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## Recruitment Information Pack

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# Fee Cashier

Location - Holt, North Norfolk, UK

**Required for:** at the earliest opportunity

**Part-Time:** 8 hours per week – 52 weeks

*Gresham's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

# Message from Douglas Robb, Headmaster

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I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on, the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application, and we in turn, will give your application serious consideration, should you decide to apply.

If you would like to visit the School before sending in your application, please do not hesitate to contact our HR department (01263 714623) who will make the necessary arrangements.

With best wishes,

A handwritten signature in black ink, reading 'Douglas Robb', with a long horizontal line extending from the end of the signature.

# Job Description: Fee Cashier (part-time)

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**Responsible to:** Billing Administrator

## **Job purpose**

As a member of a small team of operational staff within the Finance function who provide a support service to all three schools you will report to the billing administrator. Your primary responsibility will be to process bank receipts to pupil fee accounts on the billing accounts system and perform weekly reconciliation of these accounts. At less busy times of the year, you will be responsible for other billing support processes as advised by the billing administrator.

To be considered for the role you should have excellent numerical skills, a strong attention to detail and good MS Excel skills. You should be a confident verbal communicator so you can investigate and discuss and conclude discrepancies with the billing administrator and have good organisational skills. The School operates with Capita SIMS and FMS and whilst experience in these software packages is not necessary, previous experience with another finance software package is highly desirable.

Overall, the post requires an individual who is highly numerate, a team worker and self-motivated. The successful candidate is someone who has the ability to support the billing administrator and the finance team as a whole.

## **Key responsibilities**

The fees cashier would be responsible for the following:

- Posting all cash received into the fees bank account to fee accounts on SIMS.
- Posting all registration fees and deposits on FMS.
- Processing refunds to parents.
- Processing the bank reconciliation.
- Processing the fee debtor reconciliation between SIMS and FMS.
- Setting up new pupil files.
- Archiving leaver files.
- Ad hoc work required by the fees administrator when time permits.

# Key Requirements

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Qualifications	Essential	Desirable
Equivalent to the level of bookkeeper		✓
A good general level of education to GCSE or equivalent in English and Mathematics.	✓	
Work Experience, Personal Competencies and Skills	Essential	Desirable
Experience of working in established business where high standards of accounts administration are maintained	✓	
Good IT skills	✓	
Able to work independently with minimum supervision	✓	
Previous experience of working within a team	✓	
Able to work quickly, accurately and against inflexible time limits	✓	
Flexible attitude and 'can do' attitude both within immediate work area and also in the wider context of an administration and support function	✓	
Able to deal with sensitive information in a confidential manner	✓	
Good communications skills, able to influence and persuade people at all levels of organisation	✓	
Well organised and able to multi task	✓	
Task orientated, completer/finisher	✓	

## REMUNERATION AND OTHER BENEFITS

Part-time - Fridays or Mondays, 8 hours, flexible start and end time  
£9.62 per hour for 8 hours per week, 52 weeks a year. Salary of £4,001.92

- School's Contributory Pension Scheme (after completion of three months' service)
- Private Health Scheme
- Company Holiday
- Free school lunch during term-time
- Car parking on site
- Life Insurance

# Personal Details

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**Eligibility to work:** For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working for us. When you apply for positions it is important that you are aware of your eligibility status as government restrictions apply to the employment of migrant workers. If an applicant selected to be appointed requires permission to work in the UK, Gresham's may issue a conditional offer of employment subject to the School being able to sponsor the applicant.

For more information, visit the Home Office website at <http://www.bia.homeoffice.gov.uk/workingintheuk/>

## Equal Opportunities Monitoring Form

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

## Retention of Records

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months (Data protection policy available on our website: [www.greshams.com](http://www.greshams.com)).

**Disclosure and Barring Service:** Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diversity of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

## Interview Process

If you are invited to attend an interview you will be required to provide evidence of identity, from the following examples:

- **Passport and/or UK driving licence (including a photo-card);**
- **A UK birth certificate**
- **UK firearms licence**
- **EU photo identity card**
- **A utility bill or bank/building society statement showing your name and home address (less than three months old);**
- **Documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);**
- **Original documents confirming any educational and professional qualifications referred to in your application form.**

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration) you will be required to provide documentary evidence of the change.

In advance of your interview you will be asked to complete an application form for an enhanced Disclosure which you should bring with you, along with your identity documents. In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed immediately.



**For Teaching Posts:** You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

**Support Posts:** As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

### **Conditional Offer of Appointment**

Any offer to a successful candidate will be conditional upon the following:

- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;
- a satisfactory DBS (Disclosure and Barring Service) disclosure;
- verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- Verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- Completion of Educare Child Protection Training.

### **Safeguarding**

All adults working at Gresham's have a responsibility to safeguard and promote the welfare, both physical and emotional, of every pupil, both inside and outside the school. This involves ensuring that pupils are protected from significant harm and having a positive commitment to ensure the satisfactory development and growth of the individual.

Everyone working in the School must be aware of, understand, and follow the School's Safeguarding and Child Protection Policy, which follows Norfolk Safeguarding Children's Partnership (NSCP) practice and procedures, and Keeping Children Safe In Education 2019 statutory guidance. All staff are required to be trained in Safeguarding and Child Protection as part of their terms and conditions of employment, and this is carried out before employment commences.

### **Warning**

Where a candidate is found to be on the DBS Children's Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his/her application; or the subject of serious expressions of concerns as to his/her suitability to work with children the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

### **Queries**

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email [hr@greshams.com](mailto:hr@greshams.com).

# How to Apply

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## Fee Cashier (P/T)

If you would like to apply for the position of part-time Fee Cashier, you will need to complete an application form. Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

### Completing your application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format: **Please do not submit a CV;**
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

### Guidance for the completion of the section 'Statement of Qualities/Attributes'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

### References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

- Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview.**
- Shortlisted applicants for support posts are advised that references **may be taken up prior to interview.**

**Please note, unless you ask us not to we will assume it is acceptable to contact your referees at any time.**

**Submission of applications** - All application forms should be returned to, [applications@greshams.com](mailto:applications@greshams.com) or by post to:

HR Department  
Gresham's School  
Old School House  
Church Street  
NR25 6BB

Please submit your application by the closing date of **Sunday 27<sup>th</sup> October 2019. Interviews to be held W/C 4<sup>th</sup> November 2019.** If your application is submitted after this time, we will not be able to accept it.

*Please note we reserve the right to appoint to the post, prior to the closing date.*

**Start Date:** at the earliest opportunity

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*Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies we provide feedback only to those applicants who are interviewed.*



*THE GRESHAM'S ETHOS IS THAT RESPECT SHOULD BE SHOWN TO ALL:  
TEACHER TO PUPIL, PUPIL TO TEACHER AS WELL AS PUPIL TO PUPIL AND TO THE WIDER COMMUNITY.*



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

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