



INFORMATION FOR CANDIDATES

Finance Assistant

Required for early 2022

The closing date for applications is 12.00pm on Friday, 17 December 2021

Interviews will be held as soon as possible after the closing date

Early applications are encouraged

The school reserves the right to interview candidates before the closing date

For further details and an application pack contact: recruitment@stgwindsor.org





MESSAGE FROM THE HEAD MASTER

I am absolutely delighted you are interested in applying for a post at St George's School.

Our school has existed since 1348. With a long heritage of educating the Choristers of St George's Chapel, this continues to be a core function of the school. However, we are now an exciting and happy Prep School for girls and boys aged 3 – 13. I am very proud to lead this wonderful, vibrant and diverse community of pupils, staff and families. We employ over eighty staff, all of whom contribute hugely to the success, warmth and happiness of the school and pupils. In turn, a tremendous spirit of friendship, mutual trust and collaboration exists at St George's, and I want every new appointment to buy into this.

Our core school values are: kindness, honesty and courage. These form the very foundation for our pupils, and together with a passion for instilling a love of learning, I want to employ like-minded people who live their lives through these values. Building on centuries of first rate education, we are embarking on an exciting journey as a school. Before you apply, I strongly urge you to look at our strategy, which can be found on the following link: <https://www.stgwindsor.org/about-us/strategic-vision/>.

The support team form a key part of the successful day to day operation of the school and, like all staff, are expected to buy into and fully support the School's values and vision. If you believe you would thrive working at St George's we would be delighted to hear from you.

There can be very few opportunities like this: working within the curtilage of Windsor Castle in a community that is driven by innovation, whilst remaining true to a heritage that stretches back over 700 years.

William Goldsmith

Head Master of St George's School Windsor Castle



ROLE DESCRIPTION

Finance Assistant – 0.5 FTE

We seek a motivated and organized individual to join our team of dedicated support staff. The Finance Assistant will be specifically accountable for fees and payroll as well as providing support to the Business Director in financial reporting. The postholder will work alongside the Book Keeping assistant and is expected to work collaboratively to support the smooth running of the finance department.

Taking a lead in relation to the school fees ledger (the equivalent of a sales ledger) and for payroll processes (a payroll bureau is engaged by the school), the Finance Assistant will also have the opportunity to support financial reporting and strategic analysis. The school currently uses Engage Finance.

Duties will include, but not be limited to

Payroll:

- Process and submit monthly payroll to the payroll bureau, undertaking appropriate checks to ensure an accurate monthly payroll run and to ensure the school accounts reflect payments made.
- Process and submit statutory year end returns and P60s.
- Maintain a record for the monthly payroll file for Process all new starters and leavers and to accurately reflect changes, overtime and expenses.
- Maintain the Absence Register for all staff.
- Be the first contact for employee salary and payroll queries.
- Handle expense claims and payments.
- Ensure all P45s/P46s are processed and delivered to HMRC and staff to Revenue and Customs for all starters and leavers.
- Ensure submission of accurate pension data and timely payment of pension contributions to all schemes operated by the school.

Fees:

- Maintain the fees ledger including production of termly bills (including associated charges) and entries to/for the nominal ledger.
- Control and management of the debtors' list including being the first point of contact with debtors and the control of late payment interest charges.
- Leading on dealing with fee queries from parents including sending holding reply to parents, contacting staff, resolving the query and responding formally to the parents.
- Reconciling the fees ledger with nominal ledger.
- Regular reconciliation of the bank account.
- Processing of specific schemes including the School Fees Refund scheme and Pupils' Private Medical scheme.



PERSON SPECIFICATION – ESSENTIAL

Education, Training and Qualifications

- Fluent in English
- Educated to A Level or equivalent
- Financial qualification – or part qualified status

Experience

- Demonstrable experience of finance systems
- Experience working in a school is desirable but not essential
- Experience with Double First Engage pupil management system is desirable but not essential
- An understanding of data protection requirements

Professional Skills

- Strong IT skills across standard MS office packages
- Ability to learn new packages and adapt to change
- Organised and process driven
- Excellent attention to detail
- An appropriate sense of humour
- Able to adopt a flexible approach and work calmly under pressure

Personal skills

- Possess a growth mindset
- Approachable, personable and supportive
- Collaborative
- Willing to share with and learn from others
- A desire to improve and self-reflect
- An ability to take ownership and responsibility
- An ability to work calmly under pressure and adhere to deadlines
- Professional and discreet



INFORMATION ABOUT THE POST

Essential information

- This role reports to the Business Director
- This is a 0.5 FTE role requiring 20 hours per week throughout the year. The working hours can be agreed with the successful candidate.
- The role attracts the annual equivalent of 30 days holiday (to be pro-rated) plus bank holidays
- Lunch is provided during term time
- On site parking is available.
- The salary for this post will be in the region of £18,000 – £21,000 dependent on experience and qualifications.
- All full-time staff at St George's are entitled to up to 50% fee discount for their child / children (adjusted pro rata for part time staff).

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants must be willing to undergo child protection screening appropriate to the post, including contacting past employers and the Disclosure and Barring Service, disqualification, prohibition and other checks relevant to the role.

All completed application forms should be sent to:

Katie Chorley, Business Director
St George's School, Windsor Castle, Windsor, SL4 1QF

Or email to recruitment@stgwindsor.org

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ABOUT THE SCHOOL

St George's School, Windsor Castle, is an IAPS school situated in the heart of the vibrant, historic and cosmopolitan town of Windsor. An integral part of the College of St George and with close links with Windsor Castle, we make the very most of our special location.

St George's School is in the enviable position of offering an exceptional range of academic, music, sporting and creative opportunities. In one of the most inspiring places in the UK, St George's provides an outstanding start to a child's education.

The School is fully co-educational with approximately 320 girls and boys on the roll from Kindergarten to Year 8. There are two sections to the school: The Pre-Prep caters for children from Kindergarten to Year 3; the Prep for children from Year 4. Both are led by a Head of Section, who in turn reports to the Head Master. There are two classes per year group. The maximum year group size is 40 with no class bigger than 20.

Many of our families are local, however there is a flourishing boarding community for children from Year 4 upwards. Housed within the main school, a caring team, led by the House Parents, look after approximately 30 weekly boarders and many more who choose to stay over. It is our intention to develop a consistent and coherent approach to learning and teaching and wellbeing throughout the school, underpinned by a common set of values, culture and ethos, consistent with the age and stage of individual pupils.

At the end of Year 6 or 8, pupils leave St George's for a wide range of leading boarding and day senior schools.

THE FUTURE

St George's is embarking on an ambitious plan which will take the school to 2025. For more information on our strategic development and ethos, please visit our website at www.stgwindsor.org