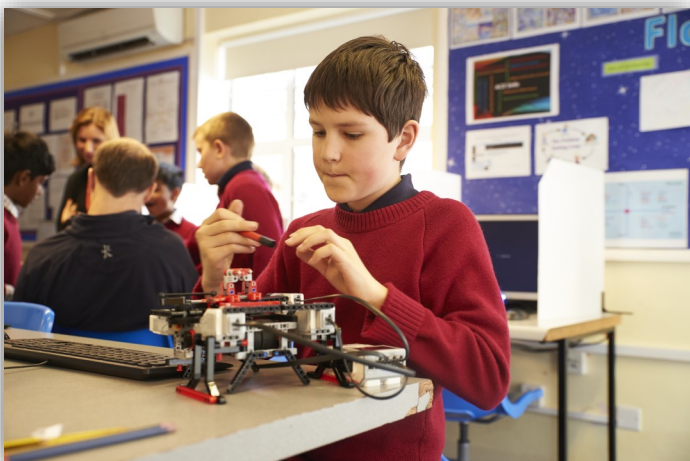
All staff are expected to set an example to pupils and should dress appropriately at all times.

Smoking

The School operates a no smoking policy.

Health & Safety

The School takes its obligations under the Health & Safety at Work Act seriously and the post holder will be required to comply with all aspects of the School's Health & Safety policy, particularly in relation to safe working practices. All staff must keep up to date with the School's health and safety policies which are regularly updated and posted on the staff intranet.



Data Protection

Personal data collected will be used during the recruitment process, and if you are successful will be added to your employee record. If you are unsuccessful, the information will be retained for six months following the completion of the recruitment process after which all details or papers relating to your application will be securely destroyed. For further information on how we use your information and who we may share it with, please refer to the Staff Data Protection Privacy Notice which is available on our website.

Recruitment, Selection and Disclosure

Edge Grove is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Equality and Diversity

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

For operational reasons, the School reserves the right to transfer you to alternative duties. For this reason it is a condition of employment that you are willing to do so, if requested, from time to time.

APPLICATION DETAILS

This post, as with all others, is subject to the School's policy on Recruitment, Selection and Disclosures which is available on the School's website at <https://www.edgegrove.com/contact-us/job-vacancies/>

The closing date for applications is **Monday 26 November 2018** and interviews will formally be held during that week but suitable candidates may be interviewed at any stage so an early application is advised.

Interested candidates should apply by email only to Verena Clark via hr@edgegrove.com including a fully completed application form which is available from the School's website at <https://www.edgegrove.com/contact-us/job-vacancies/> together with a typed letter of application addressed to Mr Martin Sims, Bursar, in either pdf or MS Word format. CVs are not accepted on their own but may be added to the application if deemed necessary.

To arrange an informal visit to the School or to discuss the role in confidence, please contact Verena Clark, HR Consultant, on vclark@edgegrove.com or 01923 855724.

