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| **Job Title** | Bursaries Administrator |
| **Reports to** | Fees and Bursaries Accountant |
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**Job Purpose**

Eton College is seeking to recruit a Bursaries Administrator to work within the Fees and Bursaries Team, which itself is a subset of the College’s Finance Department. As part of our Financial Aid Programme, this is a front-line role liaising with parents and prospective parents.

While there is no requirement for the candidate to have a formal accounting or financial qualification, the successful candidate will be comfortable with numbers and be able to analyse and interpret a wide range of personal financial data whilst being able to work to strict deadlines and handle their workload in a discreet and confidential manner.

**Key Tasks and Responsibilities**

* Working closely with the existing members of the Fees and Bursaries Team to prepare case files for review by the Fees and Bursaries Accountant for ultimate submission to the Bursaries Committee
* Assessing bursary applications for means-testing purposes to determine a family’s ability to contribute towards Eton school fees
* Liaising with parents and prospective parents about bursary applications for their sons via phone calls and email correspondence
* Drafting award letters to notify parents of the outcome of their applications
* Maintaining accurate data on the Bursaries Management Software system in respect of bursary awards, allocation of funds and other analysis reports
* Liaising with the Bursaries Management System provider as required. This may include writing change requests and testing new developments specific to Eton College or system upgrades.
* Liaising with Bursaries Administration Limited about home visits and related reporting
* Liaising with other school departments such as Admissions and Outreach in respect of bursary awards and other aspects of the Financial Aid Programme
* Writing and maintaining up to date procedure notes.
* Completing any other reasonable tasks as required by the Fees and Bursaries Accountant in respect of the Financial Aid Programme
* Administering the agreements required to set up third party payments with parents
* Supporting the billing process by providing data for remission off bills
* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2022 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* Strong IT skills (Word, Excel, Outlook, etc) and must be using these currently Strong data management skills including a high level of accuracy and attention to detail
* The ability to present complex data/information clearly
* The ability to prioritise work and to respond effectively to change to meet deadlines
* Excellent communication skills (both written and spoken) and be naturally empathetic
* Excellent analytical skills with the ability to question and interrogate personal financial information presented by parents
* Strong planning and organisational skills
* Good general understanding of household finances and budgeting to be able to hold a conversation with parents with confidence
* The ability to empathise when dealing with an emotional and difficult situation
* Previous experience of delivering outstanding customer service ideally within a similar environment

You may enjoy this role if:

* You pride yourself on being trustworthy, and reliable
* Enjoy working both as part of a small team and independently
* Enjoy problem solving, taking initiative and being proactive but are able to seek support when required

**Working Pattern**

* Your working hours will be 9am to 5pm, Monday to Friday with 1 unpaid hour for lunch.
* You will be working 52 weeks per year.
* You will be entitled to 21 days of holiday.

**Benefits**

Eton College offers a wide range of benefits, including; an 11% employer contribution to your pension (with 4.9% employee contribution), Employee Assistance Programme, enhanced Maternity / Paternity scheme (where applicable), free eyecare vouchers, a cycle to work scheme, subsidised lunches during term time, free access to the College’s sport and leisure facilities and discount at local retailers and businesses.

**Disclosure Checks**

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**

Due to the needs of the school and the department, we may interview suitable candidates before the closing date. This job may also close early if a large number of applications are received. You are advised to submit your application as early as possible to avoid missing your chance to apply