REDMAIDS' HIGH SCHOOL

FOR GIRLS • BRISTOL

GDST

GIRLS' DAY SCHOOL TRUST

Finance Assistant

4 days per week all year round.

One-year fixed-term contract.

Closing date: 8 December 2025 at 9:00 am

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About The Role

We are looking for a part-time Finance Assistant to support the financial operations of our school. The successful candidate in this one-year, fixed-term contract will be joining a small, friendly team of business support professionals within the Director of Finance & Operations' remit. Our team provides support to school staff in everything from finance, compliance and estates to health and safety and human resources. In this role, you will process day-to-day financial transactions, maintain accurate records and assist the Finance Manager with standard reporting tasks. The role follows established procedures to ensure accuracy and compliance with GDST financial policies.

Job Details and Remuneration

Hours: 0.8 FTE; 28.8 hours per week, Monday to Thursday, plus a 30-minute unpaid lunch break. One-year, fixed-term contract in the first instance.

Salary: GDST Regional Band 3, £27,171- £30,720 pro-rated.

Holiday: 38 days pr annum including public holidays pro-rated.

Benefits: our contractual benefits include contributory pension (through Aviva), sick pay and maternity/paternity/adoption leave. Plus, we offer non-contractual benefits such as computer loans, retail discounts, training, plus generous fee discount for staff with children at the school following one term's service.

About Redmaids' High School GDST

Occupying a spacious, green and open site near to Bristol city centre, Redmaids' High School is the oldest girls' school in Britain with a history that dates back to 1634. Formed out of a merger between the Red Maids' School and Redland High School in 2016, we are proud to be one of the leading independent day schools in the UK. We offer an exceptional educational experience for girls and young women from 7 to 18 years, focused on aspiration, inclusivity, happiness and support for others. This has earned us year on year placement in the top schools' rankings for our GCSE and A level results. A true all-through school, there is an incredibly close link between Junior and Senior Schools, with the vast majority of junior students (90%+) moving into Year 7 each year.

A proud member of the Girls' Day School Trust, the leading family of girls' schools in the UK, we share a common ethos and commitment to fearless, girls'-first education, supporting staff and students alike through collaboration and empowerment across the network.

We are fortunate to have superb facilities across our interlinked Junior and Senior School sites. Our dedicated Sixth Form Centre provides first-rate quiet study and recreation space, while the main hall provides an outstanding venue for productions and concerts. We are equally proud of our sporting facilities including 'The Lawns', our specialist sports site for hockey, netball, cricket, tennis and athletics, which underpins our teams' regular sporting successes at regional and national level.

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Our Mission Statement

Our Mission Statement is a simple one:

Redmaids' High is an inclusive community, based on happiness, aspiration, and support for others.
Our statement is supported by our Values, which outline the core aspects that will help us fulfil our mission.

These are:

- To know and understand each individual student.
- To help students to understand themselves and their strengths.
- To inspire students to forge a future of lifelong learning, in all its guises.

Our mission and values are simple, and deliberately so. We are proud of the achievements and destinations for all our students, and this is the result of the hard work of all members of the community to ensure that students feel known and valued for who they are, as well as inspired about what they can be. We want all students to leave with the strong sense that they can go on and make a difference in their world, whatever they go on to do. A student's definition of success is their own, but what we instil in them is a feeling that their sights should never be lowered by external forces.

Job Description

Key Responsibilities:

- Financial Transactions:
  - Deliver day-to-day financial operations of the school, including accounts payable, accounts receivable and payroll.
  - Prepare and maintain accurate financial records and reports.
  - Process invoices, payments, and receipts in line with established procedures.
  - Maintain accurate financial records and assist with routine reporting tasks
  - Ensure timely and accurate processing of invoices, payments and receipts.

- Compliance and Reporting:
  - Ensure compliance with all GDST financial policies, procedures, and regulations.
  - Support the Finance Manager in preparing documentation for audits and internal reviews.
  - Ensure financial records are maintained in line with GDST policies.
  - Assist with the GDST internal process and any external audits as required.

- Support and Collaboration:
  - Work closely with school staff to provide financial support and guidance.
  - Collaborate with the Finance Manager and other Finance Officers to ensure consistency and accuracy in financial practices across all schools.
  - Respond to routine financial queries from staff and escalate complex issues to the Finance Manager.

- Financial Analysis:
  - Assist in reviewing financial records to ensure accuracy and flag any discrepancies to the Finance Manager.
  - Support routine financial monitoring by preparing standard reports and summaries as directed.

Job Description cont.

- Administrative Duties:
  - Maintain organised and secure financial files and records.
  - Respond to financial enquiries from staff, parents, and external parties.
  - Perform other administrative tasks as required by the Finance Manager which includes, but not limited to: wraparound care administration; Parent pay; Civica (and other school systems); train bookings; credit card bookings; school trip finance; charity collections etc.

- Other
  - Actively promote the safety and welfare of our children and young people.
  - Communicate effectively with colleagues and external contacts, referring complex or sensitive matters to the Finance Manager as appropriate.
  - Work with the Trust Office and schools to establish good practice throughout the Trust, offering support where required.

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process. Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.

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Person Specification

To be successful in this position, you should be able to demonstrate the following:

Qualifications:

- Accountancy/financial qualification, i.e. ATT (desirable).

Experience:

- Experience of purchase ledger, general ledger, sales ledger, and bank reconciliations.
- Experience working in a team environment, ideally within a school finance or similar setting.
- Strong knowledge of financial regulations and compliance requirements
- Experience of working with databases.
- Internal accounting and budget management.
- Experience using financial systems and Microsoft Office (especially Excel).

Skills

- Attention to detail and accuracy.
- Ability to manage time effectively and meet deadlines.
- Excellent communication and interpersonal abilities.
- Willingness to work collaboratively with others.
- Ability to follow procedures and escalate issues when needed.

Behaviours

- A genuine passion for girls' education and a commitment to put our girls first in all aspects of our work.
- A forward-thinking collaborator who can work collaboratively, supporting our 'family of schools' ethos.
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action.
- Calm and professional under pressure, with an ability to demonstrate sound judgement.

Apply to join us

Please download and complete our application form and send to Jane McKimm at recruitment@redmaidshigh.gdst.net. You will need to include a covering letter of no more than 1 side of A4 with your application, summarising your reasons for applying. Please state "Finance Assistant" in the subject line of your email.

We look forward to hearing from you!

The closing date for applications is 9:00am on 8 December 2025. Interviews will be scheduled in week commencing 15 December.

The GDST are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection checks appropriate to the post, including online searches, and checks with past employers and the Disclosure and Barring Service.

We are an equal opportunity employer and welcome applications from all qualified individuals. To be eligible for employment, candidates must provide proof of their right to work in the UK.