



PORT·REGIS

Bursary 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 Bursary Office Assistant to join the team. This is a hands-on, varied role that supports general administration duties within the Bursary

If you are someone with a proactive mindset with an eye for detail, we would welcome your application.

Applications are invited from candidates who are forward-thinking and big-hearted, who model great drive and enthusiasm.

Remuneration and Benefits

The successful candidate(s) can expect:

- Competitive salary, pension and holiday benefits.
- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Professional Development Support and Opportunities
- 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 exceptional working environment.
- Competitive school fee remission (means tested)

Start Date

01 February 2026

Hours of Work

Monday -Friday 09.00-14.30 (with some flexibility), on site, with a ½ hour unpaid break.
This position is a full year round position
25 hrs per week

Job Description

Reports to: Financial Controller

Particular Tasks & Responsibilities:

Main duties will include but not limited to:

1. Assist with the administration of school invoices, including:
 - Administering termly extra charges
 - Raising Continuity of Education proforma bills and receipts
 - Raising invoices
 - Liaising with staff with regards to recharges
 - Assisting with parental queries relating to school invoices
2. Assist Purchase Ledger Clerk:
 - Assist in processing orders
 - Ad hoc analysis when required
 - Deputise for Purchase Ledger Clerk during periods of absence
3. Assist Financial Controller with accounts work:
 - Bank reconciliations
 - Ad hoc financial analysis
4. Payroll:
 - Assist with payroll related administration
5. Compliance/Policy Register
 - Assist in updating the school's policy register
 - Assist in updating the school's training register
6. Administration:
 - Sort daily post – incoming and outgoing
 - Answer Bursary phone calls
 - Assist the Clerk to the Governors with general administration
 - Assist the Bursar and Director of People with general administrative tasks
 - Ad hoc admin as and when required

Safeguarding

- All Port Regis staff are responsible for safeguarding the School's children and must comply with the School's safeguarding and child protection policies and procedures.

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 Regions (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

Desired

- Experience in an office setting.

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 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 and to arrive **before 12.00 on Monday 5th January 2026**. Interviews will be held on **Week Commencing 19th January 2026**.

Please read the Safer Recruitment Pack, Child Protection & Safeguarding Policy and 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.