

Candidate Pack
Finance Assistant
(Sales)
November 2025



About Us

Godolphin is a distinguished school with a remarkable legacy spanning three centuries. We provide an inspiring and dynamic environment for learning, discovery and personal growth, welcoming young people from ages 11 to 19.


Our holistic approach to education nurtures curiosity, intellectual development, practical skills and critical thinking. We are proud of our inclusive and diverse community where every pupil is empowered to thrive in an ever-evolving world.

In a significant and exciting development, Godolphin has recently become co-educational, welcoming boys into our school community. We believe this evolution enriches our environment, broadens perspectives, enhances collaboration and prepares pupils for life beyond school.

At the heart of Godolphin is a culture of excellence. Our core values of ambition, authenticity, courage and kindness shape everything we do and are embedded into our daily life. As we continue to grow and evolve, we are delighted to welcome new candidates who share our passion for education and commitment to young people. Whether you are joining us as a teacher, leader, or member of our support staff, you will find a warm, purposeful and collaborative community, one where your contribution will make a real and lasting difference.

Our mission is to support every pupil on their journey, equipping them with the confidence, skills and resilience to meet life's challenges and make a positive impact on the world. At Godolphin, every young person is encouraged to shape their own story, and we hope you will be part of ours.

Jenny Price
Head

A blue-tinted photograph of a brick building with a flag featuring a crest. The building has multiple windows and a central arched entrance. A flag with a crest is flying from a pole on the left side of the building. The crest on the flag is a shield with a crown on top, surrounded by decorative elements. The text is overlaid on the lower half of the image.

“Pupils of all ages have exceptionally positive attitudes to learning, they are extremely aspirational for themselves and ambitious for those around them”

ISI Report 2023

Hours	Part-time, 18 hours per week Term-Time + 2 weeks Permanent
Salary	£9,558 pro-rata (£25,000 FTE)

We are seeking a diligent and organised Part-Time Finance Assistant to join our dedicated administrative team. You will be a crucial part of our finance department, helping to ensure the smooth and efficient running of the schools' financial processes.

This is a part-time (18 hours), term-time + 2 weeks position (36 working weeks), making it an ideal role for someone seeking to balance work with family or other commitments. The exact working pattern can be discussed and agreed upon with the successful candidate.

Staff at Godolphin can enjoy free on-site parking, complimentary lunch during term-time, free membership to our Leisure Centre, access to Health Assured Employee Assistance Programme, Cycle-to-Work scheme and other work-related benefits.

Job Description

Role	Finance Assistant (Sales)
Reports to	Deputy Bursar
Department	Finance
Relationship	
The post holder is accountable to the Deputy Bursar in all matters relating to this post. All staff are ultimately responsible to the Head. The post holder will work closely with team members and support the team when necessary.	

Duties & Responsibilities

Purpose

To support the Deputy Bursar in providing a smooth and efficient financial service to Godolphin and Chafyn Grove schools.

Department

- Collate pupil disbursements from staff and input detail into iSAMS
- Manage the termly billing spreadsheet to track fees and discounts; liaise with United Learning to ensure parents are billed the correct amount; check data ahead of fee billing
- Produce sales invoices for external lets and nursery billing
- Debt control
- Prepare invoices for VMT and external coaches
- Help and support staff in the correct use of the relevant financial systems and processes
- Assist teachers with trip costings
- Manage local trading bank rec
- Monthly zettle reports creating journals as required
- Assist with audit queries
- Local bank reconciliations
- Assist with parent fee queries
- Support with UL month end procedures
- To manage all cash receipts and payment from site including but not limited to cheques and cash
- Support with Childcare vouchers/Tax free childcare
- CEA administration – proforma invoices
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Values

- Promote Godolphin's four core values through an inclusive, healthy and ambitious provision for all based on:
- **Ambition:** Always strive to achieve your best. Set challenging goals and work hard to reach them. Support others with their ambitions
- **Authenticity:** Be confident in yourself. Always be honest, loyal and trustworthy
- **Kindness:** Care for others and value yourself. Understand the value of diversity and offer help where you can
- **Courage:** Trust yourself and never let fear stop you developing your skills. Find opportunities, understand the risks and ensure your ideas lead to positive actions

Professional Responsibilities

- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with the relevant School Child Protection and Safeguarding policies
- To comply with, promote and act in accordance with all School policies
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the Director of Finance and Operations or Data Protection Officer at the earliest opportunity
- To be responsible for complying with health & safety legislation and guidance, and to report any issues or breaches to the Estates Manager immediately
- To maintain consistent positive working relationship with colleagues, supporting them in line with your role and responsibilities
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you
- To identify and agree personal development objectives with your line manager
- To be courteous to colleagues and provide a welcoming environment to visitors

Person Specification

CRITERIA	Requirements		EVIDENCE
Qualifications	GCSE English/Maths Grade C/4 or above, or equivalent	Essential	Application Form
	Specialist qualification for role	Desirable	Original Certificates
Work Experience	Minimum of two years experience working in a finance team	Essential	Application Form
	Experience of data entry and invoice processing	Essential	References
	Previous experience in Schools	Desirable	
Skills and knowledge	Excellent communication skills in all forms	Essential	Person Specification Statement
	Open, clear, and approachable communication verbally and non-verbally.	Essential	
	Understanding of VAT rules regarding school fees	Desirable	
IT Skills	Efficient and effective all round IT skills	Essential	Application Form
	Ability to work with Focal Point and Dimensions	Desirable	Skills Test
Personal Qualities or Skills	Excellent organisational skills, able to manage a range of competing demands	Essential	Application Form
	Discreet when handling sensitive financial data	Essential	
	Proactive, able to think laterally when required	Essential	
	Strong team player with a collaborative approach	Essential	
	Willing to learn	Essential	
	Honest, reliable and trustworthy	Essential	
	Accuracy and attention to detail	Essential	
	Adaptable and flexible	Essential	
	Positive team player	Essential	
	Good sense of humour	Desirable	

For more information and to apply online please click [here](#) to visit the United Learning recruitment portal.

Interviews

The closing date for applications is **05 October 2025**

However, this vacancy may close as soon as sufficient applications have been received. Interviews will take place week during the two weeks following advert closure.

Safer Recruitment

Godolphin is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An 'online search' will be conducted on short-listed candidates and the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) and Barred Lists check (Adult and/or Children's Workforce), plus registration with the DBS Update service may be required. Staff are prohibited from promoting extremist/radical religious or one-sided political views whilst working at Godolphin and /or whilst participating in activities associated with their employment within Godolphin.

Please note, we do NOT accept application by Curriculum Vitae.

For an informal discussion or to arrange a visit please contact a member of our HR Team on 01722 430536.

Recruitment Policy

Godolphin is positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the minimum criteria will be offered an interview if they disclose this prior to shortlisting.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01722 430536 or email hr@godolphin.org

The School's Recruitment, Selection and Disclosure Policy and procedure is available for your information on the School [website](#). Godolphin actively supports equality, diversity and inclusion and encourages applications from all sections of society



09/2025

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Although correct at the time of going to the press, this booklet may be superseded as part of our commitment to continuing improvement.