



HOLMEWOOD HOUSE SCHOOL

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB
Telephone: 01892 860000 Website: www.holmewoodhouse.co.uk



Bursary Administrator

About Holmewood House School

Holmewood House is a prestigious independent Prep School of 470 pupils aged 3-13 years, set amidst 32 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The wonderful environment and outstanding facilities provide a strong framework upon which the ethos of 'allowing children to be children' can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

For further information about Holmewood House please visit our website:
www.holmewoodhouse.co.uk

The role

An opportunity has arisen for a full time Bursary Administrator in a newly created role to be at the heart of our busy Prep school Bursary. The Bursary Administrator will provide administrative support to the Bursar, Finance Bursar and HR Manager.

The successful applicant should have administrative experience in these areas preferably in a school environment and be able to provide an efficient and professional service. A good work ethic combined with flexibility, attention to detail and ability to prioritise will be essential.

Role requirements

HR Administration

Assist the HR Manager with all HR administration including:

- Support the recruitment process from sourcing to onboarding candidates, ensuring that all mandatory employment checks are completed.
- Assist with the organization and record keeping of induction, probations, training and performance management records.
- Assist in the administration and co-ordination of the performance management programme for the school as directed by the Head and Bursar with the HR Manager.
- Assisting with the preparation of documentation including offers of employment, employment contracts, staff handbook and HR policies.
- Maintaining up to date personnel files.
- Administer Private Medical Insurance and other benefits provision.
- Assisting in the preparation of other staff correspondence as directed by the HR Manager.
- Recording staff absence.
- Dealing with day to day HR related enquiries from staff, referring to the HR manager as needed.
- Assist with employee exit administration.
- Administrative tasks across the employee life cycle as directed by the HR Manager.
- Assist with compilation and reporting of employee data as required.

Finance Administration

Assisting the Finance Bursar with all financial matters, including:

Finance

- Assisting with termly billing process.
- Posting all bank receipts to accounts system and assist the Purchase Ledger Supervisor with bank reconciliation queries.
- Setting up or amending parental direct debits.
- Preparation of 3rd party letting invoices.
- Assisting with credit control.
- Assisting with the preparation of the termly Finance Committee papers.
- Collating parental termly FEEE declarations, chasing in outstanding forms, and logging them onto the Early Years Portal.

- Uploading revised budgets onto the accounts system.
- Answering parental queries.
- Assist with Year End Accounts spreadsheets.
- Assist with the preparation of advance payment fees calculations.
- Assist with the preparation and maintenance of procedure notes for Finance tasks.
- Assist with Filing.
- Assist with Archiving, scanning in old board papers and shredding paper versions.
- Other adhoc tasks as required by the Finance Bursar.

Payroll

- Set up new employees on payroll system.
- Assist with the provision of payroll information to outsourced payroll provider, LivePay.
- Make amendments to payroll system as employee details and/or contract terms change.
- Produce Monthly Timesheets.
- Log staff purchases & recoverables (van hire, laundry, waterstones, etc..) and log with LivePay.
- Upload Bravo Childcare Vouchers summary for staff to LivePay.
- Set up new staff joiner profiles on LivePay.
- Mark up staff leavers on LivePay and carry out all necessary leaver tasks for Payroll.
- Prepare and send out pension auto enrolment letters from standard templates.
- Calculate holiday pay entitlement for leavers.
- Check Teachers Pension for any messages, opt outs, etc..
- Carry out year end payroll administration in association with payroll provider.
- Assist with annual salary review including preparing data and compiling staff letters and provision of new salary data to LivePay.
- Administer pension returns for support staff and teachers.

General

- Provide administrative support to Compliance Officer as needed.
- Any administrative tasks as required and directed by the Bursar.
- To work effectively as part of a team and to promote the smooth running and efficiency of the Bursary department, HR and financial management of the school.
- To work within the agreed framework of the school's policies and procedures.
- To attend staff meetings, staff development and training as appropriate to the position.

Person Specification

- Numerate with some knowledge of book keeping is desirable.
- Experience of HR administration in terms of recruitment compliance in schools is desirable.
- Previous high-level administration experience in a busy office environment.
- The ability to work on your own initiative.
- Excellent IT skills across the MS Office Suite particularly Excel.
- Excellent written and oral English.
- Meticulous attention to detail.
- Demonstrated ability to work as part of a team.
- Excellent communication skills.
- An enthusiastic, 'can do' approach and commitment to Holmewood House School's ethos and aims.
- Highly organized, numerate, accurate and logical.

- The ability to prioritise effectively and complete work independently.
- 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.
- Committed to safeguarding and promoting the welfare of pupils.
- Possess the highest level of professionalism and integrity.
- Self-motivated, proactive and committed.
- Able to maintain confidentiality at all times.
- Able to manage own workload effectively.

Hours

Monday to Friday 37.5 hours per week excluding a 30 minute unpaid break each day.

Holiday Entitlement

20 days per academic year, plus statutory holidays.

The holiday entitlement runs 1st September to 31st August.

Salary

£30,000 per annum.

Notice Period

Two month's notice, following successful completion of a 12-month probationary period.

Pension & School Benefits

The successful candidate will be offered a range of benefits including an employer contributory pension, free parking and free lunch/refreshments.

Start date

As soon as possible

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

Safeguarding

All staff including visiting staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the School's Safeguarding policies at all times.

Application

If you wish to be considered for this role, please complete and application form which can be found on our website and email to: recruitment@holmewoodhouse.co.uk.

The closing date for applications is **22nd April 2024**.

If you would like more information on the role or require a hard copy application form please contact Tim Laker, Bursar on 01892 860000.