



BIRKENHEAD SCHOOL

Information for Candidates applying for the role of Temporary Finance Administrator (Maternity Cover)

Required April 2026

THE SCHOOL

Birkenhead School, founded in 1860, is an HMC independent day school providing education for boys and girls drawn from the whole of the Wirral and as far afield as Chester and North Wales. There are currently some 82 children in Early Years (43 in Nursery aged under 3 years old, 39 in our “Pre-Prep” aged 3 to 5 years old), 293 pupils in the School’s Prep (ages 5-11) and 512 students in Years 7 to Upper Sixth Form. Birkenhead School has been fully co-educational since September 2008, offering the choice of an independent education to all local children. Across the School approximately 45% of students are girls.

Situated in the leafy suburb of Oxton, the School enjoys excellent facilities. The main campus has a ‘village green’ atmosphere, with classrooms and laboratories looking out over the cricket square. Recent capital developments have included a new landscaped playground area and an outdoor classroom. There are ongoing and substantial investments in ICT facilities. In addition to the main campus, the School owns 17 acres of playing fields on two sites nearby – the primary one being McAllester Field on Bidston Road.

SCHOOL ORGANISATION & VALUES

The School comprises Nursery and Pre-Prep (Early Years), Prep and Seniors and integrates their objectives and activities within a ‘One School’ concept. The Headmaster chairs the School’s Senior Leadership Team (SLT) comprising the Head of Prep, Deputy and Assistant Heads, the Designated Safeguarding Lead and the Bursar.

Birkenhead School prides itself on being a family school. It is attractive to parents to have all their children in one school, and it is a great advantage for the school to be able to establish strong, long-lasting relationships with families. The move to co-education reinforced this and at present, 217 families have more than one child in the School and 27 have three or four children.

A key feature of the School is its strength of community, which runs through the student, staff and parental bodies. The School is embedded within the wider Wirral community, has strong links with local business and charities, and offers an extensive bursary programme. The School aims to inspire students both inside and outside the classroom, knowing each individual and providing them with outstanding opportunities to find their niche.

A dedicated, talented and collegiate staff body is required to achieve these aims. The School’s informal motto is Respect, Responsibility and Resilience, to which we have recently added inclusivity, compassion, integrity, humility and courage as defined School values. Birkenhead School recruits on attitude as much as the quality of an individual’s qualifications on paper.

SENIORS

512 STUDENTS
AGED 11-18
295 BOYS / 217 GIRLS

PREP

299 PUPILS
AGED 5-11
159 BOYS / 140 GIRLS

NURSERY / PRE-PREP

82 CHILDREN
AGED 3 MONTHS – 5 YEARS
49 BOYS / 33 GIRLS



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THE FINANCE TEAM

Finance is a busy team within the School and consists of the Finance Manager, Assistant Finance Manager, Finance Officer (Purchases), and Payroll/Finance Administrator. The team play a fundamental role in the success of the School's operations including analysing, identifying and implementing strategies to reduce the time and money spent on day-to-day operations. These tasks include processing purchase orders, payroll management, bill payments and the collection of School fees. The team also compile all management accounts and other financial reports throughout the year.

THE ROLE AND RESPONSIBILITIES

We are seeking to appoint an enthusiastic, dynamic and motivated Finance Administrator who will support the Finance team to oversee the purchasing and billing systems ensuring that processes are carried out in a timely manner in accordance with financial policy. This is a temporary position to cover a period of Maternity Leave.

Key Responsibilities:

- Processing orders, invoices and staff expenses
- Allocating orders and invoices to correct nominal codes/cost centres
- Ensuring payments have appropriate authority levels
- Setting up new suppliers on the Finance system
- Maintaining supplier payment terms
- Preparing BACS run for payment to suppliers and sending supplier remittances
- Resolving purchasing/payment queries and supplier statement discrepancies professionally
- Assisting the financial aspects of School trips – planning and accounting
- Setting up new billing accounts on the Finance system and Billing Portal
- Administering billing accounts on Parent Pay
- Liaising with auditors at year end
- Ensuring the necessary administration and filing is performed accurately and timely
- Answering both phone and written correspondence, providing a high level of customer service
- Undertaking duties to assist in the smooth running of the Finance team and contribute to its resilience.

THE PERSON

Skills and Knowledge:

Essential

- Good standard of education (GCSE Maths and English or equivalent).
- Good IT skills and confident in the use of Microsoft Office and accountancy packages
- Experience of working within Accounts Payable

Birkenhead School, Registered Office: The Lodge, 58 Beresford Road, Oxton, CH43 2JD

Tel: 0151 652 4014 | **Fax:** 0151 651 3091 | **Email:** headmaster@birkenheadschool.co.uk | www.birkenheadschool.co.uk



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- Driving licence and vehicle (for banking purposes)
- Maintain confidentiality in all aspects of work.
- Good organisational skills and attention to detail.
- Skill in establishing priorities and managing workloads
- Friendly, helpful and approachable
- Valid driving licence with access to a vehicle (primarily for banking)

Desirable

- AAT or other relevant bookkeeping accountancy skills
- Proficient in payroll and accountancy software
- Experience of working in an office environment

All staff have the responsibility to:

- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the School's Professional Development process
- Provide appropriate guidance, supervision and assistance
- To promote the area of responsibility within the school and beyond
- To represent the school at events as appropriate
- To support and promote the school ethos
- Ensure all documentation produced is to a high standard and is in line with the "brand" style
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- To undertake any other reasonable duties

REMUNERATION & BENEFITS

Salary

£27,279 FTE. (actual salary paid at 0.75, therefore £20,459 per annum)

Hours

This is a part time post (30 hours per week) working year-round, ideally covering 5 days per week.

Holiday

You will be entitled to 35 days' annual leave *pro rata* per year including Bank Holidays and Christmas shutdown.

Pension

Candidates will be auto-enrolled into the defined contribution Pension Scheme.



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Other Benefits

We will value and support your contribution to School life and in return provide you with excellent rewards;

- Working with fantastic children and staff
- Membership of the Employee Assistance Programme
- Membership of the Pension Scheme
- Free use of the fully equipped on-site gym
- Support for your continuous professional development
- Lunch provided during term time
- Electric Car charging points

APPLICATION

A letter of application indicating relevant skills and experience for the role, together with a completed application form, including the names and email addresses of at least two referees, should be sent for the attention of the Bursar via: chw@birkenheadschool.co.uk

Applications may also be sent by post to: **Cheryl Wallace, Personnel Manager, Birkenhead School, 58 Beresford Road, Oxton, Wirral, CH43 2JD**

Application forms can be downloaded from the School's website: www.birkenheadschool.co.uk

Candidates are welcome to contact the Finance Manager, Miss Katie Evans at kee@birkenheadschool.co.uk with any questions relating to the role.

To meet our safeguarding obligations, an Enhanced Disclosure and Barring Service check is undertaken as part of the recruitment process for all new staff. As Birkenhead School is an educational provider, it is permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). It is a criminal offence for an individual who is barred from working with children to apply for a role which is classed as regulated activity (i.e. involves working with children). **As such, candidates are asked to also complete the separate Criminal Record Declaration Form on the School's website.** The information disclosed on this form will not be kept with your application form during the application process.

Candidates selected for interview will be offered the opportunity to have a tour of the School and meet with relevant members of the department.

The closing date for applications: 9.00am on Monday 2nd March 2026

Successful candidates are likely to be invited to interview the following week.

We reserve the right to close this vacancy when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to complete and submit your application form as soon as possible.