



IPSWICH SCHOOL

APPOINTMENT OF FEES ASSISTANT

Part-time (0.59FTE), year round, permanent, required from January 2025

THE SCHOOL

Founded during the fourteenth century, Ipswich School is one of the foremost independent schools in East Anglia. It circa 1,000 pupils aged between 3 months and 19 and is co-educational throughout. The most recent Inspection of the Senior School rated it as Excellent in all categories, a judgement of which we are very proud. The School operates a 5-day week, with representative sports played during the week and on Saturdays.

This post is based in the Bursary, which is located in the Senior School on Henley Road.

Find out more about us by visiting our website: www.ipswich.school.

THE FINANCE DEPARTMENT

The Finance Department is a very busy department in the School and we operate throughout the year. The Schools income is currently just in excess of £25 million per annum. The Director of Finance and Operations and her team are responsible for the non-academic operation of the School, which is wide ranging, and includes:

- financial and budget management and strategy, including the production of statutory accounts
- the appointment, management and development of staff
- HR policies, procedures, contracts and conditions of employment
- payroll and pensions
- buildings and estates maintenance including cleaning, caretaking, and the refurbishment and acquisition of properties
- legal compliance and purchasing
- the collection of school fees, including the administration of bursaries and scholarships and the oversight of debtors
- the provision of services such as insurance, catering and transport
- acting as Clerk to the Governing Body and providing support to Governors.

You will join a team of eight staff providing financial, administrative and HR support to the Director of Finance and Operations and the School's Senior Management teams.

THE POST

You will provide support to our Fees Manager in the effective management of the School's Fees Ledger. This is a pivotal role in the School, helping to oversee the important process of collecting the School's income each term. You will work with the Fees Manager to ensure you meet strict deadlines, and that pupils' fee invoices are correctly prepared.

You will also assist our Senior Finance Assistant with the oversight of the financial records of The Lodge Day Nursery, and with other financial tasks and duties as required.

You will need to have a range of skills, including accounting and finance knowledge, advanced ICT skills, and excellent communication and customer service skills (as you will have regular communication with parents and staff). You will also need to be highly organised to ensure the deadlines for collecting fees are met each term.

MAIN DUTIES AND KEY RESPONSIBILITIES

Maintenance of the Fees Ledger

- Maintaining iSams Fee Billing and iFinance systems, ensuring database information is accurate.
- Maintaining pupil fees accounts and processing supplemental charges termly (e.g. for bus charges, school dinners, school trips etc.), including processing in-term adjustments.
- Maintaining direct debit records in accordance with BACS payment schemes guidelines, including the setting up of new direct debit instructions, amending existing instructions and producing BACS files to collect payments.
- Applying receipts to pupil accounts as received.
- Maintaining the School's accounts with Childcare Voucher Providers; regularly reviewing the School's database to ensure childcare vouchers are received in a timely manner and applying them to fees accounts.

Termly Invoice Production

- Assisting with the production of termly invoices - reviewing all details for accuracy before sending to parents for settlement.
- Producing and printing mid-term invoices, such as for post examination result charges.
- Monitoring and chasing payment as required.

General Fees Related duties

- Arranging mailings to parents regarding fees-related matters using the School's parent mail (IS Post).
- Liaising with parents and staff; answering queries by letter, phone call, email and in person.
- Preparing, checking and paying in banking as required.
- Supplying information to the School's insurers as required; ensuring parents are kept up to date with insurance cover details.
- Organising and recording termly lunch and pupil number checks for the Prep and Senior Schools.
- Carrying out administrative tasks relating to bursary applications, such as maintaining forms, sending out and collating receipt of applications, and other tasks as requested by the Fees Manager and Senior Finance Assistant.

Other Related Duties

Although your core responsibilities will be in relation to the fees ledger, you may be required to assist members of the Bursary team with other finance-related tasks. These may include, but are not limited to; the efficient collection and recording of Lodge Day Nursery fees, assisting with the purchase ledger system, credit card reconciliations, data inputting and filing. You will also be required to provide lunch cover of the Schools' main reception as part of a wider rota of support staff.

This list is not exhaustive and duties may be changed or added to as determined from time to time.

KEY STAKEHOLDERS AND RELATIONSHIPS

- Fees Manager, Senior Finance Assistant and Bursary Team
- Director of Finance and Operations
- Internal Support Teams and Teaching Staff
- Local authorities

PERSON SPECIFICATION

You must be able to demonstrate the following essential skills/experience for this post:

Essential Skills/Experience	Highly desirable
Accounting/Finance Experience of working in an accounting or finance environment (you will ideally have at least 2 years' relevant experience) An understanding of invoicing/billing processes	AAT (or similar) qualifications Understanding of the independent school sector Experience of collecting payments via the Direct Debit system
Data Protection The ability to manage and protect data and ensure confidentiality	Knowledge of GDPR and Data Protection legislation
ICT Highly competent user of ICT - in particular database management and <i>Excel</i> spreadsheets to at least an intermediate level	Knowledge of <i>Google</i> documents, sheets, forms and Gmail

Knowledge of accounting programmes/systems/databases	Knowledge of accounting systems would be particularly desirable in this role, and experience of using Independent School financial software
Customer Service High level skills and experience in customer service and a commitment to offering excellent support to our customers (parents and staff)	Relevant customer service qualifications e.g. NVQ Level 2/3
Team Working Excellent team working and communication skills to build positive working relationships with colleagues	
Accuracy and Attention to Detail Excellent attention to detail and the ability to prioritise work and have a proactive approach to ensure strict deadlines are met	
Behaviours and Conduct A commitment to the highest standards of professional conduct Ability to remain resilient, positive and work dynamically in accordance with the changing needs of the department A commitment to safeguarding and promoting the welfare of children and young people, to comply and adhere to the School's Safeguarding Children Policy The ability to accommodate flexible working hours when required (this will be mainly at bill production points each term)	

In addition, you should:

- Have a positive mind-set, with a can-do approach
- Have drive and enthusiasm to explore best practice and seek continual improvements

- Be a great all round communicator, in writing, on the phone, by email and face to face.

WORKING HOURS, SALARY AND HOLIDAY ENTITLEMENT

- This is a part-time, permanent post, subject to the completion of a 6-month probationary period.
- You will work throughout the year (this is not a term time only role).
- You will work for 21 hours each week – our preference would be 3 days per week working from 8.30 am – 4.00 pm (with a 30 minute unpaid break for lunch each day), but working patterns can be discussed at interview.
- Please note the normal core working hours in the Bursary team are Mondays – Fridays between 8.30 am – 5.00 pm.
- You will also work for 8 additional days per annum (working 7 hours per day) to support the Fees Manager when the fees invoices are being issued each term, or during the financial year end audit process. You will liaise with the Fees Manager each term to agree the working days required to ensure the bill runs are managed efficiently. This is likely to mean you will be working full-time during the bill run weeks.
- The starting salary (for the hours as detailed above) is £15,340 per annum (depending on your skills, qualifications and experience – to be discussed further at interview).
- Salaries are paid monthly in arrears by BACS on the last working day of each month and they are reviewed annually (usually in September).
- You will be entitled to 25 days' paid holiday per year (pro rata), increasing to 30 days pro rata per year after completion of 5 years' service, plus public holidays. Holidays to be taken at times to be agreed with the Fees Manager.
- Free lunch is provided in the School Dining Hall during term time when the kitchen is in operation.
- Staff are able to use the School's swimming pool and fitness gym free of charge (in compliance with appropriate rules and regulations).
- After 3 months' service and/or in line with workplace pension legislation, you will be entitled to join a defined contribution pension scheme, and you will receive 3x death in service life cover.
- You will have access to Smarthealth, the School's wellbeing app for staff which offers 24/7 GP access and mental health support. We also offer a Cycle to Work Scheme.

CLOSING DATE AND INTERVIEW ARRANGEMENTS

We would encourage you to download an application form and a full job description for this role from our website: www.ipswich.school/vacancies or contact the HR team on 01473 408300 or hr@ipswich.school.

Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format please contact us.

Completed application forms should be returned **by noon on Monday 10 November 2025** to:

The Director of Human Resources, Ipswich School, 25 Henley Road, Ipswich, IPI 3SG. Please mark the envelope Private and Confidential or email: hr@ipswich.school.

Candidates shortlisted for interview will be advised as soon as possible after the closing date and **interviews are likely to be held on 14 November 2025** when we may also ask candidates to undergo a competency assessment.

PLEASE NOTE

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School policy on the recruitment of ex offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Child Protection and Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to the School's Designated Safeguarding Lead (the Senior Deputy Head [Pastoral] for Senior School pupils, the Prep Head for Prep pupils).
- Ipswich School's employees are expected to attend training in safeguarding children as directed.
- Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a No Smoking Policy and employees are expected to comply with the statutory restriction on smoking in public places.

October 2025