EST. 1881

PORT·REGIS

Office Assistant

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

Role Profile

We are looking for a proactive and capable Office Assistant to join the team. This is a hands-on, varied role that supports the day-to-day transactional finance as well as general administration duties within the Bursary to support the team.
Applications are invited from candidates who are forward-thinking and big-hearted, who model great drive and enthusiasm.

Remuneration and Benefits

The successful candidate can expect:

- Competitive salary, pension and holiday benefits
- An employee assistance programme with extensive support in relation to wellbeing and wellness; counselling, legal, medical, care, probate and bereavement support and services
- Free car parking
- Complimentary use of the School's staff gym and Sports Centre
- Delicious meals in our Dining Hall during term time
- A beautiful setting in which to work
- To join a delightful team and an exceptional working environment
- Competitive school fee remission

Start Date

04 January 2027 (or as soon as possible after this date)

Hours of Work

16 hrs per week – to be spread over 4 days Monday to Friday (some flexibility available). Dorset term time only (39 weeks per year)

Reports to

Financial Controller

Job Description

Tasks & Responsibilities

Main duties will include but not limited to:
Assisting with the administration of school invoices, including:

- Administering termly extra charges
- Raising Continuity of Education proforma bills and receipts
- Liaising with staff with regards to recharges
- Assisting with parental queries relating to school invoices

Assisting the Purchase Ledger Clerk:

- Assist in processing orders
- Adhoc analysis when required

Assisting the Financial Controller with accounts work:

- Adhoc basic financial analysis

Administration:

- Sorting daily post – incoming and outgoing
- Answering Bursary phone calls
- Adhoc administration as and when required

General

- The job description is a general outline of the role's duties and responsibilities and may be amended as the role develops. The post holder may be required to undertake other duties as reasonably required from time to time
- The post holder will be required to adhere to the School's policies and procedures as issued from time to time and available on the School's compliance system, iAMCompliant
- Comply with statutory requirements, for example the Health and Safety at Work Act and the Data Protection Act and School policies and procedures, in this regard including carrying out and implementing risk assessments as required
- Adhere to the school's training requirements
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies
- Ensure the reflection of Port Regis' values in all communications

Person specification

Essential

- A commitment to promoting and safeguarding the welfare of children
- Excellent organisational skills
- Excellent written and verbal communication skills
- Excellent command of Microsoft Excel, Word and Outlook
- Excellent attention to detail
- Cheerful and willing with a flexible and 'can do' attitude
- Ability to carry out instructions reliably and efficiently
- Ability to work individually as well as being a strong team player able to develop effective working relationships
- Diplomacy, integrity and able to respect confidentiality
- Patience and a sense of humour
- Flexible and calm under pressure

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form on our website Work With Us | Port Regis and send it, along with a covering letter, to Clair Beaty-Pownall at peopleteam@portregis.com or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience. We reserve the right to close this vacancy should we receive sufficient applications; **therefore early applications are encouraged.** Please read the Safer Recruitment Pack, Child Protection & Safeguarding Policy and Staff Code of Conduct Policy in conjunction with your application.

Diversity and Inclusion
Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Safeguarding
Port Regis School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.