Bursary Administrator (part-time)
King Edward’s School, Birmingham is a remarkable school and a supportive community, where there is a shared belief in the transformative power of an accessible education amidst a young, ethnically diverse city. It is also one of the most successful and significant boys’ schools in this country.

Founded in 1552 by Edward VI, King Edward’s School is the “founding father” of the King Edward VI Foundation and has always been a central institution in the city of Birmingham which it serves. It is located on a stunning 50-acre site in Edgbaston, which it shares with King Edward VI High School for Girls (KEHS), and educates 860 day boys, aged 11 to 18.

In recent years, the Chief Master and Governors have strengthened their commitment to the belief that King Edward’s School should be a catalyst for social mobility, a place of academic excellence and a community whose strength derives from its social diversity and multi-cultural understanding.

At King Edward’s there is a deep moral purpose to ensure the School provides the best possible education for the brightest boys in Birmingham, whatever their background. There is a strong belief in the power of education to transform lives and a commitment to a truly challenging, intellectual, rich education. The International Baccalaureate Diploma was introduced in September 2010 to replace A-levels in order to enhance the intellectual life of the School and to provide an education appropriate to the challenges of the 21st century.

Academics

King Edward’s is an academic school and an intellectual school. It is a school where the results are exceptionally good and where clever, hard-working and occasionally unusual boys are admired and respected by their peers. Being an academic school means that everyone must strive for the highest academic standards and performance, so that King Edward’s is recognised as the best academic school in the West Midlands and, as far as possible, among the best nationally in public exams, entry to Oxbridge and other high quality universities. In 2018, of the 138 boys taking GCSEs, 26 were awarded 10 or 11 A*, 9 or 8 and 65% of all exams were awarded A*, 9 or 8. At IB, the average scores have been above 39 for three of the last four years. The School’s commitment to the IB is total. The Board believes it provides a challenging, rigorous and broad education, which has always been a hallmark of a KES education, and better equips boys for the demands of university and the diversity of the world beyond. The School is also very active in academic competitions in Maths, Sciences, public speaking and debating, and teams regularly win national competitions.
The School

Sport, arts & extra-curricular activities

Life outside the classroom is vitally important at King Edward’s. It complements and supports the academic pursuits of the boys, making them more fulfilled, relaxed and rounded and helping them develop important additional skills, such as resilience, teamwork and commitment.

There are a very wide range of expeditions and outdoor activities for younger boys and, each year, a large number of boys undertake the Duke of Edinburgh’s Gold Award; the CCF also thrives with RAF, Army and Navy sections. In total, there are over 140 trips and expeditions annually for boys of all ages in term time and the holidays.

Music is quite exceptional, helped by a number of music scholarships, and drama is also of a very high quality. There are three major concerts in the year, including one, biennially, in Birmingham’s Symphony Hall, and several dramatic productions. There are also numerous opportunities for smaller ensemble playing and student-led drama performances. The £11m Ruddock Performing Arts Centre is the focus for these activities and all activities and facilities are shared with KEHS.

Sport is also an important part of life at the School and benefits from excellent facilities, indoors and out. The School has extensive grass facilities and the use of three hockey astro pitches, one of which has a modern pavilion, opened in 2015, and a new athletics track in partnership with the University of Birmingham. A new £5m Sports Centre has just opened this term.
The School

Location, campus & buildings

The School is situated on a beautiful 50-acre site opposite Birmingham University and The Barber Institute of Fine Arts and shares a campus with KEHS.

There are more than 30 acres of playing fields, natural and artificial, immediately adjacent to the main school buildings, and it is surrounded by the University botanical gardens, a lake and nature reserve. And yet, it is only a ten-minute bus ride from the cultural heart of the UK’s second city where you find Birmingham Symphony Hall and the Hippodrome, home of Birmingham Royal Ballet.

The School moved to its current site from the centre of Birmingham in the 1930s and the main school buildings, including Big School, date from that time. However, they have been significantly enhanced in recent years through the immense generosity of several alumni and other supporters of the School. The Sir Paul and Lady Ruddock Performing Arts Centre, opened by Michael Gove in April 2012, provides a 400-seater hall for large-scale music performances, a drama studio, a professional-standard dance studio and many practice rooms. The Andrew Brode Wing, which opened in September 2013, houses the modern languages department, well-equipped science laboratories and a wonderful Sixth Form centre. And there have been significant investments, as previously mentioned, in specialist indoor and outdoor facilities for sport.

The Foundation & its Schools

The Schools of King Edward VI in Birmingham, more usually referred to as the King Edward VI Foundation, is one of the most significant educational charities in the UK. King Edward’s School is one of two independent schools in the family, the other being KEHS. The Foundation also sponsors an Academy Trust, comprising six outstanding selective grammar schools and two non-selective schools. Two of these schools have joined the Academy Trust in the last two years and further expansion is envisaged, helping the Foundation to fulfil its long-term aim of improving the life chances and educational experiences of more children in Birmingham.

The Foundation makes an annual grant to King Edward’s School of approximately £1.4 million which pays for many of the Assisted Places. Significant capital investments at the School are funded by donations or by borrowing from the Foundation.

The Foundation Office is located at the top of the driveway to King Edward’s School and it is from there that the various administrative and support services are run under the leadership of the Executive Director, who supports both the Foundation and Academy Trust boards and, through them, all ten of the Foundation’s schools. The Foundation Office provides a number of services to King Edward’s School: for example, it is the legal employer of staff and collects fees from parents.
The role
Bursary Administrator (part-time)

The Vacancy

King Edward’s School is seeking a part-time Bursary Administrator from September 2019, supporting the Bursar and providing finance administration support. This role will be shared with the current post holder.

We are looking for someone who is fully committed to working in a front line role and providing excellent customer service to support the School. The successful candidate will relish working in a fast paced environment and will have a proven ability to see tasks through to completion. An ability to work on finance related administration tasks would be desirable; alternatively, the willingness to learn and get involved in finance administration is essential. The ability to communicate effectively and confidently is essential to the post, as is the ability to use IT.

The role is part-time, term-time only plus 10 days in the holidays. The successful candidate would ideally work in one of the following patterns:

- 15 hours per week over 2 days with a salary of £7,647 per annum (Grade 5, SCP 12, £22,948 full-time equivalent)
- 19 hours per week over 2.5 days with a salary of £9,686 per annum (Grade 5, SCP 12, £22,948 full-time equivalent)

Please specify the working pattern you would prefer in your application.

Job Description

The Bursary Administrator will report to the Bursar.

Support for Bursar

- Act as a first point of contact within the school for School staff, Foundation Office staff, parents, suppliers and others seeking contact with the Bursar, be that in person or by telephone or email.
- Monitor contact with parents ensuring that all correspondence is dealt with on a timely basis
- Support the Bursar in the organisation of the Independent Schools’ Governing Body Meetings and the Finance and Risk & Compliance Sub Committee meetings. This will involve meeting logistics, preparing and distributing papers.
- For sub-committee meetings, this will also require attendance at meetings to take minutes and monitoring implementation of actions arising.
- Assist with regular update of policies and procedures related to support functions.
- Print and distribute monthly budget reports to departments to support finance meetings.
- Maintain the Bursar’s diary, arranging appointments as appropriate and ensuring that days are well planned.
- Ensure the maintenance of clear and effective filing, records and other systems and keep them updated.
Support for Finance Officer

- Provide regular administrative support to the Finance Officer. This will include; liaising with suppliers, preparing invoices for payment, writing cheques, reconciling credit card statements, reconciling petty cash and raising purchase orders.
- Provide reports on trip payments from SchoolComms as requested.
- Send regular reminders to parents to obtain prompt payment for Dining Hall charges and other optional trip charges.
- Assist with preparing reminders and obtaining payment for trips.

Office support

- Provide first aid cover during school holidays and for staff absences as part of a rota.
- Provide cover for Reception as required during the school day to cover breaks as required or to cover for absences.
- Together with Heads’ PAs and School Secretarial staff, ensure that consistent administrative cover is provided during school holidays.

Support for Arts & Events Manager

- Provide administrative support for external hires, including obtaining, checking and filing signed hire agreements and public liability insurance certification
- Provide a single point of contact billing and cash collection for external lettings

Additional Duties

The list above is not an exhaustive list of tasks that the role holder will be required to carry out but does outline the main duties. All staff are required to act in a professional, co-operative and flexible manner in line with the requirements of the post and the Staff Code of Conduct.
The role
Bursary Administrator (part-time)

Person Specification – Bursary Administrator (part-time)

The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that are either essential or desirable in the candidates being interviewed.

<table>
<thead>
<tr>
<th>Skills and Abilities (tested in skills test, application and interview)</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Attention to detail. Experience of accurately managing and updating databases, filing and organising schedules, quotes, invoices and certificates</td>
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<td>Ability to establish priorities in order to meet agreed targets and deadlines</td>
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<td>Excellent customer service skills, with a ‘people and service’ ethic</td>
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<td>Ability to use initiative and be pro-active</td>
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<th>Knowledge and Experience (tested in skills test, application and interview)</th>
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<tr>
<td>Experience of working in a support function in an office environment</td>
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<td>High level of ICT skills including knowledge of Microsoft Excel, Word, Power Point and email systems</td>
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<td>Experience of financial administration, including raising purchase orders, preparing invoices for payment, liaising with suppliers</td>
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<td>Experience of administration in the Education Sector</td>
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<td>Experience of using education databases/software such as SIMS/School Comms</td>
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<td>Experience of generating reports from an accounting system</td>
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<th>Qualifications (tested at application and in skills test)</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Good level of general education including GCSE or O level Maths and English at Grade B or equivalent</td>
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<tr>
<th>Attitudes (tested at interview)</th>
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<th>Desirable</th>
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<tr>
<td>A positive attitude towards education and young people</td>
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<td>Ability to keep calm under pressure when necessary</td>
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<td>An understanding of safeguarding principles and practice</td>
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<td>Ability to respect and maintain confidentiality</td>
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How to apply

To apply for this role, forward a completed application form (available for download at https://kes.org.uk/about-us/vacancies/) and a covering letter addressed to Zoe Robinson, Bursar by email to: recruitment@kes.org.uk.

The deadline for applications is 9am on 17 April 2019.

Interviews will take place in the week commencing 22 April 2019.

If you have any queries about the role or would like to discuss it in more detail, please contact Becky Smith, HR Manager, by email: recruitment@kes.org.uk.

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful candidates will be required to undergo an enhanced DBS check. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the School website.