



## Message from Douglas Robb, Headmaster

---

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ over 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services, maintenance and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us all.

We recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration, should you decide to apply.

If you would like to visit the School before sending in your application, please do not hesitate to contact our HR department (01263 714623) who will make the necessary arrangements.

With best wishes,



# HOW TO APPLY

---

## Purchase Ledger Administrator

If you would like to apply for the position of Purchase Ledger Administrator, you will need to complete an application form. Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

### Completing your application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format. Please include a CV if you wish, however this must not be submitted in place of the application form;
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

### Guidance for the completion of the section 'Statement of Qualities/Attributes'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

### References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

- Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.
- Shortlisted applicants for support posts are advised that references **may be taken up prior to interview**.

**Please note, unless you ask us not to we will assume it is acceptable to contact your referees at any time.**

**Submission of applications** - All application forms to be returned by email to [applications@greshams.com](mailto:applications@greshams.com) or by post to:

HR Department  
Gresham's School  
Church Street  
Holt  
Norfolk  
NR25 6BB

Please submit your application by the closing date of **Friday 30<sup>th</sup> June 2017**. If your application is submitted after this time, we will not be able to accept it.

Start date: **July/August 2017**.

---

*Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies we provide feedback only to those applicants who are interviewed.*

# JOB DESCRIPTION AND PERSON SPECIFICATION

---

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills and will be used in the shortlisting process and to form the basis for questions asked at interview.

## Personal Details

**Eligibility to work:** For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working for us. When you apply for vacancies, it is important that you are aware of your eligibility status as government restrictions apply to the employment of migrant workers. If an applicant is appointed and they require permission to work in the UK, Gresham's may issue a conditional offer of employment subject to the School being able to sponsor the applicant.

For more information, visit the Home Office website at <http://www.bia.homeoffice.gov.uk/workingintheuk/>

## Equal Opportunities Monitoring Form

In order that we can continue to develop our commitment to equal opportunities, you are asked to complete the monitoring form at the back of the application form. This will be detached from your application on receipt and kept securely within the HR Department. It will be used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

## Retention of Records

The application forms of unsuccessful candidates will remain confidential and be held securely within the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months (Data protection policy available on our website: [www.greshams.com](http://www.greshams.com)).

**Disclosure and Barring Service:** Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diversity of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

## Interview Process

If you are invited to attend an interview you will be required to provide evidence of identity, from the following examples:

- **Current Passport and/or UK driving licence (including a photo-card) with up to date address on**
- **A UK birth certificate**
- **UK firearms licence**
- **EU photo identity card**
- **A utility bill or bank/building society statement showing your name and home address (less than three months old);**
- **Documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);**
- **Original documents confirming any educational and professional qualifications referred to in your application form.**

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration), you will be required to provide documentary evidence of the change.

In advance of your interview you will be asked to complete an application form for an enhanced Disclosure which you should bring with you, along with your identity documents. In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed immediately.

**For Teaching Posts:** You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

**Support Posts:** As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

### **Conditional Offer of Appointment**

Any offer to a successful candidate will be conditional upon the following:

- Receipt of a minimum of two satisfactory references;
- Verification of identity and qualifications;
- A satisfactory DBS (Disclosure and Barring Service) disclosure including the Children's Barred List
- Verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- Where the successful candidate has worked or been resident overseas in the previous five years for 3 months or more, a valid police check from that country will be required.
- Verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- Completion of Educare Child Protection online training.

### **Safeguarding**

All adults working at Gresham's should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working in the School should be aware of, and when necessary, to follow the School's Child Protection Guidelines, which are in line with the Safeguarding Children's Board (OSCB's) practice and procedures.

Gresham's has a Child Protection Policy, and guidelines to follow in the event of being told of, or becoming aware of child abuse. It is a mandatory requirement that all staff are trained in generalist safeguarding as part of their terms and conditions of employment.

### **Warning**

Where a candidate is found to be on the DBS Children's Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court, or you are found to have provided false information in, or in support of, his/her application; or the subject of serious expressions of concerns as to his/her suitability to work with children the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

### **Queries**

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email [hr@greshams.com](mailto:hr@greshams.com).

# Job Description: Purchase Ledger Administrator

---

## **REPORTING TO:** School Accountant

The role of the Purchase Ledger Administrator is largely autonomous and the holder is responsible for providing timely, accurate accounts processing and recording services across the three schools while utilising the Schools' database and Microsoft Office.

The job is substantially self-managing on a day-to-day basis and involves contact with staff across all three schools. The holder is generally the first point of contact on all queries or matters relating to payments and receipts and has a rather higher profile than one might find in a larger finance function, where the role may be split between data inputting and data management.

## **TASKS AND DUTIES**

- Maintain the purchase ledger to ensure that the suppliers' database is kept up to date, approximately 1000 suppliers accounts though this number is likely to vary as use of the Purchase Ledger changes.
- Reconcile the Purchase Ledger at the end of each month and annually, and produce reports for review by the Assistant Accountant.
- Process invoices (including, most importantly, obtaining approval from appropriate budget holder), delivery notes, statements, and the resulting payments. The latter is dealt with principally by two BACS runs per month and also the regular use of BiB payments.
- Maintain up to date invoice records and filing systems.
- Process BiB, Overseas and cheque payments that are dealt with through the nominal ledger cashbook rather than the purchase ledger.
- Follow up individual cases where payment arrangements are incomplete/incorrect relating mainly to suppliers but also staff and parents.
- Respond to face-to-face, email, telephone and written queries from suppliers of goods and services.
- Reconcile the Number 2 Bank Account on a weekly basis and at each month end.
- Ensure that banking's are dealt with daily.
- Check and record all payments in relation to school trips liaising with the trip organiser on a regular basis.
- As part of the Finance team, cooperate with other team members and provide cover/assistance as required.
- Assist the Fee Ledger Administrator with postings at billing time and banking's while they are absent.
- Deal with any adjustments and internal charges via the preparation and posting of NL Journals.
- Recording other ad hoc payments and receipts in relation to donations, rents and arrange banking of any cash received.
- Administer a variety of activities related to photocopier readings, the payment of House allowances and other Grants.

## KEY REQUIREMENTS

Qualifications	Essential	Desirable
Good general level of education to GCSE or equivalent (including English and Mathematics)	✓	
Equivalent to the level of bookkeeper or accounts technician (AAT)		✓
Work Experience, Personal Competencies and Skills	Essential	Desirable
Good working knowledge of a Purchase Ledger system	✓	
Excellent IT skills, up to NVQ3 or equivalent		✓
Relevant knowledge and understanding in a similar role	✓	
Able to work quickly, accurately and against inflexible time limits	✓	
Excellent numeracy and analytical problem solving ability, e.g. resolving invoice queries	✓	
Able to multi-task	✓	
Flexible attitude and 'can do' attitude both within immediate work area and also in the wider context of the administration and support functions	✓	
Well organised	✓	
Experience of working in established public or private sector business where high standards of finance administration are maintained		✓
Used to working within a team plus some experience of supervisory activities and/or managing relationships outside of the finance function		✓
Able to adapt quickly to different sectors of work and assimilate different work cultures e.g. education		✓
Good communications skills, liaising with colleagues, suppliers, etc.	✓	
Able to influence and persuade people at all levels of organisation		✓
Attention to detail and accuracy	✓	
Able to prioritise and see tasks through to completion	✓	
Confident working unsupervised.	✓	
Ability to work in a team	✓	
Professional appearance and manner	✓	
Supports Gresham's culture and ethos	✓	

## REMUNERATION AND OTHER BENEFITS

The salary for this position will be based on Gresham's Support Staff pay structure at grade JM2, which equates to a salary band of £19,000 - £22,800, based on 35 hours per week, 47 weeks of work plus 5 weeks holiday.

- School's Contributory Pension Scheme (after completion of three months' service)
- Private Health Scheme
- Free school lunch during term-time
- Car parking on site
- Life Insurance