



# Elstree School

Woolhampton, Reading, Berkshire  
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Candidate information pack for the position of  
**Accounts and Bursary Assistant**  
To start as soon as possible



# Elstree School



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# Elstree School

## Welcome

Thank you for your interest in our Accounts and Bursary Assistant role at Elstree Preparatory School. We hope the following information is useful for you:

Set in 150 acres of stunning parkland in rural West Berkshire, Elstree welcomes boys and girls aged 2-13 years. Originally founded in 1848, Elstree moved to its current location in 1939 and opened its Pre-Prep in 1993. It offers full, weekly and flexi boarding from Year 4 onwards.

## About the school

We are a close community and pride ourselves on the very special, warm environment, influenced largely by the family principles of Elstree School. We understand each parent's desire for their child to feel happy and secure. We consider our role in the children's development and happiness to be a very privileged one. Our committed, energetic and enthusiastic staff look forward to working in partnership with parents throughout their child's time at Elstree. All children are valued as individuals and are encouraged to explore and develop their talents to the full.



## School Life

Whilst the emphasis on the academic side is vital, every child is encouraged to have a go at a very broad range of activities and all of their achievements are celebrated, whatever the field. Our teachers ensure that each child is given the opportunity to shine in many areas of school life and so develop a sense of accomplishment and personal worth.

## Boarding

We firmly believe in the benefits of the boarding experience. It enables pupils to learn to live as part of a community; to build up their self-confidence, independence and organisation skills; to pursue a wealth of activities and interests and to build up strong friendships. There is a wide range of Boarders' Clubs to get involved in – from torchlight games to cookery, Scalextric and board games to judo and touch rugby and many more.





# Elstree School

## Academic

Our whole school Curriculum Policy offers a wide choice of experiences, skills and subjects from the Early Years Foundation Stage (EYFS), through Key Stages 1 & 2, to Common Entrance and Scholarship level. We aim to realise the highest academic expectations for all pupils within a framework of proven learning techniques and innovative and exciting teaching methods.



## Performing & Creative Arts

Alongside the pursuit of academic excellence, rooted in the School's ethos is the importance of giving children a proper childhood; participating in group and individual activities that develop their own characters and relationships with others. Art, Music, Drama and DT are therefore vital subjects in the education of children and it is important they receive equal standing with all other parts of the curriculum.



## Sports

Elstree offers a broad and extensive range of sports in the weekly games programme and gives every child the opportunity to unlock and maximise their potential. It is fully inclusive and aims to challenge, develop and improve their knowledge and skills at the appropriate level. We are fortunate to have highly experienced and dedicated staff who coach both junior (Year 3 and 4) games and senior (Year 5-8) games every day.





# Elstree School

## Job Description – Accounts and Bursary Assistant

Appointed by and reporting to: The Head of Finance.

### Job Summary

This is a new role for the school, reporting directly to the Head of Finance. You will assist with the smooth and successful management of the school's finances and the Bursary department. The Accounts & Bursary Assistant will have understanding of bank reconciliations as well as purchase and sales ledger work with a willingness to be involved in all parts of the Bursary function. The Accounts & Bursary Assistant will work efficiently, co-operatively and effectively, with staff individually and as part of a team and be able to communicate professionally at all levels.

If you are studying or would like to study for your professional examinations, we are happy to support you and we can discuss this as part of your interview. As we are in a semi-rural location, a full driving licence is recommended.

### Banking, purchase & sales ledger

- Daily bank reconciliations
- Treasury deposits
- Purchase order processing
- Processing and paying invoices, staff expense claims and Barclaycard transactions
- Maintaining the purchase ledger and supplier statement reconciliations
- Placing ad-hoc Amazon orders and credit card purchases
- Petty Cash
- Processing termly parent invoices promptly and timely
- Assisting with parent queries and collecting outstanding payments

### Month end and financial processes

- Monthly bank & petty cash reconciliations
- Sending half termly reports and updates to budget holders
- Assisting with financial year end procedures

### General

- Filing of finance paperwork and archiving
- Stationery requests and re-ordering
- Supporting the Director of Finance & Operations and the Bursary team with ad hoc requests
- Assisting teachers and senior leadership team with any administration or finance queries

### Wider School Community and Commitments

- To keep informed of current relevant developments through documents, meetings and in-service courses.
- Play as full a part as possible in the life of the school, such as supporting the Bursary at school events (as and when required).

### Other

The above is only an outline of the tasks and responsibilities of the role. You will carry out any other duties as may be reasonably required by your line manager. The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and school. This job description and accompanying documentation do not form part of the employment contract.



# Elstree School

## Terms and Conditions of Service

You will be required to comply with all policies and procedures issued by and on behalf of the school and will be required to participate in the school appraisal procedures as an appraisee and if applicable, as an appraiser. You will be required to attend statutory and mandatory training.

## Child Protection and Safeguarding

It is your responsibility to promote and safeguard the welfare of children. You will comply with Elstree's Child Protection and Safeguarding Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

## Information Security, Confidentiality and Data Protection

During the course of your employment, you may have access to, see or hear information of a confidential nature and you will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

## Equal Opportunities

You must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the school and colleagues in complying with Health and Safety obligations to maintain a safe environment.





# Elstree School

## Person Specification

Education and Qualifications	Essential	Desirable
Good all-round standard of education		✓
Professional qualification in a discipline relevant to the post		✓
Commitment to personal/professional development	✓	

Experience, Knowledge and Understanding	Essential	Desirable
Experience of working in independent schools and/or charities sectors		✓
Excellent knowledge of ICT within a working environment especially Excel	✓	
Minimum of 2 years' relevant experience	✓	
Experience of working with a management information system (We use ISAMS and I-Finance)	✓	

Skills and Attributes	Essential	Desirable
Strong administrative, organisational skills and strong attention to detail	✓	
Ability to establish good working relationships and effective teamwork	✓	
Effective communication skills using various media, including proficient use of ICT	✓	
Disciplined and organised with the ability to work under pressure and prioritise their workload to meet deadlines	✓	
Ability to work in a busy environment and meet deadlines independently and as a team member	✓	
Efficient and self-starter	✓	

Personal Qualities	Essential	Desirable
Enthusiastic and committed with a vision for the future	✓	
Open-minded, forward-thinking approach with energy and drive	✓	
Good interpersonal skills and an approachable manner, great team player	✓	
Display calmness under pressure	✓	
A sense of humour		✓

### Hours of work

Your working hours are Monday to Friday, all year round, 37.5 hours per week, with 30 minutes unpaid break for lunch. Once your probationary period is completed, there may be an opportunity to discuss a hybrid working pattern during the school holidays.

### Holiday

You will receive 20 days' annual leave (pro-rated in your first year, depending on when you join us) plus Bank Holidays (5.6 weeks in total). You will be required to work three days before the start of a new term in order to attend INSET days and fulfil any duties at the end of term as discussed with the Head of Finance.

Probationary period: 5 months

### Salary

£28,000 - £32,000 depending on your experience and qualifications, but we can discuss this at your interview.



# Elstree School

## How to Apply

If you would like to join our Accounts and Bursary Team at Elstree, please complete an application form which is available on our website, [Job Vacancies - Elstree School](#) or from our HR department and send it to [apply@elstreeschool.org.uk](mailto:apply@elstreeschool.org.uk). Application forms are available from our HR Department or on our website. Please note that CVs will not be accepted for this post. In line with Keeping Children Safe in Education 2022, short listed candidates will be required to undergo online searches to determine your suitability to work in a school.

You are welcome to come and visit our school, please call or email Rachel Pither, Head of HR [rpither@elstreeschool.org.uk](mailto:rpither@elstreeschool.org.uk) (0118 971 0604) to arrange an informal tour or for more information about the post.

Closing date for this post: 1<sup>st</sup> June 2026. If we can be of further help, please do not hesitate to contact us.

*The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. and 2020.*