

APPOINTMENT OF
Billing and Credit Control Assistant
September 2023



ORLEY FARM
SCHOOL





'It takes a village
to raise a child'

Dear Applicant,

Orley Farm School is an extraordinary place of learning! We are set in a highly competitive part of London where expectations are always leveled at doing and being our very best.

However, do not be fooled into assuming that our parents are part of the dinner-set who focus on superficial veneer-thin aspirations. The DNA of this school runs very deep and it is founded in developing remarkable young people, not simply the one-dimensional 'academic' child. We are equally focused on developing the social, physical, creative, emotional and spiritual child alongside our academic challenge because we know that this leads to enriched learning. It is also the right thing to do in a world that tends to only value short-term highs; we are in this for 'life', as I want our pupils, staff and parents to look back on their Orley years as a time of wonder and inspiration!



In order to achieve this you have to surround young learners with adults who share a sense of service, duty, commitment and above all, care for this vision. Orley Farm School inspires everyone to achieve in every aspect of their educational experience, pupils, staff and parents included! Our focus is on the individual and their passions and this is at the heart of all that we do, in order to unlock further learning and develop new skills.

A very strong part of our vision is how we sit in our community. We talk about the bonds of family within our school and this is certainly evident in the relationships across and within the school. We are blessed with an extraordinary setting and facilities within a stone's throw of London. Our school community has a strong foundation in 'giving', as this goes back to those founding values in developing happy, fulfilling and purposeful lives – for pupils, staff and parents!



I was so fortunate in my early years as an art teacher and Housemaster to work for a Head who expected me to make mistakes, learn from them but to always aim for the stars! I hope that having the opportunity to visit our website and peruse our prospectus will give you further insight into what an extraordinary place this is with infinite opportunities. Initiative and Risk Taking are two of our ten unique 'Thinking Skills' and if the attached role and description of our community excites you, then I do hope that we hear from you!

Yours faithfully,

Headmaster

Orley Farm School was founded in September 1850 by Mr Edward Ridley Hastings. Mr Hastings had previously been employed as a tutor, but with encouragement from Dr Vaughan, the great Headmaster of Harrow School, he formed a preparatory School so boys did not have to “enter Harrow too early”.

A new classroom block was added. 1973 saw the addition of the Gardner building, and in 1977 phase one of the Sports Hall complex was completed, with the addition of a gymnasium in 1981. Two major changes were also brought about in 1978; the Pre-Preparatory department was opened to educate boys from four to seven years. Then in 1984, a year after St George’s Hall was finished and 133 years after the first boarders, Orley Farm ceased to be a boarding School and the dormitories were converted to classrooms.

That year also saw the Official Grant of Arms made through the College of Heralds, and in May 1985 the emblazoned Orley Farm School scroll was put on display in the corridor of St George’s Hall. The arms and crest have three historical sources: (1) the stag holding an oak leaf is the Trollope family crest; (2) crossed arrows and a silver laurel wreath are included on the Harrow arms, and (3) the “Hurst” of oak trees on the shield and sprig of oak in the badge refer to the Gardner family. The motto, Haec cogitate, “think on these things”, comes from St Paul’s letter to the Philippians’.

In 1990, there were more changes, most important of these was the admittance of girls to the School in 1994, adding another dimension to Orley Farm’s long and varied history. In 1995, a new Pre-Preparatory department was built, followed in October 1996 by the opening of the all-weather pitch and Quadrangle development. Finally, as the School’s approached its 150th birthday in 2000, a state-of-the-art music faculty was completed.



**Orley Farm School:
Aiming for excellence
in all we do!**

ORLEY FARM HISTORY





ORLEY FARM ETHOS

At Orley Farm we pride ourselves in providing a challenging environment to stimulate and develop lively and inquiring minds.

We encourage all pupils to reach their true potential and eventually become individuals who value learning with and from others, as a life-long process. Independence of thought and action is encouraged, together with application, perseverance and initiative.

The curriculum is broad-based in order to facilitate the acquisition of knowledge, promote enjoyment in learning and to provide skills to equip students for their next school and further. We aim for our pupils to enter the rapidly-changing world of work and leisure as active and confident participants.

Everyone at Orley Farm works to create an atmosphere in which pupils feel secure and valued and encouraged to progress academically and socially. We try to develop in them a sense of moral values, especially respect for others and their property, which will enable them to become responsible and considerate members of any community.

**‘Focus on the journey,
not the destination.
Joy is found not in
finishing an activity
but in doing it.’**





Positive staff mental health and wellbeing are essential ingredients for cultivating a mentally healthy school.

Positive staff mental health and wellbeing at Orley Farm is all about flourishing and thriving at school, work and beyond. We give our pupils and staff the happiness advantage by drawing on the principles of Positive Education.

Positive Education is the practical application of Positive Psychology within an educational setting combining best-practice teaching and pastoral care with the science behind happiness and wellbeing. We strive to equip our whole school community with positive mental health strategies through continuous professional development alongside their personal development and growth.

Here at Orley Farm, we view professional growth as a protective factor in staff wellbeing and value the positive impact that continued learning has on mental health and wellbeing.

Three core pillars drive through the heart of the school ensuring pupils have a balanced approach to their school life. Hand in hand academia, co-curriculum and pastoral care form 'The Orley Farm Way.' They are woven into the fabric of the school and the exceptional pastoral care that the school provides enables children to foster a strong sense of 'self', 'belief' and 'purpose.'



The Thinking Skills are at the heart of school life.

LIFE TIME OF LEARNING



Ambition



Creativity



Curiosity



Empathy



Flexibility of Mind



Focus



Good Judgment



Initiative



Resilience



Risk Taking





THE ROLE

The Role

To carry out general accounting duties to assist the Finance Manager in ensuring the effective administration of the school finances. This post is all year round as Bills are issued to parents during the School holidays, therefore annual leave will always need to be taken around the Billing cycle.

Duties and Responsibilities

Billing Ledger and Credit Card

- Administration and maintenance of Billing Ledger, including posting of fees and extra charges, the preparation / production of fees invoices and recording appropriate changes to billing ledger account profiles.
- Ensure accurate processing of receipts from parents, posting receipts (cheques / bank transfers etc.) to appropriate billing account, ensuring items in the ledger are matched and outstanding balances dealt with accordingly. Ensure all cheques are registered and stored safely.
- Calculate and process monthly and termly direct debit collections. Maintain direct debit function within iSams and iFinance systems.
- Produce correspondence in respect of outstanding school fees when required. Provide the Director of Finance and Finance Manager with monthly reports on outstanding fees and act as a lead in the collection of outstanding fees.
- Investigate and reply to parent queries on a timely basis.
- Liaise with School Registrar regarding school pupil roll and records.
- Act as school lead for the Early Years Funding Scheme, ensuring timely claims and refunds are made.
- Ensure month end procedures is carried out on a timely basis including a reconciliation of debtor control account.

Early and Late classes registers

- Prepare and distribute registers for early and late class sessions. Calculate on a weekly basis, appropriate charges for inclusion on termly invoices.





Direct Debits / Debit – credit cards

- Process and allocate direct debit collections re school fee payments. Follow up unpaid direct debits and deal with accordingly.
- Maintain direct debits via AUDDIS – new, cancelled and amendments.
- Process debit / credit card payments and allocate to appropriate billing / nominal account.

Bank Reconciliations

- Agree receipts and refund pupil deposits.
- Process and allocate direct debit collection re school fee payments. Follow up unpaid direct debits and deal with on timely basis.
- To compile weekly and month-end bank reconciliations, ensuring all "out-of-date" items are written back to the nominal ledger.
- To monitor and maintain usage of School's Euro Account.

Petty Cash

- Maintain petty cash excel reconciliation to Nominal Ledger.
- Check claims, receipts and reimbursement (Cash or BACS).
- Collate and process journal.
- Maintain Euro account.
- Expeditions and trips to include any currency required.

School Credit Card

- Collection of data for expenditure relating to school credit cards and reconcile to monthly statement. Process journal to Nominal Ledger as appropriate.

Lettings (Invoices and credit control)

- Raising termly manual invoices for lettings.
- Ensure accurate processing of receipts from Hirers, ensuring outstanding balances are dealt with on a timely manner.
- Ensure all cheques are registered and safely stored.
- Ensure credit control is carried out on a regular basis and escalated as appropriate.

General

- Maintain charity account ledger for funds collected in cash and credit cards.
- Maintain funds on EVOLVE for After School clubs and post on iFinance software.
- Other ad hoc duties as instructed by the Director of Finance or the Finance Manager.



Salary will be between £16,000- £17,400 and will be dependent on experience and qualifications.

Working hours will be Monday - Friday, 8:00am - 1:00pm, which are negotiable, 25 hours per week, all year round, 25 days paid holidays..

Whilst the job description outlines the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable requests from their Line Manager to undertake work of a similar level that is not specified in this job description.

The job description may also be amended from time to time, employees will be consulted if this is necessary.

The successful candidate will be required to complete child protection training online (arranged by the school) where they have not already received training in the past two years.



Please note that this role is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview.

References will be obtained prior to the interview on all shortlisted candidates. Online checks will also be conducted on all shortlisted candidates.

Orley Farm School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers, Online Checks by a third party professional screening partner (SP Index) and the Disclosure and Barring Service (DBS).





PERSON SPECIFICATION

Qualifications

- A professional qualification in finance as well as a good level of education.

Knowledge and Skills

- Computer literate and a confident and proficient user of MS Excel and IT for communications.
- Experience in using iSAM's or iFinance is desirable.
- A dynamic and proactive individual able to work in a busy and sometimes hectic environment, satisfying often-conflicting requirements in a quiet and efficient way.
- Good organisational skills with the ability to understand and manage detailed information.
- Self-motivated and able to plan and manage his or her own workload with a minimum of detailed supervision.
- Good interpersonal skills to form effective working relationships with people at all levels of the School.
- Able to articulate him or herself in a clear and concise manner in writing and verbally.
- Content to be part of a hard working team with a strong personal work ethic.
- An understanding of the importance of Health and Safety and willingness to embrace the positive Health and Safety ethos within the School.

Attributes

- Ability to work independently and as a team member, taking instructions and direction.
- Be a quick learner and have the ability to follow instructions.
- Efficient and self-motivated.
- Disciplined and organised with the ability to work under pressure and manage their own time.
- Able to react calmly and quickly in an emergency.
- Reliable, punctual and honest.
- Flexible in approach to work and willing to cross boundaries; the support staff ethos at Orley Farm School is to help and assist each other to resolve problems and not stand back because the issue is not within one's own Department.

Training

- Training will be given on software packages.
- The successful candidate will be required to complete child protection training online (arranged by the school) where they have not already received training in the past two years.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times.

If, in the course of carrying out their duties, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report their concerns to the school's Designated Safeguarding Lead in line with School Policy or to the Headmaster.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application and a background online digital presence check by a third-party professional screening partner, SP Index (www.sp-index.com). More information can be found in our Recruitment Selection and Disclosures Policy and Procedures and our Recruitment Privacy Notice.

**Orley Farm School:
Aiming for excellence
in all we do!**

BENEFITS



COMPLIMENTARY LUNCH
during term-time



USE OF OUTDOOR SWIMMING POOL
in the summer at designated times



COMMITMENT TO PROFESSIONAL
DEVELOPMENT



FEE REMISSION FOR CHILDREN
OF ALL STAFF
after probationary period



EXCELLENT TRANSPORT LINKS
& ON-SITE PARKING



COMMITMENT TO POSITIVE
MENTAL HEALTH & WELLBEING
for staff and pupils

Orley Farm School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

THE APPLICATION PROCESS

Suitability for the post will be measured through the application form, supporting evidence, e.g. certificates, the interview process and references undertaken. Copies will be taken of ID documents and qualification certificates when invited for an interview and will be only be kept on file if your application is successful. These must be originals, photocopies or certified copies are not sufficient. If you are unsuccessful, all copied documents will be destroyed confidentially and securely.

Applications should consist of the School's application form. CVs will not be accepted in place of the School's application form. Candidates should complete the application form provided with details of qualifications, a full employment history and the names, addresses, and contact details, including e-mail addresses and contact numbers of two professional referees, one of whom should be the Head of your present or most recent school. Please note any previous employer may be approached by the School.

All application forms should be e-mailed to Purvi Patel, HR Manager, at: HR@orleyfarm.harrow.sch.uk

If you have any questions or would like to discuss the role further, please contact Purvi Patel on **020 8869 7602**.

References will be obtained for all shortlisted candidates. Online Checks will also be conducted prior to the interview process.

All applications will be acknowledged and candidates who have not heard from us further within two weeks of the closing date should assume that the post has been filled.

Applications will be considered as they are received and candidates may be interviewed before the closing date. Orley Farm School reserves the right to withdraw the position if an early appointment is made. Early applications are strongly encouraged.





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