



ST. JOSEPH'S COLLEGE  
READING • BERKSHIRE

## Assistant Finance Officer and Parent Relations-Finance

Information for prospective  
members of staff





# Appointment of an Assistant Finance Officer and Parent Relations-Finance

Full Time Position for an immediate start

The College has experienced significant planned growth in the pupil roll over the last few years and as part of the strategic plan Governors are continuing to invest in the facilities and staff. As a consequence, an exciting opportunity has now arisen within the College, and we are seeking to appoint a self-motivated individual as Assistant Finance Officer.

Closing Date: 9am, Friday 3 December.  
Interviews: will take place immediately after the closing date.

## Contents

Message from the Head	page 3
About the Role	page 4
Areas of Responsibility and Key Tasks	page 5
Conditions of Service	page 8
Person Specification	page 9
About the College	page 10
Our Missions and Aims	page 11
Why St Joseph's?	page 12
Appointment Procedure	page 14
Interview Process	page 15
How To Find Us	page 16







## Message from the Head, Mrs Laura Stotesbury



Thank you for your interest in St Joseph's College. I am delighted that you are considering our school and I trust that this recruitment pack will provide you with the information you require both about the post and the College.

I believe that this is an exciting time to be joining St Joseph's College. There has been a significant growth in the pupil roll over the last few years and the governors are continually looking to invest in the facilities. There is a real appetite for what we have to offer as both an educational establishment and an employer.

The College seeks to be a school which places an emphasis on providing an all-round education: academic, pastoral, social and spiritual, where pupils develop the attributes of commitment, collaboration, confidence, communication and compassion through the various aspects of school life. The College is a very happy place, and colleagues enjoy teaching here.

I hope that you will want to apply for this post. I recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration.

Mrs Laura Stotesbury  
Head



## About the Role

Dynamic, committed and organised, ideally you will have experience in a similar role.

The successful candidate will be able to demonstrate

- Strong interpersonal skills
- An ability to establish good working relationships and work well in a team
- Excellent organisational skills and comfortable prioritising workload
- Flexibility and capable of working independently across a range of different projects
- Excellent written and oral communication skills
- Enthusiasm with a can do attitude
- Competence using IT

The post holder will

- Be fully supportive of the College's Catholic tradition
- Display commitment to the ethos of the College and to the safeguarding and well-being of all pupils







## Duties and Responsibilities

Assist the Finance Officer with the preparation of all Invoices for Parents for Fees and Extras, currently using Sage 50 and SIMS Fees Billing. Support the Finance Office in preparing the support data for invoicing with responsibility for school trips, pupil meals, Extended Day and Holiday Club.

Act as the main point of contact for Bill Payers for all Fees, Extras and Debtor Account reconciliations, ensuring all queries are monitored and appropriate action taken in a timely manner.

Collect all debts outstanding to the College. Administer and monitor Debtor Accounts ensuring prompt receipt of payments and minimising exposure to bad debt. Assist with setting up direct debits for payment of school invoices by the Bill Payer.

Prepare weekly Debtor reports for the Financial Controller.

Produce and distribute Fees and Extras statements as necessary.

Working with the Finance Officer, update the Sales Ledger and enter/allocate all payments received on SIMS Fees Billing and the SAGE Bank Account.

Assist the Purchase Ledger Officer with the processing of supplier invoices, credit notes, reconciliations and payments. Assist with the placing of purchase orders following the school's policies and procedures.

Assist with the handling of goods received and arranging authorisation and payment of purchase invoices.

Responsible for Petty Cash and banking of cheques received from Bill payers for Fees/Extras.

Assist with the payment and processing of staff expenses and Nominal Ledger payments using BACS.



---

Maintain the Acceptance Deposits schedules

Assist with other appropriate tasks as required, in support of the Bursar, the Financial Controller.

The list of duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions may be reviewed to ensure they are an accurate representation of the post.

The administrative staff of the College is small and at times, it is necessary to support colleagues, for example by operating the switchboard, taking messages, finding a pupil for a parent, or helping prepare an urgent mailing. Members of staff are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.







## Appointment Procedure

Applications should consist of a completed non-teaching staff application form and a brief covering letter.

These should be emailed to [recruitment@sjcr.org.uk](mailto:recruitment@sjcr.org.uk) or alternatively sent by post to Mrs Guest, HR Coordinator, St Joseph's College, Upper Redlands Road, Reading, Berkshire RG1 5JT. Electronic application is encouraged and preferred.

The closing date for applications is **9am, Friday 3 December** and shortlisted candidates are likely to be invited for interview shortly after this date.

## Conditions of Service

The hours of work are 8.00am to 4.00pm. The post is for 52 working weeks, with 5.6 weeks holiday per annum including public and bank holidays.

The post holder will receive a negotiated salary, depending on experience and qualifications. The school has a pension scheme for administrative staff with Standard Life and will match staff contributions up to 9% of basic salary.

The College seeks to be a school which places an emphasis on providing an all-round education: academic, pastoral, social and spiritual, where pupils develop the attributes of commitment, collaboration, confidence and communication through the various aspects of school life.

We are an open and friendly school, committed to the professional development of all of our staff.



# Person Specification

Criteria	Essential	Desirable	
Education, Qualifications and Experience	A Levels or equivalent qualification Financial background Previous experience of the Sales Ledger/Purchase Ledger/Nominal Ledger functions Administrative experience	Experience of working in a school	
Skills and Attributes	Nurate Excellent written and oral communication skills Confident and polite telephone manner Good interpersonal skills with a diverse range of people Excellent organisational skills and ability to prioritise workload Competence in using IT packages including MS Office	Experience of using SIMS or similar MIS databases Familiarity with SAGE financial software	
Personal Qualities	Enthusiastic with a can do attitude Ability to establish good working relationships and work well in a team Flexible, motivated, and able to work independently across a range of different projects Trustworthy and able to maintain confidentiality	Forward thinking approach Proactive in pursuit of work to its completion	
Other Requirements	Fully supportive of the College's Catholic tradition Commitment to the ethos of the College Commitment to safeguarding and well-being of all pupils	Commitment to the whole life of the College Able to promote the image of the College through an articulate and confident approach	





## About the College

St Joseph's College is the leading independent day school for boys and girls aged 3 to 18 in Berkshire. It is fully co-educational and consists of the Senior School (ages 11 to 18) and the Prep School (ages 3 to 11). The Senior School and Prep School are located within a single campus.

### Awards

The College has won several awards over the last two years including TES Independent School of the Year, Outstanding Progress at the Education Business Awards and Outstanding Leadership Team at the Leadership Awards.

### Ethos

St Joseph's is a Catholic school welcoming pupils of every faith or no faith. Pupils are educated in an atmosphere where Christian values and standards are recognised and established. The size of our classes means everyone receives the individual guidance and support they need to achieve their potential. Staff, pupils and parents form strong links, with a focus on both the academic progress and the well-being of each pupil. We encourage all pupils to develop an awareness of their own role in society.

### Points of Entry

The main points of entry to the school are at age 3, 11, 13 and 16. Entry into the Senior School is by formal assessment, and around 60% of applicants to the Senior School are from maintained primary schools.

### Leavers' Destinations

The majority of Sixth Form leavers go on to their choice of university to study a diverse range of subjects. Examination results are strong and improving year-on-year, however our focus is very much on producing young adults who also have skills for life such as confidence, social skills and a good understanding of the world around them.

### Recent Developments

During the past six years the Governors have taken a number of measures to develop the College. In addition to becoming co-educational these include an emphasis on marketing and a substantial investment in facilities, buildings and staff. Consistently rising pupil numbers provide momentum for growth and the confidence to make further investment.

### The Future

Looking to the future, St Joseph's will continue its ambitious plans to enhance and develop the College. However, we will ensure that as we grow, our caring ethos remains at the heart of the College. The warm and friendly nature, together with the way pupils display concern and respect for one another, are often commented upon by visitors and parents. We are proud of this and it is one of the most rewarding aspects of working here.



## Our Missions and Aims

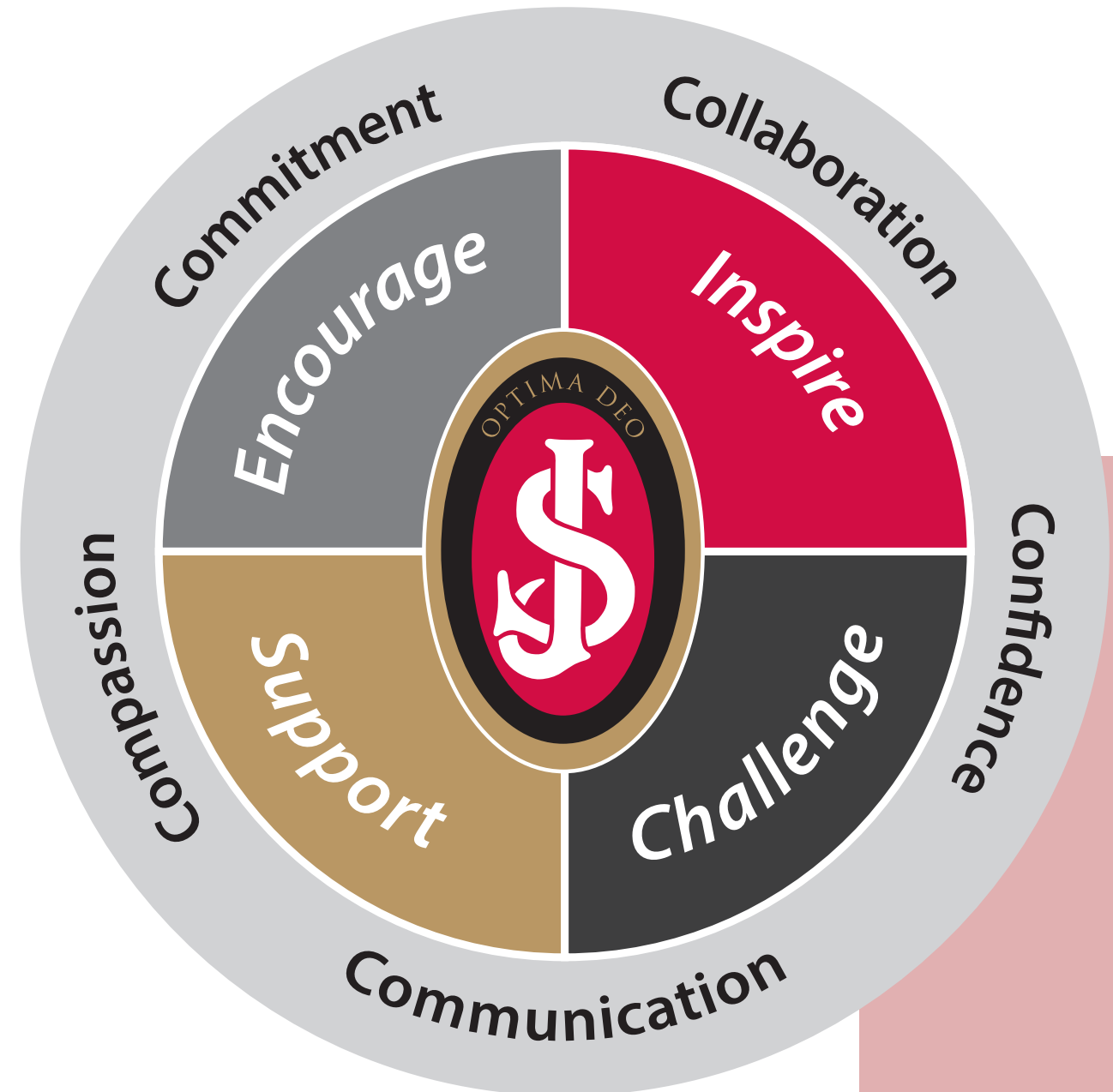
At St Joseph's, our mission is to encourage, inspire, challenge and support pupils to fulfill their potential in a community founded on Christian values.

We aim to develop life skills of commitment, collaboration, confidence and communication in each pupil, throughout each of their years at the school.

The College was inspected by ISI in February 2014

### The main findings of the report states:

- Attainment is generally high in relation to pupils' abilities
- The curriculum plan provides pupils with a rich learning experience
- Teachers know their pupils well and offer care, support and guidance which is greatly appreciated by pupils and parents
- The personal development of all pupils throughout the College is excellent
- The relationships between staff and pupils and amongst the pupils themselves are friendly and supportive
- The Senior Leadership Team share a clear vision for future development







## Why St Joseph's?

At St Joseph's we offer:

- A safe and happy environment in which academic and social skills are developed
- Education for boys and girls from age 3 to 18
- A varied curriculum and excellent facilities
- A strong sense of community
- High academic reputation
- Wide range of extra-curricular activities including a strong tradition of music and drama

St Joseph's is staffed by teachers who combine the best in traditional educational values with a sharp awareness of what is appropriate for pupils who need to be prepared for the twenty-first century. Our pupils are encouraged to be confident, questioning, independent learners, whilst at the same time developing a moral and spiritual sense of purpose in their lives and in their studies.

### Salary

The College has its own salary scales, with starting salaries dependent on the experience and qualifications of the successful candidates. Salary scales are reviewed annually by the Governors, to ensure they remain competitive. Annual salary is paid by bank transfer on the last working day of each month, in 12 equal monthly instalments.

## Non-contractual benefits

### School fee reduction

Staff at St Joseph's College are eligible for a staff discount on basic tuition fees of 50% for full-time staff, pro rata for part-time staff, subject to their child(ren) meeting the entrance requirements.

### Childcare vouchers

St Joseph's participates in the government's salary sacrifice childcare voucher scheme. Further details are available from the Bursar's office.

### Cycle to work scheme

The school allows staff with an employment contract for 12 months or more to purchase a bicycle through this scheme. Further details are available from the Bursar's office.



### **Eye tests**

Members of staff are entitled to a free annual eye test.

### **Drinks and snacks**

Tea, coffee and biscuits are available to all staff at break time, and there is access to hot drinks throughout the day. Snacks and light meals are provided to staff when working later in the evening for school events.

### **Lunch**

A duty meal may be obtained from the Dining Hall between 12.00pm and 2.00pm.

### **Use of a private vehicle**

Subject to a journey being approved by the Bursar or Headmaster, staff can use their private vehicle for school journeys during working hours. The insurance will be under the school's insurance and staff can claim for mileage.

### **Car parking**

All staff may park in the school car park, subject to the availability of a space. A valid school parking permit must be displayed clearly on the windscreen of any car parked onsite.

### **Counselling**

Staff have access to a 24 hour telephone counselling helpline. In addition, the lay chaplain or visiting school counsellor may be able to see staff.

### **Legal advice**

Staff have access to a 24 hour legal information telephone helpline, covering issues such as consumer rights, debt, tax and personal injury.

### **Healthcare helpline**

A telephone based healthcare support service is available to all staff at no cost.

### **Swimming pool**

Staff are permitted to use the school swimming pool during designated staff swimming sessions.

### **CPD and training**

Professional development is nurtured and encouraged, and the school has a full annual INSET programme.

### **Staff Room**

There is a professional, friendly and supportive Staff Room, together with departmental workspaces throughout the school.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.







## Appointment Procedure

- Applications will only be accepted from candidates completing the College Non-Teaching Application Form in full, accompanied by a covering letter.
- The covering letter should illustrate specifically why you think you should be considered for this role, giving clear evidence of how your skills and experience meet the requirements of the role. You should give clear examples, and relate these to the job description and person specification.
- These should be emailed to [recruitment@sjcr.org.uk](mailto:recruitment@sjcr.org.uk) or alternatively sent by post to Mrs Guest, HR Coordinator, St Joseph's College, Upper Redlands Road, Reading, Berkshire RG1 5JT. Electronic application is encouraged and preferred.
- The closing date for applications is **9am, Friday 3 December** and interviews will take place immediately after the closing date.
- All offers of employment are subject to the receipt of two satisfactory references, one of which must be from your current or most recent employer. For shortlisted applicants for teaching posts, references may be taken up prior to interview.
- St Joseph's College employs personnel who are best qualified for the post without discrimination in respect of age, disability, race, gender or native origin.
- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Successful applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.
- A copy of the College Recruitment, Selection and Disclosures Policy and Procedures can be found on the College website: <https://www.sjcr.org.uk/vacancies/>



## Interview Process

- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.
- During your visit you should expect to attend a number of interviews with different members of staff. We will also assess your suitability to work with children.
- The interview may include other forms of assessment such as administrative tests, a presentation, or a demonstration of relevant practical or other skills.
- In addition to formal interviews there will also be an opportunity for shortlisted candidates to tour the College and to meet prospective colleagues.
- The College requests that all candidates invited to interview also bring with them:
  - A current driving licence including a photograph, or a passport
  - A utility bill or financial statement issued within the last three months showing the candidate's current name and address
  - Where appropriate any documentation evidencing a change of name
  - Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK

*Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.*





## How to find us

- St Joseph's College is situated in central Reading, near the University and the Royal Berkshire Hospital. It is close to the M4 (Junction 11) and has excellent transport links.
- If travelling by train, the school is approximately 20 minutes' walk from Reading Station, or alternatively there are a number of local buses that stop close by.
- To accurately locate the College entrance at 64 Upper Redlands Road on some GPS satellite navigation systems it may be necessary to use the postcode RG1 5JP.

