



Bursar's Assistant

Candidate Information

£26,000 - £30,000 per annum

The Granville is an IAPS co-ed Pre-School for ages 3 - 4 and girls' Prep School for ages 4 - 11



Executive Summary

As part of our dedicated and enthusiastic team you will contribute to a safe and happy environment in which children age 3 - 11 can play and learn. You will be part of the team at our high-achieving, independent co-ed Pre-School for ages 3 - 4 and girls' Prep School for ages 4 - 11 in the heart of Sevenoaks.

The Granville combines future-ready, forward-looking educational excellence with affectionately held traditions and a bespoke approach to both the academic and personal experiences of its pupils.

We are seeking a flexible, dynamic and dedicated candidate with the ability to provide a vital role in ensuring that all School's administrative support is delivered timely and effectively.

This opportunity would suit a resourceful and highly-approachable candidate, with energy, creativity and able to work on their own initiative. The work of the Bursar's department is far reaching and interesting and we make a difference to school life.

Do you have an NVQ in Business Administration, a qualification in Accounting or relevant operational experience? Do you want to belong to a team supporting our pupils to become the best that they can be? Make a difference, and join our team at The Granville School.

Closing Dates 26 January 2024

Interviews Long List 30 January 2024. Short List 5 February 2024

The Bursar would be delighted to talk on the phone to any candidate who would like to know more about the post. He can be contacted either at the School on 01732 453039 or by email through bursar@granvilleschool.org.

The Granville is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening.



The School

Founded in 1945 by Ena Makin, The Granville School is a thriving, successful prep school with an enviable reputation for excellence.

The school is set in five acres of gardens and woodland and is centred around a large, attractive Victorian house. Over the past years, several new specialist buildings have been added so that it is now an impressive campus with exceptional, purpose-built facilities.

The school benefits from being close to a mainline station (30 minutes from London) and the centre of the busy market town of Sevenoaks. The Granville School is a non-selective, day preparatory school for girls aged 3 to 11 and boys aged 3 and 4. It is an educational trust administered by a Board of Governors.





Our Vision

Realising the full potential of every child by developing knowledge, confidence and self-reliance within a supportive and successful school community.

The Granville is an exceptional school which combines the very best of prep school tradition with a vibrant, forward-looking outlook where change is embraced and innovation celebrated. Pupils thrive on individual attention and achieve their best in a happy, secure and stimulating environment. Highly qualified, specialist teachers make learning exciting, develop enquiring minds and raise levels of expectation.

Every year, pupils participate in traditional Granville celebrations. These all help to reinforce both a strong family community and a warm, friendly atmosphere, which are highly valued by pupils, parents and staff. While the school is non-selective, it successfully nurtures the potential in every pupil and each year the girls achieve impressive results academically as well as in sport, music, drama and art.

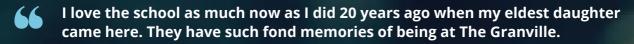
Our record of leavers' destinations is outstanding with girls gaining scholarships every year to a wide range of excellent senior schools, (including Caterham, Kent College, Sevenoaks, Walthamstow Hall and Woldingham) and places at Kent grammar schools.

The Head is a member of the Independent Association of Prep Schools (IAPS) and the school is inspected by ISI. The most recent ISI inspection took place in 2021 where we were judged compliant in all areas and in 2017 where the school was proud to be rated 'excellent' in all areas. .

Looking to the future, the school aims to continue on it's journey of excellence, constantly improving the standard of teaching and learning, helping pupils achieve their personal best and expanding our educational provision to ensure they are future-ready.



Testimonials



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Year 4 Teaching Assistant

We have so many fantastic clubs! Every Thursday I do circus skills club. But my favourite is cross country running in Knole Park.



Year 5 Pupil

I love teaching here. The girls are so well behaved and there is an incredible support system for all staff, as well as a carefully structured induction process. I feel so valued in the team, despite only being here less than one year.



Year 3 Teacher

I really enjoy being part of the Senior Leadership Team at The Granville. It is a supportive and creative group to be a part of. The girls we teach are charming: polite and courteous as well as inquisitive and confident.



Head of English

I love coming to school. The teachers are so nice and they make learning fun. Also, the food is excellent!

Year 3 Pupil





Job Description: Bursar's Assistant

As Bursar's Assistant, you will:

Play a vital role in ensuring that all School's financial, operational and administrative support is delivered timely and effectively. It involves the full range of back office duties in finance & accounting, administration, HR, health & safety and regulatory compliance. The post holder provides some support to the Front Office function as relief cover. The role requires people management, persuasion, decisiveness and tact. The role involves engaging with and supporting teaching staff, contractors, other staff and some interface with parents and children while supporting the Front Office.

Key areas of responsibility include:

General Administrative Responsibilities

- Maintain and update the school's MIS, paper files and other documents relating to pupils.
- Maintain and update the school's MIS, confidential personnel files up to date.
- Assist in the administrative aspects of setting up holiday camps onto the booking system to ensure that the support necessary to deliver a successful programme is in place and managed.
- Maintain Uniform Stock and manage payments system.
- Reconcile and provide data on the payment systems such as Natwest TYL and Paypal.
- Undertake training and other CPD and attend staff meetings as required.
- Encourage and maintain good communications with all teaching, support, domestic staff and pupils.
- Undertake a diverse range of administration and secretarial duties for the Bursar to ensure well-presented and accurate correspondence, reports and other documentation.
- Undertake filing, reprographic duties and associated tasks.
- Assist in the preparation of minutes of Governor meetings.

Front Office Relief Cover duties:

- Be a first point of contact for all visitors to the school, ensuring that a positive image, which reflects the ethos of the school, is always promoted.
- Receive and direct any telephone or other messages, dealing as appropriate with routine enquiries.
- In the absence of the School Secretary complete class registers daily, keep the registers up to date and return them to the office, open and distribute all post and any other urgent duties.
- Process purchase orders for Teachers.





Job Description: Bursar's Assistant

Finance Admin Responsibilities

- Administer Holiday Camps/Clubs on the school's current or future software platform (Training given).
- In conjunction with the Registrar, manage the 15 hours free Nursery Place funding process.
- Advise parents on the use of Childcare vouchers.
- Keep a record of monthly pay changes for approval by the Bursar and for payroll submission.
- Collate and keep a record and analysis of school fees and charges to parents each term.
- Prepare adhoc and termly fee invoices using the School's finance system and once approved, issue to parents.
- Open, receive and/or print out all supplier invoices, attach to orders or requisitions for processing.
- Receive all expense claims from staff for processing.
- Prepare ad-hoc financial analyses & reports for the Bursar.
- Work out changes to staff salaries.
- Prepare data files and submit monthly payroll to outsource provider, review draft and comments received, amend as applicable and reissue after approval of the Bursar.

HR, HSE & Regulatory Compliance Admin Responsibilities

- Assist in the preparation of job descriptions and adverts for recruitment.
- Complete pre-employment checks including references, DBS (Disclosure and Barring Service) Checks and DfE (Department for Education) checks for newly recruited staff.
- After approval from the Bursar send out offer letters and contracts and Induction paperwork for new staff.
- Liaise with the IT Administrator to request logins for relevant software applications for new staff.
- Maintain the Single Central Record in line with strict requirements. Ensuring that there are no gaps, queries
 or concern outstanding in relation to checks and personnel files.
- Keep the SchoolBase HR database up to date for staff changes, absences & training.
- Other related HR duties.
- Maintain records of all HSE checks, audits, policies & procedures.
- Maintain risk assessment templates and RA filing system.
- Maintain records of regulatory compliance for fire safety, water testing, school bus maintenance, pool safety, site safety, tree management, equipment maintenance schedules, maintenance contracts and visits.
- Other related HSE and regulatory compliance duties.





PERSON SPECIFICATION: Bursar's Assistant

	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING	 Educated to Degree or A Level Standard Math and English GCSE grade 4 or above. 	 NVQ Certificate or Diploma in Business & Administration
EXPERIENCE	 Previous senior administrative experience 3+ Years in an admin role Previous HR and/or Finance experience 	 Previous work in a Regulated Sector
KNOWLEDGE AND SKILLS	 Excellent skills with Microsoft Office: Word, Excel, Powerpoint, Outlook, Forms, Adobe Working knowledge of Finance/ HR software e.g SAGE, Schoolbase or similar 	 Basic working knowledge of CANVA Working knowledge of Adobe documents •





PERSON SPECIFICATION: Bursar's Assistant

	ESSENTIAL	DESIRABLE
PERSONAL QUALITIES	 Proactive at all times and able to work on own initiative without supervision. Professional and confident with excellent interpersonal and communications skills. You will have the ability to form effective relationships with people at all levels and to communicate well over the telephone, face to face and in writing. Pro-active and able to assimilate new information quickly, Highly diplomatic and discrete with the ability to handle highly sensitive matters and maintain confidentiality. 	
SAFEGUARDING	 Evidence of a commitment to promoting the health, welfare and safeguarding of children. 	



Additional Information

Salary

£26,000 - £30,000

Monday - Friday 8:00 am to 5:00 pm, 52 weeks The successful appointee will also be entitled to the following:

- Free Lunch in term time
- Benenden Health Care
- L&G Pension

Additional Information

• It is vital that our staff dress smartly and appropriately. An example to others must be set at all times – to children and parents you will be seen as a teacher.

This post offers an exciting opportunity to work in a well-established, developing and ambitious school. At a <u>time when interest in the School</u>, and demand for places is considerable, the future is very exciting.



Additional Information

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following:

To promote and safeguard the welfare of children and young persons for whom /she/he is responsible, or with whom she/he comes into contact. They will adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. 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 of welfare of children in the school she/he must report any concerns to the schools' Designated Safeguarding Lead.

The successful candidate will be required to provide an enhanced DBS Disclosure.

In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. Social Media review checks are conducted for all Candidates who are shortlisted.

Applications

The Bursar would be delighted to talk on the phone to any candidate who would like to know more about the post. He can be contacted either at the school 01732 453039 or bursar@granvilleschool.org







The Granville School 2 Bradbourne Park Road Sevenoaks TN13 3LJ

www.granvilleschool.org 01732 453039