



LAMBROOK

NURTURING
POTENTIAL
SINCE 1860

BURSARY ADMINISTRATOR/PURCHASE LEDGER CLERK

Start Date: Immediately

Hours: Full-Time

The School

Lambrook is a leading Independent day and flexi-boarding Preparatory School for 560 boys and girls aged between 3 and 13. Lambrook offers excellence in Independent education and attracts, develops and inspires some of the country's best teaching talent.

The School comprises of two sections: the Pre Prep, for pupils in the Early Years Foundation Stage and Years 1 and 2, and the Prep for pupils in Years 3-8. Boarding is accommodated in two houses and flexible boarding is encouraged, with over 200 pupils making use of this provision.

Lambrook has been rated 'excellent' in every area following our ISI Inspection; which included the quality of teaching, pupils' achievements, opportunities in sport, music, Performing Arts and extra-curricular activities, as well as boarding provision and pastoral care. Lambrook has an outstanding track record in preparing its pupils for the top senior schools in the country.

Role Summary

The Bursary Administrator is a role within the Bursary team to provide high level administrative support to the Director of Finance, Bursar, and Bursary Manager. The successful applicant should have considerable administrative expertise, excellent computer skills, especially in word processing, spreadsheets and scheduling. Excellent interpersonal qualities and a sense of humour are required for this important position within the Bursary team. The ability to work under pressure with initiative is essential.

The Purchase Ledger Clerk's role is to process and maintain purchase ledger records and provide financial administrative support to general school finance, ensuring timely, quality financial information is provided and maintained in accordance with School procedures.

Job Responsibilities

The successful applicant will be required to carry out the following duties:

- Maintaining accounting records
- Preparation of post ready for scanning/processing
- Process high volumes of purchase invoices
- Match invoices to purchase orders
- Ensure high level of accuracy of input and coding
- Manage supplier invoice queries
- Manage involve log and creditors ledger

- Additional school finance support, including payroll, parent invoicing, handling and reconciliation of cash transactions (Catering, trips, fund raising etc)
- High level general administrative support
- Responding to email and telephone queries quickly and appropriately
- Drafting letters using house-style
- Proof reading as required
- Diary management and scheduling
- Organise and facilitate routine visits to ensure compliance with regulations and best practice
- Coordinate the risk assessments review process, liaising with relevant staff
- Purchasing and order management
- Attending meetings and drafting minutes as required
- Maintaining a structured and accurate electronic and paper filing system
- Reviewing and updating policies and liaising with relevant staff
- Support the Bursary office in answering telephones, mail, photocopying, filing and other general administrative duties as required
- Maintaining and promoting excellent relationships with key stakeholders.
- Maintaining high standards of confidentiality with relation to staff, parent and pupil information.
- Booking training courses for the Bursary Staff.
- Carry out any other reasonable duties required by the Director of Finance, Bursar, and Bursary Manager. within the scope, spirit and purpose of the role.

Measures of success/Standards of performance

- Paying suppliers on a timely basis, processing invoices efficiently and accurately
- All post opened on a daily basis
- Missing POs must be dealt with within 7 days
- All invoices to be matched daily.

Technical Competencies required

- Book keeping skills
- Advanced Excel skills and working knowledge of other Microsoft Applications
- Experience of Engage or other similar financial software
- Experience working in a financial control environment and able to demonstrate understanding of accounting issues

Person Specification

The successful candidate will demonstrate the following essential skills, experience and qualifications:

- Previous high-level administration experience in a busy office environment
- Ability to resolve and reconcile issues with limited supervision by identifying sources of errors, making retrospective corrections and ensuring that appropriate changes are put in place to prevent recurrence.
- The ability to work on their own initiative
- Excellent IT skills across the MS Office Suite
- Excellent communication skills and organisational skills and be able to manage a busy workload independently.

- Highly competent in analysis and interpretation of information
- Highly numerate with high degrees of accuracy and attention to detail.
- Demonstrated ability to work as part of a team
- A smart appearance, professional and polite demeanour and excellent communication skills
- An excellent telephone manner and ability to deal confidently with enquiries
- The ability to alter communication style and tone to various situations
- An enthusiastic, 'can do' approach and commitment to Lambrook's ethos and aims
- The flexibility to adapt to ever-changing priorities
- A willingness to assist and deal confidently with colleagues
- Awareness of the importance of data security and confidentiality

The Application Process

Applicants are asked to provide the Director of Finance with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate.

Applications will only be accepted from candidates completing the enclosed Application Form in full with an accompanying photograph. All application paperwork should be sent to the HR Manager, Mrs Amelia Sinclair amelia.sinclair@lambrookschool.co.uk

The successful applicant will be required to undergo Enhanced Disclosure clearance (DBS) from the Criminal Records Bureau.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the Department for Education Children's Safeguarding Operation Unit.

Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of identity and qualifications
- A check at the Department for Education List 99 and the Protection of Children Act List, as appropriate
- A satisfactory DBS Enhanced Disclosure
- Verification of professional status, if applicable
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- Satisfactory completion of the probationary period.