



Finance & HR Assistant
Candidate Pack



Welcome

THANK YOU FOR YOUR INTEREST IN THE ROLE OF
FINANCE & HR ASSISTANT AT PENNTHORPE!

I am delighted that you are considering joining Pennthorpe and becoming a part of the team that makes our school so special.

At Pennthorpe our mission is to give children the most compelling educational experience possible; to nurture their positivity, tolerance, resilience and collaboration; to prepare them to pursue their individual aspirations and contribute to the world; and to be the most successful and respected independent Prep school in the South East.

Whether it is academic achievement, consideration and kindness towards others, or an energetic and positive attitude – excellence underpins all that we do at Pennthorpe, and all that we strive to be together. Our exceptional staff team is integral to Pennthorpe's exciting environment; the foundation upon which our children's success is built.

Becoming part of our team requires passion, humour and a willingness to be fully immersed in our busy, and exceptionally happy, school environment. We are looking for an energetic, passionate and caring person to light up our children's faces each and every day. You will require a huge smile, bags of patience, a good sense of humour and a love of education.

At Pennthorpe, everybody is somebody. Each child and staff member is uniquely valued for who they are, and for their individual contribution to our community and beyond. With a genuine team spirit, we blend tradition, informality and innovation; working hard to offer a vibrant and stimulating environment for learning. I take great pride in Pennthorpe's success and recognise that it is very much built on the charisma, commitment and skills of our staff, who are truly the champions of our children. Pennthorpe is a fantastic place to work; not only for its stunning location but primarily for all the team who work with us.

If you would like to visit Pennthorpe before committing your application or you would like to discuss the role; please do not hesitate to contact Lauren Manvell (recruitment@pennthorpe.com 01403 822391), who will make the necessary arrangements. Once you are ready to take the next step, you should apply for the post using the electronic application form on our website (<https://www.pennthorpe.com/forms/application-form/>)

I recognise that much time and thought goes into preparing an application, and therefore guarantee that we, in turn, will give your application serious consideration, offer feedback and a personal response, should you decide to apply. I look forward to hearing from you!



Mr Chris Murray BA (Hons) PGCE
Head



About Pennthorpe

Pennthorpe is a truly independent prep school located on a beautiful site of 26 acres in the heart of the Sussex countryside, close to the Surrey border.

Pennthorpe pupils are happy, confident and engage in all aspects of learning, whether that be in the classroom, on the playground, on the sports field or outside of life at Pennthorpe. We nurture a joy of learning and discovery and create an exciting environment for our children to learn and flourish.

The Pennthorpe Purpose forms the backbone of our daily life and is common vocabulary for all in our community. Our motto 'Non nobis solum nati' translates as 'Born not for ourselves alone', and together with the culture captured by the Pennthorpe Purpose, expresses that our reason for being is not selfish, but for the goodness of humanity. We do not exist just to serve our own intentions but have a duty to positively contribute to the lives, and benefit, of others. By giving the best of ourselves to the world, we make it a better place.



Pennthorpe staff must think like talent scouts, striving to get the best out of our children, and helping them to find their place in the world. We're fiercely ambitious for our children's futures, and our goal is to give voice to their magnificent character, celebrate their burgeoning talents and provide a tailored learning programme to support their emerging aspirations. Through our web of diverse and successful relationships with over 40 Senior Schools, and in strong partnership with our parents, we help our children secure places at the right Senior School for them.

The broad and skills-based curriculum requires our children to be authentic, independent learners; to trust their instincts and to be bold. We teach our children how to learn and then give them the tools and inspiration to challenge themselves. A Pennthorpe education offers our children quality time to experiment and investigate, space for our learners' own interests, learning which is focused on grappling, thinking and exploring, all delivered through collaboration and interactive teaching.

Our facilities are first rate. Within the grounds you will find our superb teaching facilities, carefully tended sports fields, numerous gardens and play areas, in addition to the fabulous woodland. We have two fully equipped wet Science labs, a full-sized sports hall, Multi Use Games Area, dedicated Music and Drama studios, a generously equipped Design & Technology centre, an Art studio complete with kiln, a Teaching Kitchen, dedicated Library and a Computing Suite. In addition, we have a published plan of future development of our facilities over the next 5 years.

Our Aims

- To inspire all pupils with the ambition to discover and achieve excellence
- To stimulate and nurture all pupils on a uniquely personal journey of self-development
- To build a community and develop relationships that make a positive difference
- To invest in the future of our children.



Why Join Us?



I LOVE WORKING AT PENNTHORPE; IT IS SUCH A TIGHT-KNIT COMMUNITY WITH A SUPPORTIVE AND DEDICATED STAFF, WHO VALUE THE EDUCATION AND GROWTH OF EACH INDIVIDUAL CHILD, WHILST GIVING THEM INCREDIBLE OPPORTUNITIES TO THRIVE. IT REALLY IS A WONDERFUL PLACE TO WORK.

Charlotte Gallina Breese, Year 3 Teacher



PENNTHORPE IS MORE THAN JUST A WORKPLACE, ITS A VIBRANT, NURTURING COMMUNITY WITH AN OUTSTANDING PASSION FOR EDUCATION. WHETHER YOU ARE INSPIRING YOUNG MINDS IN THE CLASSROOM OR SUPPORTING THE SCHOOL'S WIDER MISSION, YOU WILL BE PART OF A TEAM THAT CELEBRATES CREATIVITY, COLLABORATION AND CONTINUOUS LEARNING.

Jessica Doodles, Head of Marketing & Communications



WORKING AT PENNTHORPE, WITH SUCH TALENTED AND PASSIONATE INDIVIDUALS, IS AN ABSOLUTE PRIVILEGE. THERE IS A GREAT SENSE OF CAMARADERIE WITHIN THE TEAM AND THE CHILDREN REALLY ARE AT THE CENTRE OF EVERYTHING WE DO. I HAVE NEVER WORKED IN AN ENVIRONMENT WHERE I HAVE FELT MORE AT HOME.

Jou Marler,, Deputy Head Senior



The Benefits

There are many reasons to join Pennthorpe, including:

- An allocated mentor to help with all queries and concerns
- Friendly and supportive team and a busy staff social calendar
- Great autonomy to focus on things that make the biggest difference, and to enable all to bring their own personality and character to the workplace
- Staff wellbeing opportunities including dedicated staff wellbeing initiatives as well as an annual Whole School Wellbeing Week
- Support for working parents
- Dedicated staff work areas
- Professional development opportunities
- Numerous career progression opportunities
- Personal Accident cover, including dental
- Contributory stakeholder pension scheme
- School lunches, cooked on-site, are provided to all staff during term time
- Secure on-site parking



Finance & HR Assistant

Reporting to the Bursar, the Finance & HR Assistant will support the Bursar with the delivery of the school's financial and recruitment objectives. The post holder will have a solid understanding of finance, preferably in a school setting, have excellent communication and interpersonal skills, plus a desire to work in a small but friendly team. Finance experience essential, HR experience desirable.

Finance

- Maintain and operate the School's financial system, Sage, in conjunction with the Bursar
- Management of the School's accounting function, ensuring its efficient operation according to agreed procedures, and to develop those procedures as circumstances require.

Fees and income

- Prepare termly invoices and collection of fees from parents using the School's Management Information System, Engage Fees.
- Maintain and manage the School fee direct debit collection system
- Responding to parent emails on billing and bursary/discount matters
- Manage the invoicing and collection of income from third party hirers
- Oversee all aspects of funding for the Early Years Free Entitlement scheme with West Sussex County Council. This will include completing online returns and monitoring parental declarations
- To coordinate with the DSL, West Sussex and Surrey Country Councils billing departments for pupils with EHCPs to ensure that all cost have been covered, and to ensure timely payment
- To deal with any ad hoc income such as donations, staff receipts, etc

Expenditure

- Ensure all ordering and supplier payment is undertaken within set budgets and that best value is obtained
- Logging purchase invoices as they arrive, ensuring they are correctly authorised and entered on the system for payment
- Ensuring all invoices are paid within a timely manner by BACS
- Checking of supplier statements and requesting copy invoices where necessary
- Ensure that VAT and other tax legislation is appropriately applied, where relevant

Reconciliation and reporting

- Reconciling bank accounts monthly
- Reconciling the monthly credit card statement
- Assist with the management of the School's Amazon Business account
- Management of the School's petty cash system
- Termly departmental reporting in relation to costs
- Prepare monthly cash flow forecast
- Assist the bursar with the preparation of termly management accounts

Other

- To support commercial activity including school lets
- Assist with the negotiation, management and monitoring of contracts, tenders, leases and agreements for support services
- Assist the Bursar with the preparation and completion of statistical returns
- Assist the Bursar during the annual audit





HR

- Liaise with the Head, Bursar, as well as other line managers to create job applicant packs including drafting of job descriptions
- Coordination of the interview process from shortlisting and invitation to interview to pre-employment checks and on boarding/induction
- Create and upload recruitment adverts to relevant recruitment portals
- Collate applications and coordinate interview panels to complete shortlisting
- Ensure relevant documents are taken at the interview stage in line with the School's Safer Recruitment Policy
- Process all pre-employment checks for new staff in line with the Safer Recruitment Policy and KCSIE
- Coordination of Safer Recruitment checks for volunteers
- Draft new staff contracts with oversight from the Bursar
- Creation of interview schedules, liaising with the relevant people to ensure a smooth process for all candidates and staff
- Organisation of all recruitment related events
- Liaise with the Head, Bursar, as well as other line managers to compile interview questions and tasks
- Provide administration support for interviews
- Communicate with unsuccessful applicants
- To be the main point of contact for all candidates throughout the recruitment timeline
- Gather feedback following interviews to feed into the hiring panel as required

- Liaise with agencies/supply companies
- Assisting the Bursar with the completion of all DBS checks plus all entries into the Single Central Register
- Annual updates to all recruitment related policies
- Work with the Head, Bursar, as well as other line managers to carry out probationary review meetings and complete any required paperwork
- Ensure each staff leaver receives an exit interview and that the policy is adhered to
- Create and maintain HR files, ensuring that all necessary documentation is filed and correct in accordance with GDPR and relevant policies
- Draft correspondence from the Head or Bursar with regards to changes to roles, contracts and salaries
- Maintain all current and archived paper based and electronic HR files and records
- Draft references for current and former staff, liaising with the Head and Bursar
- Coordinate the on boarding of new starters, working with the Head, Bursar, as well as Heads of Years and other line managers to ensure all new starters receive a relevant induction in accordance with the School's Induction process
- Coordinate the annual staff disclosure declaration and policy acknowledgement from staff to ensure we are compliant

This job description is subject to review from time to time to give the post-holder and other members of staff the opportunity for personal development.





Person Specification

Skills, Experience & Knowledge

- Good general education to GCSE or A Level or equivalent experience with a good level of numeracy and literacy (essential)
- Accountancy or bookkeeping qualification (desirable)
- Proven and successful background in finance up to management accounts
- Excellent ICT skills
- Working in a school environment (desirable not essential)
- A working knowledge of Sage 50 Accounts (desirable not essential)
- Knowledge of a school MIS (desirable not essential)
- Excellent interpersonal and communication skills, with the ability to relate well and develop relationships with people on all levels, both internal and external to the School
- Ability to work as an effective and inspiration team member
- Ability to remain calm under pressure whilst staying within tight deadlines when necessary
- An understanding that not all decisions and changes are popular but with the resolve to see them through with sensitivity, empathy, understanding and efficiency
- Ability to provide professional support at all levels of the School
- Proven experience of multi-tasking and prioritising work

Personal Attributes

- Clear understanding and belief in the ethos of Pennthorpe School
- High level of honesty and integrity
- Commercially and financially astute
- Professional, combined with a warm and approachable personality
- Enthusiastic with drive and ambition to make a difference
- Open to new ideas and new ways of learning
- Strong interpersonal and influencing skills
- Ability to work independently with initiative and also as part of a team

How to Apply

If you are ready to take the next step and apply to become part of our inspirational team, please submit your application using our electronic Application Form (<https://www.pennthorpe.com/application-form/>) which includes uploading a covering letter by the application deadline.

- Contract: 8am – 1pm, Monday to Friday, all year round
- Start Date: ASAP
- Application Deadline: 28th November, 2025
- Interview Date: Thursday 4th & Friday 5th December, 2025
- Responsible to: Bursar
- Salary: £23,626 (FTE – £40,044)



Equal Opportunities

Pennthorpe is an equal opportunities employer and welcomes diversity. We would love applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age.

Safeguarding

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



Pennthorpe
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