

An aerial photograph of the Warwick Independent Schools campus. The image shows a large, multi-story brick building complex with a central courtyard. A prominent feature is a large, curved glass-fronted building. The campus is surrounded by lush green fields, trees, and a parking lot. In the background, there are rolling hills and a large green field.

# APPLICATION PACK FOR THE POST OF FINANCE OFFICE ADMINISTRATOR

Required as soon as possible

WARWICK INDEPENDENT  
SCHOOLS FOUNDATION

Independent • Co-educational 3 to 7 • Single-sex from 7-18 years



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# Welcome from the Foundation Principal

Thank you for the interest you have shown in the role of Finance Office Administrator.

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

The successful candidate will join an ambitious, forward-thinking and future-centred organisation, ready to embrace both the challenges and opportunities for independent schools in the years ahead. As Finance Office Administrator, you will have a central role in supporting the Foundation's Finance department, ensuring that our Foundation continues to thrive.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

**Richard Nicholson MA (Oxon)**

Foundation Principal



# About Warwick Independent Schools Foundation

The Warwick Independent Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils; for our schools to be the first choice for those seeking independent education for their children; and to be an exceptional place to work.

Our historic schools are Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep, and Warwick Junior School and Warwick School, which operate as a through-school for boys. These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils, and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In a new and exciting development for the Foundation, we are delighted to have welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school for girls (3-18) and boys (3-7). Kingsley will continue to operate from its site in Leamington.

More information about the schools may be found on their websites:

[www.warwickprep.com](http://www.warwickprep.com)

[www.kingshighwarwick.co.uk](http://www.kingshighwarwick.co.uk)

[www.warwick-school.org](http://www.warwick-school.org)

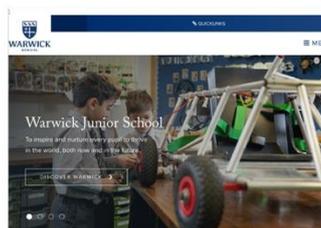
[www.thekingsleyschool.co.uk](http://www.thekingsleyschool.co.uk)

Some of the work of the schools during the recent lockdowns may be found on the following website:

[www.foundationathome.co.uk](http://www.foundationathome.co.uk)

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- HMC
- IAPS
- ISBA



# Organisational Structure

September 2020 saw the introduction of a new structure for the Foundation. For the first time in its long history, a Foundation Principal acts as CEO with direct accountability to the Board for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson, who was previously the Head Master of King's High School. The Head of each School reports to the Foundation Principal, as does the Foundation Bursar.

The Finance Office Administrator reports directly to the Director of Finance who is part of the Professional Services Management Team, reporting to the Foundation Bursar.



# Our Facilities

## Warwick Campus

Home to some 2,500 pupils aged 3-18, the 55-acre campus boasts outstanding and cutting-edge facilities for all our pupils.

The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

The most recent development – ‘Project One Campus’ – has seen the relocation of King’s High from its historic town-centre site to join Warwick Preparatory School and Warwick School on one spacious, green campus. This has seen facilities developed and enhancements for all and has included:

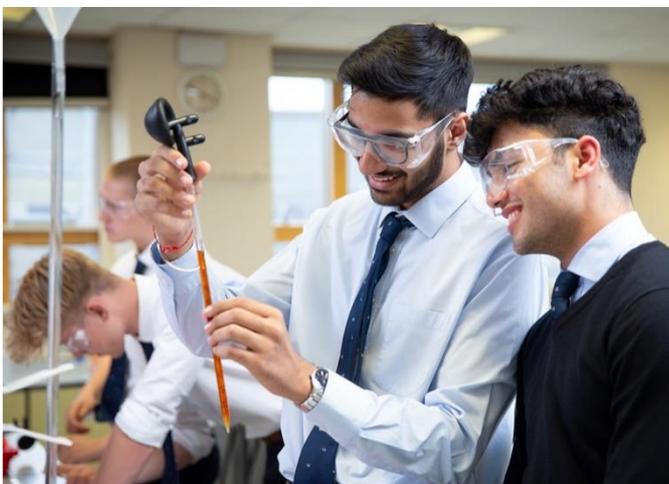
- A new home for the pupils of King’s High School.
- A new shared Sixth Form Centre for both Warwick and King’s High School students to enjoy for shared curriculum enrichment and social activities.
- New and enhanced sports facilities, including a 3G rugby pitch for Warwick School, four netball and five tennis courts.

- A new, shared Music School for the pupils of King’s High and Warwick Preparatory School.
- Improved play-space for Warwick Preparatory School, including a new nursery garden and ‘forest school’.
- New parking facilities and enhanced traffic management.
- New landscaping, creating a series of pedestrianised Quads.

## Leamington Campus

The Kingsley School is home to over 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. 12 acres of playing fields are just a few minutes’ drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a suite of refurbished science laboratories, a re-equipped food technology room, play space for Prep School pupils, and the refurbishment of the sixth form centre.



# Warwick & Surrounding area

Warwick itself is a charming, historic town, famous for its impressive castle whose soaring turrets dominate the town centre. Steeped in medieval history and a popular tourist destination, Warwick boasts a thriving social scene with many boutique shops and excellent bars and restaurants.

The delightful Regency town of Royal Leamington Spa adjoins Warwick, with its wide boulevards and grand architecture, is a thriving town, with excellent facilities for families.

Stratford Upon Avon and its outstanding theatres are just a 25-minute drive away. The Cotswolds are also within easy reach, offering tranquil walks in rolling hills and villages of honey-coloured stone.

For further cultural opportunities, Birmingham is half an hour by train and offers everything you would expect from a major and vibrant city. With a packed calendar of events hosted by its many international venues, Birmingham is also first-class for shopping, dining and nightlife.

The area has excellent transport links. Leamington and Warwick both have mainline railway stations. Birmingham International Airport is just 25 minutes' drive.



# The Role

We are seeking to appoint an exceptional Finance Office Administrator who will support the Finance team in providing an outstanding level of service provision throughout the Foundation.

The successful candidate will provide administrative support to the Director of Finance and the wider team, including diary management, processing communications and generalist support to the team as and when required. The post holder will have regular tasks and responsibilities, as well as supporting ad hoc projects.

The ideal candidate will be organised with great attention to detail, efficient and able to prioritise and multi-task effectively. They will enjoy working as part of a team.



# Job Description

<b>Post Title:</b>	Finance Office Administrator
<b>Rate of Pay:</b>	Competitive
<b>Location:</b>	Based at Warwick School
<b>Start Date:</b>	As soon as possible
<b>Purpose of this Job Description:</b> The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.	
<b>Reporting Lines:</b>	This post holder reports to the Director of Finance.
<b>Key accountabilities:</b> Supporting the Finance team members, the successful candidate will help with the smooth running of the Finance Department.	
<b>Information about the team:</b> The position will report to the Foundation Director of Finance and will work and support the other members of the Finance department. The Finance team manages the finances of Warwick Independent Schools Foundation which includes 4 schools: Warwick School, King’s High School, Warwick Preparatory School and The Kingsley School and a trading subsidiary.	
<b>Responsibilities:</b>  Main Responsibilities:	
<ul style="list-style-type: none"> <li>• Provide administrative support to the Director of Finance.</li> <li>• Efficiently process communications including telephone, personal callers and email.</li> <li>• Manage diary systems of the Finance Department.</li> <li>• Arranging meetings and booking rooms required for meetings.</li> <li>• Liaising with other administrators and external stakeholders e.g. banks, HMRC.</li> <li>• Support with the administration of contracts and agreements.</li> <li>• Formatting of reports in Microsoft Word.</li> <li>• Filing and photocopying various paperwork throughout the department.</li> <li>• Ordering, maintaining organisation of office supplies.</li> <li>• Assisting with finance admin/banking sheets/credit cards.</li> <li>• Supporting colleagues with various tasks during holidays and busy periods.</li> </ul>	

### **Safeguarding and Protection of Children and Young Persons**

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

The criminal record checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

### **Health and Safety:**

As an employee you are expected to:

1. to take reasonable care of your own health and safety
2. to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
3. to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
4. not to interfere with or misuse anything that's been provided for your health, safety or welfare
5. to report any injuries, strains or illnesses you suffer as a result of doing your job
6. to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy



# Person Specification

<b>Person Specification</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualification</b>	Educated to A level with GCSE to Grade C or equivalent (Maths and English)	Degree
<b>Experience/ Knowledge</b>	Experienced in Microsoft Word. Proficient in Microsoft Excel and other Microsoft products.	Experience of working in a busy Finance department.
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>○ Excellent interpersonal skills.</li> <li>○ Meticulous attention to detail.</li> <li>○ Ability to work quickly and calmly under pressure.</li> <li>○ Highly organised and structured.</li> <li>○ Discreet and capable of working with highly sensitive information</li> </ul>	
<b>Aptitude</b>	<ul style="list-style-type: none"> <li>○ Capable of working with a wide range of people.</li> <li>○ Flexible and adaptable.</li> <li>○ Ability to deal confidently with internal and external enquiries.</li> <li>○ Initiative and common sense.</li> <li>○ Well organised, able to meet deadlines.</li> <li>○ Honest, trustworthy and reliable.</li> <li>○ Empathetic.</li> <li>○ Security conscious at all times.</li> </ul>	
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<p>Understands their role in the context of safeguarding children, young people and vulnerable adults.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p>	
<b>Equal Opportunities</b>	Understanding of the requirements of Equality and Diversity	

# Remuneration      How to apply

**37 hours per week, all year.**

**Competitive salary**

Other benefits:

- Competitive contributory pension scheme.
- 30 days annual leave plus 8 public holidays
- Staff Fee remission at our Warwick Campus.
- Use of the Sports Complex for staff.
- A strong, supportive staff community.



Should you wish to apply for this position, please visit the vacancies page on either the Warwick School, King's High School or Warwick Preparatory School Websites, where you will find an application form.

[www.warwickprep.com/job-vacancies](http://www.warwickprep.com/job-vacancies)

[www.kingshighwarwick.co.uk/vacancies](http://www.kingshighwarwick.co.uk/vacancies)

[www.warwickschool.org/employment-opportunities](http://www.warwickschool.org/employment-opportunities)

Completed applications should be submitted by the deadline date to [hr@warwickschools.co.uk](mailto:hr@warwickschools.co.uk)

Deadline for submissions:

**12 noon on Wednesday 16 March 2022.**

**Interviews are anticipated to be held w/c 21 March 2022.**

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

The Warwick Independent Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

## **Equality, Diversity and Inclusion**

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position you will actively support an environment and culture that values diversity and inclusion.