



ACCOUNTS ASSISTANT

Candidate Information





INTRODUCTION

One of the first schools to take girls' education seriously.

Durham High School is a leading Independent Day School for girls aged 3 - 18. We were one of the first schools in the North East of England to take girls' education seriously and we are proud to continue that tradition today; we seek to develop the potential of every girl in all areas of life.

The school was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school. In the 1960s, Durham High School moved to its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges. This began a period of building and expansion which continues to the present day.

Recent developments include a wonderful Nursery, a Science, ICT and Library block and most recently a new building incorporating classrooms for Mathematics and Geography with a purpose-built Performing Arts Suite and Music practice rooms.

Reputation and results

Durham High School is consistently the best in County Durham for academic results and pastoral support. Classes are small and the pastoral care of pupils is given a very high priority. Our pupils consistently achieve some of the best results in the area at both GCSE and A Level.

In 2023, 71% of pupils achieved grades A-B at A Level, which was significantly higher than national average of 52.7%. A third of all grades were A*-A, which is higher than both the North East average of 22% and the national average of 26.5%.*

At GCSE, the proportion of top grades (9-7) was 59%, which is significantly higher than regional and national averages.

Scholarships and bursaries

We are keen to widen access as much as possible, with means-tested bursaries, including some free places, to enable as many girls as possible to attend the school from a wide area.

There are also academic scholarships available at 11+ and 16+ together with scholarships in Music, Performing Arts and Sport.

Durham High School creates opportunities, recognises that glass ceilings do still exist but does its level best to support girls to find their own path through.

Good Schools Guide



Extra Curricular

There is a tremendous extra-curricular programme, with huge enthusiasm for a wide-ranging number of sports including hockey, netball and tennis, as well as aerobics and cricket. Our teams regularly compete, and succeed, at the highest levels of sport.

The musical life of the school is also extensive and of a very high standard. A large proportion of girls take lessons in an instrument and/or voice. There are four choirs, orchestras, a number of bands and an outstanding Drama Department, which stages a number of plays every year. This includes the School's annual production which is performed at Durham's Gala Theatre.

The opportunity to serve both the immediate and wider community is an important part of school life. Other extra-curricular activities include: a Duke of Edinburgh's award scheme with large numbers of girls taking part, including achieving Gold Awards; Young Enterprise; Debating; Art and Photography; and numerous trips and visits abroad.

Covid and beyond

Durham High School continued to thrive throughout the Covid-19 pandemic. Despite two periods of school closure, our staff and pupils embarked on an extraordinary journey, adapting to new technology and a new way of learning very quickly, which has meant our pupils have received a full curriculum offering and no need for any catch up.

In addition, with thanks to the virtues of the virtual, from House events to School Council meetings, art exhibitions to sporting challenges, Leavers Service to Sixth Form Bake Off, from assemblies to virtual concerts: Even though for large parts of the last two and a half years our community has been physically apart, we truly believe we have never been closer.

Christian Ethos

We expect all staff to be sympathetic to and supportive of the Christian ethos of the school and to model Christian values. Our school is inclusive and we welcome girls of all faiths and none. Religious faiths are valued and respected and we have a significant number of pupils who practise faiths other than Christian.

The girls at Durham High School were amongst the most enthusiastic and motivated we have met.

Good Schools Guide





WHY WORK AT DURHAM HIGH SCHOOL

- *Durham High School is a fabulous family of staff and girls who strive for excellence in all we do.*
- *We are a group of highly qualified and enthusiastic teaching and support staff for who nurturing and developing girls is at the forefront of everything we do. The school comprises of Pre-Prep, Prep and Senior teaching staff, and a dedicated team of support staff including our Administration Team, Facilities Team, transport drivers and cleaners.*
- *You would be part of a community where girls are eager to learn, they are receptive, well behaved and engaged. Our staff enjoy teaching in small classes in well equipped spaces and a supportive environment.*
- *Our teaching groups are smaller than the maintained sector, typically beginning with Pre-Prep and Prep classes of between 10 pupils and 20 pupils, increasing to around a maximum of 24 pupils per class in Years 7-11. Depending on the subject, classes can average between 5 -14 at Sixth Form.*
- *Teachers and support staff are paid on the DHS pay scale and our school holidays are longer than those in the state sector, with a week in October, three weeks at Christmas and Easter, a week in February and May, and up to eight weeks in the Summer.*
- *A free school lunch each day is offered to all staff during term-time and staff rooms have complimentary tea, coffee and biscuits.*
- *Teaching staff are enrolled in the Durham High School Pension Scheme (Defined Contribution Scheme).*
- *Access to our onsite confidential counselling service*
- *Durham High School operates a fee reduction package of 50% for children of staff members.*
- *All staff have access to training opportunities for personal and professional development.*



ISI INSPECTION REPORT

Durham High School was judged 'Excellent' across all areas by the latest inspection carried out by the Independent Schools Inspectorate (ISI) in October 2022.

The school succeeded in fulfilling every standard examined during the Regulatory Compliance Inspection, where each standard is simply 'met' or 'not met': there is no evaluative judgement in the report beyond this.

This inspection includes the standards of the quality of education; the suitability of staff and those in contact with our pupils; the welfare of our young people and their moral, social and cultural development. We also met every requirement relating to the premises and the provision of information.

The key findings in the Educational Quality Inspection were:

The quality of the pupils' academic and other achievements is excellent.

- Pupils make excellent progress and achieve highly in both academic and other areas.*
- Pupils' knowledge, skills and understanding are excellent across all areas of learning.*
- Pupils of all ages are excellent communicators who listen well and express themselves articulately both orally and in writing.*

- Pupils demonstrate excellent study skills. Their attitudes to learning are outstanding and underpin the high levels of achievement throughout the school.*

The quality of the pupils' personal development is excellent.

- Pupils display an extremely strong moral awareness and have a clear understanding of right and wrong.*
- Pupils show outstanding levels of respect; they value diversity and demonstrate sensitivity and tolerance towards others.*
- Pupils' social development is excellent; they collaborate extremely well in lessons and extracurricular activities.*
- Pupils make an excellent contribution to the life of the school, the local community and the world beyond.*

The Pupils at Durham High School are enthusiastic and ambitious learners, with a genuine desire to succeed..

ISI Inspection Report, October 2022





THE ROLE

Supporting the Director of Finance and Operations and Company Accountant in credit control, communication with parents, billing and accounts receivable.

Maintaining a professional and personal contact with parents and being the first point of contact for billing and receivables.

Able to work with the Company Accountant in managing Accounts Payable, administration and general accounting work within the school.

Remuneration	SS21-SS25 depending on experience
Hours	8am to 4pm daily
Accountable to	Company Accountant

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Good Schools Guide



THE ROLE OF ACCOUNTS ASSISTANT

Key duties include:

* **Accounts Receivable**

- * Accounts receivable management including raising charging bills, issuing to parents, managing bank receipts and allocating to correct accounts
- * Debt management and chasing to agreed monthly metrics
- * Debt reporting monthly and termly, including reports to governors
- * Management of credit agencies and legal process as required

* **Accounts Payable**

- * Invoice management, registration and inputting to FMS
- * If required, organizing payment requests and bank bacs files ready for upload

* **General Accounts**

- * Backup payroll production and salary payment in the absence of the Company Accountant
- * Administrative tasks as required in support of the team in general

* **Contribute to the corporate life of the school**

- * Uphold the school ethos and rules, taking due regard for professional standards and advice from senior staff.
- * Help colleagues who may experience difficulty in their role.
- * Attend staff meetings.
- * Complete administrative tasks according to deadlines and with due regard for colleagues.

* **Foster your own professional development**

- * Take part in Staff Induction, Professional Development and Annual Review, and INSET events. Undertake relevant CPD.
- * Maintain an up-to-date knowledge of your subject through reading and further training.
- * Attend staff working groups to develop good practice.

* **Promote the school**

- * Act as an advocate for the School both in and out of school.
- * Contribute to marketing publications.
- * Contribute to marketing events and Open Days.
- * Understand the importance of safeguarding
- * In line with our commitment to safeguarding, all members of staff have a duty of care towards Durham High School pupils and are expected to report any such concerns to the Designated Safeguarding Lead.

* **Contribute to the wider community**

- * Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.

Pupils flourish and develop high levels of self-confidence through the positive encouragement they receive from class teachers and other staff who provide individual support”

ISI Inspection Report, October 2022



THE PERSON

The ideal candidate for the role of Laboratory Technician will possess the following attributes:

Skills Required

- * Ability to work effectively both in collaboration with other professionals/ teams and also on own initiative - Essential
- * Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies with sensitivity, tact and diplomacy - Essential
- * Excellent organisational skills, methodical approach and ability to multi task - Essential
- * Good time management, including ability to prioritise and organise own workload and to work to deadlines - Essential

Knowledge Base

- * Knowledge of accounting processes and management software - Essential
- * Experience in use of MS Office tools eg Word, Excel - Desirable
- * Experience of use of SIMS/FMS - Desirable

Attainment

- * Educated to at least A Level standard - Desirable

Experience

- * Accounting experience including credit control / Accounts Receivable management -Essential
- * Used to working in a small accounts team with experience of self management - Desirable



THE PERSON (CONTINUED)

Personal Attributes

- * Able to self manage and work to pre-agreed deadlines - Essential
- * Focused, determined and action oriented – gets the job done despite obstacles/ impediments - Essential
- * Methodical and precise with excellent attention to detail - Essential
- * Analytical and numerate - Essential
- * Honesty and integrity - proven experience of handling sensitive situations with tact and
- * diplomacy and with complete respect for confidentiality - Essential
- * Professional and approachable attitude - Essential
- * Reliable and punctual - Essential
- * Able to work to deadlines - Essential
- * Willingness to learn new skills - Essential
- * Self-motivated with a positive ‘can do’ approach to work - Essential
- * Calm approach - Essential
- * Well presented - Essential
- * Able to, on occasion, work outside usual school working hours - Desirable
- * Good Sense of Humour - Desirable



APPLICATION PROCESS

Please complete the application form, available from the School's website, and submit this with a covering letter outlining your reasons for applying and what you feel you can bring to the post. This should be addressed for the attention of the Headmistress and sent by email to enquiries@dhsfg.org.uk.

**Closing date for applications:
Friday 12 July 2024**

Interviews will be held shortly after this date.

We hope the successful candidate is able to take up the appointment as soon as possible.

Durham High School
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DH1 3TB

Tel: 0191 384 3226
www.dhsfg.org.uk

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Terms and Conditions

Hours

The post is full time, and permanent. The core hours of work will be 8am - 4pm daily, with 30 minutes for lunch.

Salary

Salary will be payable on the Durham High School Salary Scale SS21-25. This equates to £23-25k pa.

Benefits

Durham High School operates a fee reduction package for children of staff members, subject to meeting the school's admissions criteria.

All staff receive free school lunches during term time, including a wide selection of hot and cold menus every day.

Training opportunities for personal and professional development.

DBS and searches

Durham High School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure.

In addition, as part of the shortlisting process, Durham High School will carry out an online search on the shortlisted candidates as part of its due diligence.