



READING BLUE COAT SCHOOL

JOB PROFILE INFORMATION PACK

SENIOR ACCOUNTS ADMINISTRATOR (PAYROLL)

Closing date for applications: until post is filled

Applications must be made on a School Academic Application Form, which can be downloaded from our website "Vacancies" page <http://www.rbc.org.uk/vacancies/>

This should be submitted, together with your CV and letter of application, by email to recruitment@rbc.org.uk. You will be required to sign and date this form in person if invited to attend an interview.

Contact for questions about the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU.

T: 0118 944 1005 F: 0118 944 2690 E: reception@rbc.org.uk www.rbc.org.uk

Headmaster M J Windsor, BA, MA Reading Blue Coat School, Holme Park, Sonning Lane, Sonning on Thames, RG4 6SU



READING BLUE COAT SCHOOL

BACKGROUND

Reading Blue Coat School (RBCS) is a leading independent day school for 480 boys aged 11 – 16 and a further 260 students in the co-educational sixth form. The School was founded in 1646 by Richard Aldworth, a merchant of The Skinners' Company and a Governor of Christ's Hospital. The School was established near St Mary's Minster Church in Reading and was originally known by its historic name of Aldworth's Hospital.

In 1947, Reading Blue Coat School moved to the magnificent estate of Holme Park in the Berkshire village of Sonning where it remains today. The ethos of the School derives from its Christian foundation and traditions, fostering care and consideration within the community. The School aims to provide a stimulating and friendly atmosphere in which each pupil can realise his or her full intellectual, physical and creative potential. Pupils are encouraged to be self-reliant and adaptable, and the School intends that they will learn the basis of good citizenship, founded on honesty, fairness and understanding of the needs of others. The curriculum provides a balanced blend of academic and non-academic activities that combine to meet these objectives.

The School employs in excess of 160 salaried staff, of whom about 50% are academic staff.

The School has recently been listed by the Telegraph and the Good Schools Guide as one of the Ten Best Value Private Schools in the UK.

FACILITIES

Reading Blue Coat School is located four miles from the centre of Reading in the Thames-side village of Sonning. Set in 46 acres of grounds and woodlands for pupils to enjoy, the facilities are excellent and the School continues to invest in the site.

Key developments over the past decade include the Richard Aldworth Building, a 25-classroom block that provides first-class teaching facilities for a number of major departments including English, Mathematics, Modern Languages, Classics, Geography, Art and a common room for Middle School pupils with views over the sports pitches. In addition the Sixth Form Centre, a Psychology and Geology Centre, a new boathouse and various other amenities have been completed. The new buildings add to an already impressive list of facilities including the Sports Complex, the Science Centre, Reception and the Messer Building. The Governors have further ambitions for the School and an exciting campus investment plan is ongoing.

A new IT Centre in a fully refurbished section of the historic School House and a Swimming Pool changing room have recently been opened. The School has planning permission for several projects including: a new Design & Technology Centre (currently under construction); an improved access road (nearing completion), a new Grounds, Maintenance and Activities Centre; and a new Performing Arts Centre.

ACADEMIC LIFE

The academic curriculum at Reading Blue Coat is based on the principle that all pupils should experience a broad and balanced range of basic subjects and skills. From Year 9 onwards, this range is gradually modified, by elements of choice, enabling both the interests and aptitudes of individual pupils to be reflected. Most lessons are taught initially in classes of mixed ability, although setting occurs in Mathematics and French in Year 7, Languages in Year 8 and Science in Year 9. Geology is also a thriving subject, with a new Geology and Psychology Centre supporting the increased levels of interest.



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In Year 11, all pupils take qualifications in English, Maths and Science (all IGCSE) and a Modern Foreign Language. They also take three GCSEs from a broad range of eleven subjects. All pupils take a GCSE in Religious Studies in Year 10.

In the Sixth Form pupils can choose from a range of 24 subjects, including subjects most will not have studied before, such as Economics, Government and Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), visiting speakers and the School's own PLUS course, which covers giving a presentation, writing an extended essay as well as careers, personal statements and finance. Reading Blue Coat School always seeks to stretch and challenge pupils and the School's Learning Support Department ensure that pupils with specific learning needs are supported effectively.

The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment. 2015 academic results were impressive; the A Level results were amongst Blue Coat's best with 79.3% achieving A*-B and at GCSE 70% gaining A*-A.

Virtually all Year 13 leavers proceed to degree courses at universities of which approximately 70% go to the Russell Group of universities. Each year, four or five students attain places at Oxbridge. In 2015 just under 90% of students achieved places at their preferred university.

PASTORAL

Pastoral care focused on the individual is at the heart of the School. Reading Blue Coat's pastoral structure is based around the tutorial system within the framework of four houses: Aldworth, Hall, Malthus and Rich. All pupils are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and the development of their character and intellectual curiosity. The School prides itself on mutual respect, tolerance and courtesy and all activities seek to strengthen these values. The house system enables pupils to take part in activities that foster the development of these ideals through music, sport, drama and public speaking.

SPORT

Reading Blue Coat has an enviable reputation both locally and nationally for the high quality of its sporting teams. Sport plays a key role in developing every pupil's potential – physical fitness and skill, teamwork and learning how to win and how to lose. Sports are coached to a very high level while providing for, and encouraging, those for whom participation rather than excellence is important. Major sports are rowing, rugby, netball, football, cricket, tennis and athletics. Other sports include golf, squash, cross country, climbing, weight training, touch rugby, shooting and archery.



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DRAMA, MUSIC AND THE ARTS

Reading Blue Coat School has a reputation for drama performances of the highest quality, with an extensive programme of performances throughout the year. The main expressions of artistic undertakings at Reading Blue Coat are music, drama, public speaking and painting. Pupils' endeavours in the arts are highly successful and widely acclaimed, including internationally. Music is at the heart of the School; all boys are auditioned for the choir and many learn a musical instrument. The breadth and depth of musical and dramatic talent at the School is evident in the wide range of plays, concerts, "Swing into Summertime" – an outdoor festival of the arts, and other eclectic events that take place across the year.

CO-CURRICULAR

Co-curricular activities are designed to enable pupils to develop practical and social skills such as leadership, enterprise and communication. As part of the extensive co-curricular programme, Reading Blue Coat School offers a number of exciting options from which pupils can choose for their weekly activities session. Activities offered include Combined Cadet Force (all services), Duke of Edinburgh, Young Enterprise, Film Club, Archery, Scuba Diving, Creative Writing and Journalism.

COMMUNITY

Reading Blue Coat pupils are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact. These principles are based on the ideas handed down by Richard Aldworth who founded the School in 1646. Today the School has strong links with the wider community and pupils have many opportunities to engage with the world beyond the School gates. The Sports Leaders programme is particularly popular, as it prepares Sixth Formers to go out into primary schools in Sonning, Caversham and Maidenhead to coach a number of sports. Reading Blue Coat's Primary Schools Placement programme also gives pupils the opportunity to assist with tuition in Maths, English and languages in local primary schools and A Level Philosophy pupils have delivered an introduction to Philosophy in a nearby school. Through the Community Service programme, pupils also help out in residential care homes and assist in local charity shops, while an environmental group undertakes projects in and around Sonning. Further afield, the School has a burgeoning partnership with a school in Ghana.

Further information is available on the School's website at www.rbc.org.uk.



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THE FINANCE (BURSARY) DEPARTMENT

The Finance function within the Bursary at Reading Blue Coat School is responsible for:

- controlling the financial processes at the school
- maintaining the FMS finance system
- managing the school income by raising fees bills, applying charges and chasing debts
- paying for all goods and services used by the school
- setting and monitoring all cost centre budgets
- managing the school payroll

It comprises of a team of three led by the Management Accountant, and supported by the full time Senior Accounts Administrator (payroll and sales ledger) and a part time Accounts Administrator who is primarily responsible for the management of the purchase ledger system.

Our payroll consist of approximately 200 active records amounting to an annual cost to the school of c. £6.5m.

Our sales ledger is primarily concerned with billing school fees with c.800 active accounts.

For an informal telephone conversation about the role, contact Mrs Kirsten Foster, Management Accountant, on 0118 933 5807 or email mannacc@rbc.org.uk



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JOB DESCRIPTION

SENIOR ACCOUNTS ADMINISTRATOR

Line Manager: Management Accountant

Department: Bursary

Main Purpose of the job:

The main purpose of the role of the is to ensure the effective provision of payroll services to all RBCS Staff; to ensure accuracy and timeliness of fees billing; and to maintain accurate nominal ledger records and accounts.

Resources:

Will operate the FMS software system for fees billing and nominal ledger; the WCBS software system for Payroll and historical ledger information.

Main Responsibilities:

1. **Fees billing:**

- To raise the fee letters and direct debit paperwork
- To prepare the pupil extra charges for inclusion in the fees letters
- To manage the monthly/termly direct debit process
- To apply discounts
- To control Fees in Advance
- To collect debts and to prepare bad reports
- To reconcile the Fees Billing system with the Debtors control account in FMS
- To manage the ParentPay payment system

2. **Payroll and pensions:**

- To prepare the monthly payroll spreadsheets for review by the Human Resources Manager
- To administer RBCS Group Personal Pension scheme and the Teachers Pension Scheme
- To investigate variances against budget and prepare a monthly payroll report for review by the Management Accountant



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- To assist the Management Accountant with the preparation of the annual payroll budget review
 - To prepare the PSA return and the P11D return
 - Produce P45s and P60s
 - Submit Real Time Information to HMRC
 - Administration of employee benefits for Payroll; e.g. salary sacrifice schemes; child care vouchers; cycle to work scheme, etc.
 - Provide internal management information reports as required
 - Liaising with HR department and line departments to confirm employee details and pay data is correctly supplied
 - Ensuring all remuneration payments are made on time and are accurate
 - Maintaining accurate employee records and ensuring all HMRC documentation and reporting requirements are fulfilled on time and without error
 - Filing and office administration as required
3. **Nominal ledger:**
- To carry out a month end close process in accordance with the reporting timetable
 - To ensure that all monthly charges and transfers are completed on a timely basis
 - To reconcile major balance sheet accounts on a monthly basis e.g. bank, debtors, creditors with the reconciliations signed off by the Management Accountant
4. **Banking:**
- To enter bank transactions into FMS Nominal Ledger on a daily basis
 - To bank any cash from any school events e.g. fireworks, Ghana day
 - To reconcile the bank account and check it on a daily basis for receipts
5. **Trading Company:**
- Financial Administration of the Trading Company Account (currently on WCBS but will be moved to FMS)
 - To prepare and submit the quarterly VAT returns for the Trading Company



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Additional Duties:

- To assist with the year-end accounts process and audit
- Any other reasonable task required
- To cover for others members of the finance function when necessary to ensure that operations continue and objectives are met (e.g. during holidays and staff sickness). Each team member must be able answer purchase ledger queries and fees billing queries.
- The post holder is responsible for promoting and safeguarding the welfare of pupils at the school.
- The post holder is responsible for using technical and operational knowledge to ensure a safe environment.

Please note that this Job Description is not exhaustive and the employee may be expected to undertake additional duties if required.



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PERSON SPECIFICATION

SENIOR ACCOUNTS ADMINISTRATOR

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Essential

- Knowledge of SIMS Fees Billing package and FMS ledgers
- Knowledge of WCBS payroll package
- Knowledge of the Teachers' Pension Scheme
- Qualified accounts technician (AAT)
- Must have comprehensive experience as a Payroll Clerk/Administrator running "in-house" (i.e. Non bureau) payroll systems for at least 100 staff
- Must have comprehensive knowledge of HMRC rules and legislative requirements, and have produced P11Ds, P60s and P45 statements
- Must be familiar with basic accounting practices and costing principles
- Experience of book keeping
- Able to prepare accounts to trial balance
- Able to learn quickly
- Good time management and prioritisation skills
- Accuracy and attention to detail
- Will express him/herself clearly with a calm, confident and pleasant telephone manner
- Must be able to establish positive working relationships with staff throughout the organisation and command the respect of others
- Must be an effective team member with sufficient flexibility and willingness to take on roles outside his/her normal functional responsibility when required
- Must have the stamina and perseverance to cope with heavy workloads when required
- Able to think critically about processes in order to suggest improvements in efficiency

Desirable

- Certificate in Payroll Practice (CIPP)
- Experience of accounts administration in the commercial or charity sector.
- Experience of producing and managing accounts in a school finance department.
- Knowledge of the Education sector



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SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

- Contract Status: Permanent contract. Commencing as soon as possible
- Salary: c. £28,000 dependent upon experience and qualifications. Annual salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments throughout the year.
- Place of Work: Reading Blue Coat School, Sonning on Thames, Berkshire
- Working hours: 37.5 hours per week. From 08:30 to 16:30, Monday to Friday, with 30 minute unpaid meal break. Must be able to work Monday to Friday.
- Leave entitlement: Your holiday entitlement is 6.6 weeks (i.e. 33 days) per annum (pro rata to contracted period of service in year of commencement/leaving), and inclusive of public and bank holidays. Holiday year runs from 1 April to 31 March annually.
- Pension: A contributory employer's pension scheme is available (5% employee contribution; 8% employer contribution)
- Meals: Lunch and refreshment are provided free by the School.
- Parking: Free Car parking is available on site
- Child Care: Tax free Child Care vouchers are offered by salary sacrifice to assist with child care costs.
- Discounts: Reduction in RBCS school fees for employees children
 - 50% reduction for all full time staff
 - Fees (from 1 September 2015) are currently £5,030 per term
- Sports facilities: Membership of the School Sports Centre with access to fully equipped gym and swimming pool

Full details and terms and conditions of employment will be issued if an offer of employment is made.



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POLICY STATEMENT

CHILD PROTECTION

- Reading Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post may involve unsupervised contact with children and young people.
- The successful candidate will be required to undertake the Disclosure & Barring Service (DBS) enhanced criminal records clearance process.

Interview

- The selection process will test and assess the above issues. As required by regulation, the interview will be based on;
 - 'competency questioning',
 - and where appropriate will address: the candidate's attitude towards children and young people;
 - his/her ability to support the School's agenda for safeguarding and promoting the welfare of children;
 - gaps in his/her employment history;
 - Concerns or discrepancies arising from the information provided by the candidate and/or a referee.
- In addition to the candidates' ability to perform the duties of the post, the interview will also explore related issues including:
 - motivation to work with children and young people;
 - ability to form and maintain appropriate relationships and personal boundaries with children and young people;
 - emotional resilience in working with challenging behaviours;
 - Attitudes to use of authority and maintaining discipline.

Recruitment, selection and disclosure policy and procedure

- Candidates are advised to read the School's policy on recruitment, selection and disclosure before submitting an application for employment. This can be downloaded on the School website, "Vacancies" page.