



Rossall

INSPIRING EXCELLENCE

# *Sales Ledger and Fees Administrator*



APPOINTMENT BRIEF

April 2024







# ABOUT ROSSALL SCHOOL

Founded in 1844, Rossall is a co-educational boarding and day school with an illustrious history and a clear strategic vision for the future. Situated on the Fylde Coast, the majestic backdrop of the Cumbrian Peaks and the Irish Sea provide a spectacular environment within which a community of some 800 boys and girls are inspired to fulfil their potential. The School provides a unique educational experience underpinned by a strong commitment to academic excellence and co-curricular participation. Successive generations of Rossallians have made a profound impact in fields as diverse as medicine, literature, music, politics and technology.



Academic results are superbly strong. The School has an IBDP average of 35 and on average 50% of A level grades have resulted in an A\* or A over the last 3 years. Almost two thirds of our Upper Sixth progress to Top 20/Russell Group universities. Additionally, this year, three students won full sports scholarships to the US whilst others are proceeding to top universities in Paris, Milan and Hong Kong - to name but a few. Rossall is an inclusive school with an intellectually dynamic culture that encourages young people to embrace the highest of aspirations.

Regionally, Rossall has now reclaimed its place as one of the top performing independent schools in the North West. Perhaps, most importantly, it is a school community with a huge heart and this manifests itself in happy and confident children and a staff body committed to providing the very best context within which young people may live, learn and play.

The School is ranked number one in the UK for golf and our growing football academy is one of the standout provisions in the country. Both our boys and girls First XI hockey teams progressed to the final eight of national competitions in 2020. Our recently launched Girls' Elite Football Programme in partnership with England and Chelsea footballer Millie Bright, and Fleetwood Town Football Club has led to huge success of our girls' football teams on a national level.

We strive to develop in our pupils a lifelong love of learning, a sense of moral purpose, and a belief in their own power to do good in the world. We prepare them to lead successful personal lives and productive professional lives. Our students are confident and compassionate. Increasingly they assume responsibility for their own learning and they are encouraged to be both critically reflective and resilient. We have the highest aspirations for our boys and girls and, as an IB World School, we endeavour to ensure that our pupils are intellectual risk-takers, open-minded and persuasive communicators. We desire for them to develop an intrinsic interest in the subjects that they are studying and to view the formal curriculum as constituting a starting point as opposed to an end in itself. Opportunities for academic enrichment abound and pupils are able to benefit from involvement in activities such as the Model United Nations and subject specific societies.



The School is a liberal and progressive community and we are committed to ensuring that our provision is outstanding in every regard. Student voice and our mental health provision are key focuses within our development plan and it is our ambition to be sector leaders in this. We are an inclusive and diverse School community with a roughly even split between day pupils and those who board. The internationally-minded nature of the School is as defining an aspect as its architectural beauty and fascinating history. In 2021, we had a full ISI compliance inspection. **We were judged to be compliant in every regard. In 2019, an educational quality inspection deemed the quality of pupil's personal development to be excellent.**

The student roll has grown very significantly in recent years and this is reflective of the School's outstanding reputation both regionally and nationally. Student numbers are very healthy and the School has emerged from the recent pandemic in a strong position financially. Such extensive expansion has resulted in a number of

opportunities arising across a number of curricular areas and our ongoing development of signature programmes such as the Broadway Performing Arts academy has opened up opportunities for exceptional educators to join us.

In 2019, the School embarked upon an ambitious development plan which placed a strong emphasis upon the provision of outstanding teaching and learning. The School is committed to ensuring that Rossall is recognised regionally and nationally as a progressive and aspirational School community committed to the professional development of all staff. The establishment of a thriving Leadership Academy is reflective of the growing number of aspirant educational practitioners who have decided to develop their careers here at Rossall.

We never stand still. In 2020, we became an All-Steinway School and launched an International Piano Academy. The newly refurbished PrePrep School was opened at the end of the Summer Term and work commenced on our Science Building. In 2021 we recruited the first cohort for our Elite Girls' Football programme and September 2022 saw the launch of the Broadway Academy of Performing Arts which harnesses the creative energy of an outstanding faculty committed to ensuring exciting opportunities, an outstanding quality of productions and a credible pathway into the industry for aspirant young performers.

We recognise that parents expect the best for their children; therefore we continue to invest significantly in our expansive campus to provide a modern, comfortable environment where boys and girls from 3 months to 19 years of age can feel safe and thrive.

Popular with overseas and British pupils alike, our school has a unique identity and a strong sense of community spirit. Here, boarders from around 50 countries mix with British pupils to create an environment within which children are able to develop a truly international perspective and forge lifelong friendships with others from around the world.

Ours is a community based on trust, mutual respect and compassion, and we expect every member of our School to uphold these values, on and off the campus.

Rossall is an inspiring place to live, learn and work; we are fortunate to attract fantastic students and staff to join us on our beautiful campus by the sea!



## MEET THE ROSSALL TEAM

### ROSSALL'S LEADERSHIP EXECUTIVES

Leading the school is Headmaster, Mr Jeremy Quartermain, and seven fellow Leadership Executives. They are joined by the extended Senior Management Team.



Mr Jeremy Quartermain  
*Headmaster*



Mrs Emma Sanderson  
*Bursar*



Ms Dina Porovic  
*Senior Deputy Head*



Mr Ben Powell  
*Deputy Head  
(Pastoral)*



Mrs Emma Williams  
*Deputy Head  
(Safeguarding & Boarding)*



Mr Matt Turner  
*Headmaster of  
Preparatory School  
& Nursery*



Mr Adam Cawkwell  
*Director of  
Admissions  
& Development*



Mrs Victoria Low  
*Director of  
Operations*

# JOB DESCRIPTION

Responsible to: The Finance Manager

## **Job Purpose:**

We are looking to appoint an experienced and organised Sales Ledger and Fees Administrator to take responsibility for the invoicing of School fees and additional charges to all pupils. They will also be responsible for credit control, monitoring the payment of all School fee accounts and chasing payment where necessary.

## **Main responsibilities**

### General

- Provision of an effective, efficient and responsive service to parents, pupils, staff, agents, suppliers and other 'customers' of the Bursary
- Excellent communication with teachers and other staff members to ensure correct charges are posted on pupils' accounts
- Day to day supervision of, and cover for, the Bursary Assistant
- Compliance with Rossall School's approved 'Internal Financial Controls and Procedures' and 'Parent Contract' documents

### Fees and charges

- The prompt production and issue of pupils' termly statements/invoices for fees and extra charges, on dates set by the Bursar
- Monthly invoicing for pupils in the Nursery
- Recording and banking of fee receipts and other income
- Operation of the School's system to collect fees by monthly Direct Debit
- Administration of the Early Years Nursery Voucher scheme
- Monitoring and timely pursuit of unpaid fees, with a weekly report for the Finance Manager
- Resolving promptly any queries raised by parents and pupils
- Operation and recording of the schemes for parents and guardians who pay Fees in Advance
- Supervision of the invoicing and credit control work for the Rossall Summer School, undertaken by the Bursary Assistant
- Prompt refund of pupil deposits when they leave the School
- Invoicing and credit control for the School vacation lettings trade
- Efficient and prompt reporting of debtors and any other problems to the Finance Manager and Bursar so that appropriate measures can be taken
- Preparation of information needed for termly and annual financial accounts

### Other

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, relating all concerns to the appropriate person.
- Be aware of and support difference and ensure equal opportunities for all
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings and training as required
- Participate in training and other learning activities and performance development as required
- Any other reasonable duties requested by the Finance Manager

The post-holder must adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report those concerns to the DSL or to the Head immediately





# PERSON SPECIFICATION

The successful candidate will be an excellent communicator with the ability to build relationships with parents across the world.

**Requirements which are Essential (E) and Desirable (D) are as follows:**

## **Qualifications**

A.A.T. qualified or equivalent	D
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## **Experience**

Experience of sales ledger	E
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## **Skills / Abilities / personality**

Advanced knowledge of Microsoft Word and Excel	E
Working knowledge of a computerised accounts system	E
Ability to work as part of a team	E
Good organisational skills	E
Ability to work on own initiative	E
Excellent customer service skills	E
Professional manner	E
Friendly personality	E
Approachable	E
Excellent problem solving skills	E
Ability to produce accurate work and an eye for detail	E
Positive attitude and commitment to the job and School	E

## **Other requirements**

Willingness to cover extra hours where needed	E
Willingness to undertake further training	E

**Essential requirements are those without which an applicant may not normally be considered for appointment.**

To find out more about this role please contact:

Stephanie Capstick (Head of HR and Compliance) at [s.capstick@rossall.org.uk](mailto:s.capstick@rossall.org.uk)

Or

Simone McMinn (Finance Manager) at [s.mcminn@rossall.org.uk](mailto:s.mcminn@rossall.org.uk)





# BENEFITS OF SERVICE

The position is a full time post, all year round. The normal hours of work are 35 per week Monday to Friday. The salary will be £23,496 per annum. Holiday entitlement is 25 working days per annum plus 8 Bank Holidays.

At Rossall we provide a supportive and inclusive working environment where care for all our staff is an important part of our culture. We employ motivated people who work together to produce excellent outcomes for our staff and students. Our staff are recognised as being central to achieving our mission and vision statements, and long term plans for the future.

Our benefits include:

- Generous pension scheme with up to 10% matched contributions
- A beautiful campus adjacent to the Irish Sea and within easy reach of Manchester, Liverpool, the Lake District, Yorkshire Dales and Pennines
- A supportive Senior Leadership Team and strong, supportive staff community
- Free lunch and refreshments during term-time
- Free parking on site
- Medical centre on site during term time
- Extensive CPD opportunities and financial support for qualifications such as Masters etc
- A generous discount on the School fees of employees' children attending the School (except the Nursery)

# APPLICATION PROCESS

To apply, please complete the application form available on the School website, ensuring that your referees include your current or most recent employer.

Your letter of application should be no more than two sides and clearly outline your suitability for the role with reference to the Job Description and Person Specification. You should also explain clearly why you want to work at Rossall.

Send your completed application to:

## POST:

Mrs Stephanie Capstick (Head of HR and Compliance)  
Rossall School  
Broadway  
Fleetwood  
Lancashire FY7 8JW

## EMAIL:

hr@rossall.org.uk

## KEY DATES:

**Deadline for submission of applications 12.00 noon on Thursday 11<sup>th</sup> April 2024**

Rossall School is committed to safeguarding and promoting the welfare of children. An enhanced DBS clearance will be undertaken by the School. The position is regulated activity and therefore exempt from the Rehabilitation of Offenders Act 1974. An online check will also be conducted.

The School's Child Protection and Safeguarding Policy can be viewed here:

<https://rossall.org.uk/policies/>