



Finance Office Administrator



Candidate Brief

Newton
PREP

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The School



Established in 1991, Newton Prep is a thriving school for children, aged 3-13. The School is unashamedly ambitious for its pupils who have access to outstanding facilities. We want them to achieve their academic potential whilst also engaging in sport, art, music and drama. In the School, there are currently over 570 pupils from Nursery to Year 8.

We want the children to involve themselves in the total life of the School, which includes after school clubs and activities and a wide range of trips. We celebrate the diversity of our pupils; we want our children to develop a strong sense of community, learning how to make a positive contribution to the community of Newton Prep and the world around them. The ethos and philosophy is one that is based on mutual respect and kindness shown to others.

Our Vision is to provide the children in our care with a first-rate education in the knowledge that time is precious and irreversible. The education we provide has a strong academic base and an imaginatively broad curriculum giving a rich learning experience for all children including provision for children with a range of abilities, including those with high aptitudes in specific subjects. Moreover, the Newton education has a lasting impact as children progress through their school years and throughout their lives, developing both intelligence and character. Our atmosphere is full of happiness and enthusiasm with a sense of purpose and achievement as both pupils and staff aim high. Good governance bolsters these aspirations. We focus on developing ambition in the children so that they move on to the most appropriate senior school.

Newton Prep is a model for best practice in all aspects of prep education.

The School places a strong emphasis on the education of the whole person. We attach great importance to the teaching of Art, Drama, Music and Sport as well as the more academic subjects. Our curriculum and extensive co-curricular programme, together with the House system, reflect the School's commitment to providing both high quality learning opportunities and strong pastoral support so that our pupils have the best opportunities to achieve their full potential and are successful in all areas of school life.

Fundamentally, we want Newton Prep children to enjoy their precious childhood years.

Location

Newton Prep is positioned in the heart of central London's newest vibrant and dynamic development. The area stretching from Nine Elms to Battersea is home to a bustling new 'town'. The iconic Battersea Power Station, now rebuilt, has transformed this part of the capital. With the opening of the Northern Line tube extension, the school enjoys exceptional connectivity, we are within five-minutes' reach of three different stations, served by four bus routes and even accessible by river!

-  Battersea Park  2 mins
-  Queenstown Road  5 mins
-  Battersea Power Station  5 mins
-  156, 344, 436, 44  1-3 mins
-  Battersea Power Station  15 mins



Summary of the Role



We are seeking to appoint a motivated, enthusiastic (preferably experienced) self-starter to work closely with our Finance Manager and Bursar in the School Finance Office.

As the Finance Office Administrator you will be responsible for the placing of all orders and the processing of all supplier invoices and employee expenses, within the agreed timelines.

The Finance Office Administrator is appointed by, and responsible to, the Bursar via the Finance Manager.

This is a permanent, part-time, (0.8 FTE) position with a start date of **as soon as possible**.



Main Duties & Responsibilities

Under the direction of the Finance Manager, the Finance Office Administrator is responsible for:

- Processing purchase orders (POs) and placing orders with suppliers
- Chasing up orders where necessary
- Matching POs to purchase invoices and goods received notes
- Timely inputting and processing of purchase invoices
- Resolving supplier queries and investigating any anomalies
- Monthly reconciliation of supplier statements
- Monthly reconciliation of school credit cards (x2)
- Setting up and maintaining supplier records in the Purchase Ledger
- Processing business expense claims
- Ensuring ledgers are up-to-date to facilitate prompt payment
- Ensuring that there is no unauthorised disclosure of confidential information relating to the affairs of the School, its employees or its pupils ▶



General Duties

- To liaise in particular with the Payroll and Accounts Assistant, Finance Manager, and other administrative staff so that their functions are understood, and appropriate support or cover can be given when needed
- To liaise with the Head Office at Putney regarding finance related matters
- Keeping the Finance Office and personal working space tidy and clear
- To work in a manner which is safe and healthy for both yourself and others with whom you come into contact
- To comply with safety instructions and regulations
- To promptly report all safety hazards and unsafe working practices
- To be familiar with the school's Health & Safety Policy and comply with it at all times
- To take on the role and responsibility of receptionist as directed (all admin staff take on this role from time to time)
- To undertake other comparable duties as might be reasonably requested by the Head/Bursar or other authorised person from time to time
- Carrying out ad hoc administrative duties when required
- Be responsible for promoting and safeguarding the welfare of children and young persons and adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times
- To attend courses to develop professional skills
- To read and be familiar with the staff handbook and follow the procedures therein
- To be familiar with and to follow guidelines as set out in the school staff policy documents
- To work in a co-operative, diplomatic and flexible manner
- To foster and maintain good working relationships, acting as a courteous, friendly and businesslike member of the school team

The duties and responsibilities of the post holder listed above are not exhaustive. It is anticipated that these duties and responsibilities may change from time to time subject to the needs of the School.



Person Specification



The Finance Office Administrator should have:

Knowledge & Experience

- Be educated to A level standard (or equivalent)
- Have a proven track record of data entry
- Be a highly competent user of Microsoft Office: Excel and Word
- Be capable of processing data in a timely manner with very high levels of accuracy
- Have a good working knowledge of accounts and purchase order systems
- Good literacy and numeracy skills (GCSE qualification in Mathematics and English, grade C or above or equivalent)

General Skills

- Be a quick learner and have a willingness to continue learning via formal training and self-teaching
- Excellent communication / interpersonal skills both in writing and on the telephone
- Good organisational skills; be able to work flexibly, prioritise own workload, and work under pressure
- Loyal to the school and supportive of its aims and objectives
- Willing to abide by the School's Terms & Conditions of Employment
- A strong cultural fit with the School's ethos and values with regards to enthusiasm, commitment, and ability to take part in the full life of the School during and outside of school hours
- An ability to work as an effective member of the Finance Department and wider school community

It would be desirable for the Finance Office Administrator to:

- Have some accounts experience
- Have previous working experience in a school or educational establishment
- Have experience of using PASS or iSAMS
- Have an understanding of accounting practices, setting and controlling budgets, and taxation legislation



Summary of Terms & Conditions



The following information provides guidance, without prejudice, on the expected main terms and conditions of employment. A formal contract detailing the terms and conditions applicable to this position will be drawn up on receipt of your acceptance of your provisional offer of employment. Any offer of employment will be subject to satisfactory recruitment checks (including qualifications, references, ID, right to work, online searches and medical checks) that are satisfactory to the School as well as satisfactory checks from the DBS.

Salary

Salary range 0.8 FTE = £26.4k to £32.8k p.a. (FT equivalent £31.6k to £38.6k p.a.) depending on skills and experience. Salaries are paid by BACS transfer on the last working day of each month in twelve-month equal payments.

Working hours

Part-time, Permanent, All Year Round (0.8 FTE) - 30 hours per week, Monday to Friday or a 4-day week would be considered – exact hours can be discussed at interview. The postholder will be required to work such hours as are reasonably necessary for the better performance of their duties.

Probation

This post is subject to a probation period of six months. The School may, at its discretion, extend the probationary period for a further period.

Following the successful completion of your probationary period your notice period will be two months during the first four years' service. Thereafter, an additional week's notice is required for each complete year of

service up to a maximum of 12 weeks' notice after 12 years of service.

Pension

The school operates a Group Personal Pension Scheme. The school will automatically enrol you in its Standard Life Pension Scheme (the Scheme). If you do not wish to be a member of the Scheme you may choose to opt out. Forms are available from the Scheme's website. The school will automatically re-enrol all staff who are not members of the Scheme on a three-yearly basis. Should you wish to continue to opt-out you will need to repeat the opt-out process. The school will contribute an amount equal to 10% of your net salary into its Group Personal Pension Scheme subject to your contributing a minimum of 4.8% of net salary into the Scheme.

Fee remission

A discount of up to 50% is given on school fees for children attending Newton Prep (subject to satisfying the School's admission criteria). Please note this is not a contractual entitlement and the school reserves the right to vary the rate of remission or to withdraw it altogether.

Other benefits

Staff gym, free on-site parking, cycle-to-work scheme, free 'travel to work loan scheme', free school lunch, tea and coffee during term time, 24-hour counselling and legal advice service, free annual flu vaccination, training and development opportunities.



Application



Newton Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The School will carry out online searches on shortlisted candidates as part of the process of assessing suitability.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Please ensure that you include the names of two referees and details of employment since leaving school. As the position involves working with children the successful applicant must be willing to undergo child protection screening appropriate to the post (including checks with past employers) and will be subject to an Enhanced Disclosure and Barring Service check.

The closing date for applications is **9.00 am Wednesday 22nd October 2025.**

Application is by form only. Application packs, including the Application Form, may be downloaded [here](#) or from our website newtonprepschool.co.uk. Candidates should complete the School's Application Form electronically and email it to the HR Assistant at: hrrassistent@newtonprep.co.uk.

Alternatively forward it via post to the HR Assistant, Newton Prep, 149 Battersea Park Road, London, SW8 4BX. If you have any queries about the application process, please contact the HR Department on **0207 720 4091 Ext 1255.**

Formal interviews will be held end of week commencing **Monday 27th October 2025.** However, the School reserves the right to interview and appoint ahead of the advertised closing date, should an appropriate candidate be found. Applications will be reviewed as they are received, therefore early submission is encouraged.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.





Newton
PREP

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Newton Prep Ltd