

# Hills Road Sixth Form College, Cambridge

## Appointment of an Administration Assistant (Finance)

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Opportunity • Quality • Achievement



## Welcome from the Principal

Thank you for your interest in Hills Road Sixth Form College and in this post. We really hope that the information in this booklet will support you in making an application to our College and will provide all you need for deciding whether our College is right for your next career step. We hope it is!

Choosing an institution where you find a fit in terms of ethos and values is hugely important. Hills Road Sixth Form College enjoys a strong national reputation, having topped Sixth Form College performance league tables for outcomes since their inception over twenty years ago. But that doesn't make us complacent. We still want to evaluate and improve the ways in which we work with young people to get the best for them and from them, whatever that might take.



We are therefore looking for a colleague to join us who shares that drive and wants to ensure that the department they are joining continues to achieve excellent outcomes. Everything we achieve relies on the quality and commitment of our staff team whatever their role in the College and we are keen to recruit colleagues for whom excellence comes as standard. We also want you to continue to grow professionally while you are with us and will explore with you ways in which we can support that development. Through the application and interview process, we'll be keen to understand your ideas and approaches to supporting delivery of the best educational outcomes at this specialist A level college.

As a busy, vibrant community of over 2,300 young people, there's always a great deal going on and lots to be part of and take part in. Extra-curricular opportunities abound and we hope you will want to get involved with the extraordinary range of activities that is on offer. We have an on-site sports centre, including a fully equipped gym, plus squash and tennis courts, to which all staff colleagues have free membership and our staff wellbeing programme includes access to on-site talking therapy, meditation and fitness sessions. If you would like to talk through a prospective application or to explore the College's ethos and values a little more, please don't hesitate to make contact for an informal chat.

Finally, I do appreciate the time commitment involved in completing a job application and, if you do decide to apply, can I thank you for the investment of time you have chosen to make. Whatever the outcome, can I wish you all the very best with your future career, wherever that may be.

With very best wishes  
Jo Trump  
Principal

## Overview of the College

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### The College

The College operates on an attractive site just over a mile south of the centre of the historic city of Cambridge. The site has been occupied from 1903 when it was originally home to the Cambridge and County School for Boys. Since its inception in 1974, succeeding the former boys' grammar school, the College has concentrated mainly on providing advanced level courses to students in the Cambridge area. Having responded to strong and sustained demand for places over a number of years we now have approaching 2,300 full-time 16-19 students for whom we provide a choice of 34 A level subjects, the Extended Project Qualification, an extensive programme of enrichment and extra-curricular activities and responsive individual support and guidance. The breadth, depth and challenge of this curriculum are at the heart of our long-standing educational vision.

The College is a member of the Cambridge Area 14-19 Partnership: there are ten other centres for post-16 education: Cambridge Regional College, Long Road Sixth Form College, The College of West Anglia, UTC Cambridge and six school sixth forms. The Cambridge Area 14-19 Partnership provides a common application procedure for post-16 courses and co-ordinates the information and guidance services for student transfer at 16+. The great majority of our full-time sixth form students are recruited from 18 maintained secondary comprehensive schools in the Cambridge area, 12 of which do not have their own sixth form.

We deliver an Adult Education programme, mainly during evenings and some weekends. The number of part-time adult student enrolments is around 3,500 a year. The range of courses reflects the needs of a much wider community in Cambridge and the surrounding area. The College is also a study centre for the Open University.

The Hills Road Sports and Tennis Centre is solely owned by the College and operates as Cantabrigian Ltd. While providing an outstanding facility for staff and students of the College, it also serves as a community sports centre working in partnership with Cambridge City Council and the Lawn Tennis Association. Local residents use the centre on a pay-as-you-play basis or via the membership scheme. Activities range from tennis and fitness room sessions to squash, cricket and Pilates.

### College Performance

Hills Road Sixth Form College enjoys a national reputation for excellence and, in its last two Ofsted inspections, was rated outstanding in all graded areas.

#### *A Summary of the College's Performance*

- In the Government's examination performance table for 'points per examination entry', the College has consistently posted the highest score of any sixth form college in the country.

- In recent years the tables have included the percentage of students achieving at least AAB at A level in at least two of the Russell Group's 'facilitating subjects'. Year on year Hills Road has recorded the strongest sixth form college percentage
- Retention and success rates also remain high, with 96.5% of those enrolled on a two-year course in 2014 going on to achieve the equivalent of at least two A level passes in 2016.
- Value added continues to be positive overall indicating that, on average, Hills Road Students achieve better results than might have been expected based on their prior GCSE outcomes.
- Typically, over 90% of Hills Road students progress to higher education with significant numbers going to the most sought after universities (including 67 earning places to Oxford and Cambridge in 2016).
- Hills Road students consistently thrive in higher education with 35% earning first class honours degrees in 2016 according to the latest Sixth Form College Association report which is based on HESA data.
- Hills Road was shortlisted in 2017 as a finalist in the TES 'sixth form college of the year' award.

## Exam Results 2016

The 2016 A Level results are very similar to the typical, strong level in recent years and are likely to translate into another good performance in the Government's league tables:

- the proportion of A\* grades is 18.1%
- the A\*-B grade rate is 75.8%
- the A\*-E grade rate is 99.4%

## College Ethos

At Hills Road we are strongly committed to providing our students with a broad sixth form education characterised by academic excellence, high quality learning experiences and extensive enrichment opportunities. Students are encouraged to achieve the highest standards not only in the classroom but also in a range of extra-curricular activities which help them to develop new skills, think independently and exercise their responsibilities as global citizens. We seek to promote a caring and supportive atmosphere with a strong sense of community in which all students are valued equally as individuals and treated as young adults.

From teaching and tutorial departments to administrative and support functions, Hills Road staff are deployed within specialist teams where their expertise, knowledge and skills may be used to best effect: each student has a specialist tutor with whom s/he meets regularly; subject departments offer lunchtime workshops where students can receive one-to-one support with homework queries or extension work; help with all aspects of learning, from essay writing to time management, is available from the specialist team in the Study Skills Department; and the Careers Department advises students on the world outside and beyond Hills Road, from work experience to UCAS applications. A Student Services Team has recently been created to respond to all manner of student

need and to ensure a qualified staff member is available throughout the College day to respond to student concerns in respect of wellbeing and mental health.

Specialisation brings considerable benefits to staff as well as to students: not only does it have a significant impact on the quality of teaching, support and guidance, but it also helps to enrich working relationships and to promote a culture of learning and continuous improvement. Teams are encouraged to work in creative and collaborative ways and to reflect on their own and each other's performance.

## **College Facilities**

Throughout our history the buildings have been extended and refurbished to meet changing needs. All lessons take place in high quality, purpose-built accommodation. In addition to excellent classrooms which are fully equipped with digital media resources, the College enjoys first class facilities including: extensive open-access IT facilities, a Library and Resources Centre, The Robinson Theatre, a modern well-equipped Music Department with recital room and practice rooms, an Art and Design Centre and specialist laboratories for science and language learning. Indoor and outdoor sports facilities are excellent, with the Sports and Tennis Centre located on the main site and a well-maintained ten-acre sports ground, including a recently constructed modern pavilion, situated within a short walk from the College. The most recent addition to our facilities is The Linda Sinclair Building, a fabulous three-storey building at the edge of our site which provides outstanding accommodation for the Mathematics, Performing Arts and Sport departments.

We recently opened a new Student Services area at the heart of the College site. This houses the Supported Independent Learning Service, the Careers department, a new library-style student study space and a reception area staffed by members of the Student Services Team.

## **College Finances**

Since incorporation the College has managed its finances effectively and has continually met the financial criteria under the different funding bodies. The College's financial returns have been consistently assessed as 'outstanding' each year up to and including the latest financial health assessment for the year ended July 2015. As anticipated, the year ending July 2016 has scored 'good' as a result of cash being invested in the most recent stage of the College's Property Strategy which was completed in May 2016. Going forward the financial plan results in 'good' during 2016-17-18, returning to 'outstanding' in 2018-19. Full management accounts are produced each month in order to monitor and manage the finances and to report to senior management and the Corporation in a timely manner. Sound financial management has allowed the College to maximise the potential for investment in human and physical resources and, in particular, to fulfil the phases of its long-term property strategy.



## A Stimulating Environment

We hope this has helped to convey some of the qualities which make Hills Road Sixth Form College a stimulating and rewarding place in which to work and learn. If your application is successful you will experience a College which enjoys a happy and purposeful atmosphere and a unique blend of opportunity, quality and achievement.





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We are seeking to appoint the following support staff post with immediate effect:

**Administration Assistant (Finance)**

Part time, term time + some holiday requirement

£12,914 - £13,925 per annum (£16,176 - £17,443 per annum FTE)

This is a permanent, part time, term time plus 3 weeks position working an average of 32 hours per week Monday to Thursday 8.30am to 3.30pm and Friday 8.30am to 3.00pm

There will be three weeks holiday work required (two of which are likely to be in the last weeks of the Summer holidays).

The successful candidate, who will join a team in the busy College Bursary, will have good numeracy, IT and communication skills, be well organised and be able to demonstrate accuracy and attention to detail. The successful candidate will have prime responsibility for the College's parent payment system (WisePay) and will also be responsible for assisting student queries in person.

Closing Date: noon on Monday 18<sup>th</sup> September

Interviews will be held on Friday 22<sup>nd</sup> September

Details and an application form for the above post may be obtained from our website [www.hillsroad.ac.uk](http://www.hillsroad.ac.uk).

The College is committed to safeguarding and promoting the welfare of its students and staff and expects all members of the College community, volunteers and visitors to share this commitment. The College actively promotes equality and diversity and welcomes applications from all sections of the community.



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## **Administration Assistant (Finance)**

### **The Bursary**

The Bursary Team maintain an efficient and responsive cash handling and accounts service to staff, students, suppliers and purchasers. They handle about £2,000,000 per annum in cash, cheques, card and on-line payments for a variety of purposes ranging from payment of Adult Education tuition fees, the sale of calculators, set texts and other class materials used by the College's sixth form students and payments for the many visits and trips organised each year.

To assist with this, the College has subscribed to an online payment system called WisePay. By logging onto the WisePay web portal, parents and guardians have the flexibility to make purchases at any time, from anywhere that has internet access.

Payment of invoices for goods and services ordered by the College's budget holders takes place in the Bursary with the total value of cheques and other payments amounting to about £2.8 million per annum. Overall turnover at the College is around £10 million with the majority of these funds supplied by the Government through the Education Funding Agency, the Colleges regulatory body.

In addition the Bursary is responsible for processing both sales and purchase invoices for the College's subsidiary company, Cantabrigian Ltd which operates the College's Sports and Tennis Centre. The Centre is used by the College's students and about 2000 people each week from the local community.

### **The Staff**

**Finance Bursar** - responsible for the overall efficient operation of the accounting system, the general running of the Bursary and, together with the Director of Business and Finance, the annual financial statements, management accounts and preparation of budgets.

**Finance Officer** – responsible for day to day operation of the accounting system and general running of the Bursary together with the Finance Bursar.

**Finance Assistant** – responsible for purchase ordering, goods received.



## **Conditions of Service**

This is a permanent, part time, term-time plus 3 weeks position working an average of 32 hours per week Monday to Thursday 8.30am to 3.30pm and Friday 8.30am to 3.00pm

Rory Seddon  
Director of Business and Finance March 2017



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## **Job Description**

**Role:** Administration Assistant (Finance)

**Purpose:** To work with the Finance Bursar to ensure the efficient day-to-day operation of the finance systems employed at the College. All work is to be carried out in accordance with the College's Financial Regulations and Procedures.

**Hours:** 32 hours per week  
Monday to Thursday 8.30am to 3.30pm and Friday 8.30am to 3.00pm  
Term-time plus 15 days during holiday period (to be arranged with line manager)

**Reports to:** Finance Bursar

### **Main Accountabilities**

#### **Administrative Duties:**

- To be responsible for maintaining the College's online parent payment software, WisePay
- To update and monitor all items of expenditure on WisePay and to be the main staff contact for WisePay issues
- To carry out the daily banking reconciliation for cash, cheque and WisePay purchases and to prepare banking slips and final bagging for collection of cash and cheques by Securicor
- To collect cash, cheques and credit card payments from staff and students from sale of materials, tickets, charity collections and trips and visits
- To co-ordinate payments for College trips and visits and the sale of materials and texts and to provide updates regarding the status of materials and availability on trips
- Accept deliveries, maintain goods in/out records and, when necessary distribute goods to departments in conjunction with the Caretakers.
- Manage the stationery supplies and monitor contents through regular stock checks and placing orders as necessary. Control stationery purchases from departments to ensure charges are correctly processed
- Monitor minibus bookings and issue keys as required
- Maintain files of suppliers invoices and other relevant paperwork

## **Other duties**

- To cover in the absence of other bursary staff
- To assist with the annual archiving of financial documents.
- To assist with filing as required
- Other duties within the scope of the post
- To promote equality of opportunity in accordance with the College's Equality and Diversity Statement
- To comply with all College policies and procedures  
This includes those where each member of staff has an individual duty to act and for which the College can be held vicariously responsible for the actions of its employees:
  - equality and diversity
  - safeguarding the welfare of children
  - health and safety



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### Person Specification for the post of Administration Assistant (Finance)

	Essential	Desirable	Evidence
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>General Education to A level standard including at least a C grade in GCSE English and Mathematics</li> <li>Competence in the use of IT, in particular Excel and Word</li> <li>Numeracy</li> </ul>		<ul style="list-style-type: none"> <li>Application form/ Letter of application/ References/ Interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Use of computerised systems</li> <li>Good standard of oral and written communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an educational environment</li> <li>Experience of working with post 16 students</li> <li>Experience of working with online payment software</li> </ul>	<ul style="list-style-type: none"> <li>Application form/ Letter of application/ References/ Interview</li> </ul>

In addition, the successful candidate will demonstrate, or have the potential to develop, strengths in the following areas:

<b>Communication and organisation</b>	<ul style="list-style-type: none"> <li>Ability to communicate effectively with good listening and writing skills</li> <li>Ability to effectively prioritise, schedule work and multi-task</li> <li>Ability to retain confidentiality and act with diplomacy</li> <li>Ability to work as part of a team</li> <li>Ability to represent the College in a positive light</li> <li>Ability to adopt a methodical and accurate approach</li> </ul>	<ul style="list-style-type: none"> <li>Letter of application/ References/ Interview</li> </ul>
<b>Disposition and approach</b>	<ul style="list-style-type: none"> <li>Willingness to work independently and to use initiative</li> </ul>	<ul style="list-style-type: none"> <li>Letter of application/</li> </ul>



	<ul style="list-style-type: none"> <li>• Ability to respond flexibly and positively to changing contexts</li> <li>• Ability to remain calm under pressure and to work to deadlines when necessary</li> <li>• Commitment to a high level of personal responsibility and reliability</li> </ul>	References/ Interview
<b>Focus on quality</b>	<ul style="list-style-type: none"> <li>• Commitment to high standards of work and accuracy</li> <li>• Commitment to continuous improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of application/ References/ Interview</li> </ul>



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## **How to Apply for the Post of Administration Assistant (Finance)**

Applicants are asked to do the following:

- complete the Hills Road Sixth Form College application form
- complete the equality and diversity monitoring form
- write a supporting letter of application
- supply a brief CV

The completed application form should be submitted via the TES Portal site. All documents should be submitted by noon on Monday 18th September. Please note that applications received after the closing date may not be eligible for consideration.

Interviews will be held on Friday 22nd September.

Hills Road Sixth Form College will base its decision as to whether to invite you for interview solely on the details provided on your application and how well they match the criteria for this post.

Hills Road Sixth Form College is committed to ensuring equal opportunities in all aspects of employment and selects staff on merit, irrespective of race, religion, sex, disability or age. You are not obliged to complete the equal opportunities monitoring form, but any information given will help us to monitor the effectiveness of our equality and diversity policy.

If you have a disability you are invited to request any special arrangements you may require for interview, or any adjustments you may anticipate would be needed in your working arrangements, by contacting the Human Resources Team on 01223 278063 (direct line). Further information about accessibility to the site can be found on our website under 'Further information/accessibility map' and also from 'DisabledGo': [www.disabledgo.info](http://www.disabledgo.info).

Thank you for your interest in this post and in the College. We do hope that you will decide to apply, and we should like to thank you in advance for taking the time and trouble to do so. For more information about working life at the College please either go to our website <http://www.hillsroad.ac.uk> or see more information on the TES Portal.

Human Resources