

The Opportunity

We are seeking to appoint an efficient, highly organised and proactive Administrator to join our friendly and dedicated Bursary team.

The Bursary Department is a small but exceptionally busy team that plays a central role in the smooth running of the School. This is an excellent opportunity for an experienced administrator who enjoys a varied workload and takes pride in delivering a high standard of service.

The successful candidate will provide administrative support to the Bursar and wider Bursary Team managing a broad range of responsibilities including fee billing, transport administration, bursaries and scholarships and other operational activities.

You will be a confident administrator with excellent organisational skills and the ability to manage multiple priorities effectively. You will be comfortable working independently while also contributing positively as part of a collaborative team.

The ideal candidate will have

- Significant administrative experience
- Strong numerical and analytical skills
- Excellent IT skills, particularly in Microsoft Word and Excel
- Experience of working with databases and MIS systems
- Outstanding attention to detail and accuracy
- Excellent communication and interpersonal skills
- A positive, flexible approach and a good sense of humour

This is an office-based full-time role working 8:30am – 5pm, Monday to Friday all year round commencing as soon as possible. Flexibility on hours maybe possible for the successful candidate and can be discussed at interview.

Salary

In return you will receive a competitive salary along with an array of staff benefits, including a generous 16% non-contributory pension scheme, a health cash plan, freshly prepared school lunches, generous holiday entitlement and access to the school facilities.

Lines of Responsibility

The Bursary Administrator is responsible to the Bursar.

Main Duties and Responsibilities

Bursary Administration

- Support the administration of bursary and scholarship applications
- Liaise with external agencies involved in bursary assessments
- Assist with annual bursary reviews
- Support the administration of parent contracts, terms and conditions and associated communications

Invoicing and Credit Control

- Maintain the school fees ledger, including setting up and updating pupil accounts
- Produce fee invoices and support the administration of direct debits
- Act as the first point of contact for fee-related enquiries from parents
- Produce aged debtor reports and provide administrative support for credit control activities
- Assist the Bursar with communication regarding outstanding balances
- Administer School Fee Plan applications and payments
- Manage pupil insurance schemes and related administration

Transport Administration

- Act as the first point of contact for transport-related enquiries from parents, staff and external providers
- Administer the school minibus service, including bookings, driver documentation & rotas, compliance checks and timesheets
- Support Assistant Bursar with transport planning, route analysis and financial monitoring to ensure the service remains efficient and responsive to the needs of the School community

Premises Administration

- Assist Premise team with adhoc ordering, adhoc & planned contractor booking and associated compliance
- Assist with compliance administration and help maintain strong working relationships with contractors and service providers

Other Duties

- Support with letting agreements
- Coordinate staff Health and Safety training records
- Administer historical digital device sales and insurance arrangements
- Support the preparation of annual new pupil information packs
- Provide cover for colleagues within the Bursary during periods of absence
- Ensure all personal data is managed, processed and retained in accordance with relevant data protection legislation
- Undertake any other reasonable duties as requested by the Bursar

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

Person Specification	Essential	Desirable	Primary means of assessment
Knowledge / Experience			
Formal education to A Level (or equivalent)	√		Application Form
Financial, bookkeeping or accounting experience		√	Application Form
Excellent ICT skills (Microsoft Office) in particular Excel	√		Interview
Experience of all Microsoft packages, iFinance / iSAMS.		√	Application Form
An understanding of safeguarding	√		Application Form
Skills and Abilities			
Excellent written and oral skills	√		Interview
High degree of accuracy and attention to detail	√		Interview
Excellent problem solving skills with strong organisational abilities	√		Interview
Work well as part of a small and dedicated team or independently under own initiative	√		Interview
Professional telephone manner and excellent writing skills and ability to answer challenging questions	√		Interview
Ability to deal with difficult situations and with sensitivity and discretion	√		Interview
A professional approach, which inspires confidence in students and parents	√		Interview
Be able to communicate effectively with colleagues	√		Interview
Emotional resilience and a good sense of humour	√		Interview

Process of Application:

Along with this pack you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Zoe Fazackerley, who will be delighted to assist you.

Telephone: 01932 234920

E-mail: zoe.fazackerley@hallifordschool.co.uk

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the HR and Recruitment Officer to arrive no later than **12 noon, Friday 23rd October 2026**. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

On the day of interviews, all applicants will be asked to provide proof of identity and address along with any original certificates pertaining to their qualifications. Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.