



Stephen Perse

Cambridge

Sixth Form

# Credit Control Assistant (Summer)

[stephenperse.com/currentvacancies](http://stephenperse.com/currentvacancies)



## History of Stephen Perse

The Perse Girls School, founded in 1818, evolved into the Stephen Perse Foundation in 2007, and first admitted boys to its Senior School in 2017. Stephen Perse has grown over recent years, adding a co-educational sixth form to its highly successful Senior School in 2008, and four nurseries and early years settings (three in Cambridge and one at Dame Bradbury's in Saffron Walden) between 2010 and 2021. Stephen Perse has been fully co-educational in all settings since 2017 and now comprises four nurseries, two junior schools, a senior school and sixth form.

Predominantly a day school, there are currently 60 (mainly sixth form) boarders. As well as its reputation for academic excellence, Stephen Perse is renowned for an innovative approach to education, and a focus on preparing students for the future.





## Our Mission Statement

At Stephen Perse, our mission is to educate and inspire the contributors to tomorrow's world: intelligent young people with the creativity, compassion, confidence and conviction to question, evaluate and improve society.

## Our Vision Statement

To deliver this mission, our vision is to create and sustain an outstanding educational environment that:

- Fosters modern scholarship through exceptional teaching and a dynamic, flexible and rigorous academic curriculum.
- Provides outstanding breadth of opportunity and quality of experience through a rich and varied co-curriculum.
- Nurtures and celebrates individuality, wellbeing, personal development, and contribution to the growth of others, through superb pastoral care, social and emotional education, and learning support.
- Champions and models equality, diversity and inclusivity, and social and environmental responsibility with a global outlook.

## Our Values Statement

With excellence and creativity in teaching and learning at the core of each of our schools and nurseries, we value the positive difference our students can make in the world through:

- Scholarship and the advancement of knowledge and understanding.
- Kindness, courtesy, inclusivity and collaboration.
- Diligence, independence and self-reliance.
- Humility, reflectiveness and the pursuit of self-improvement.
- Character, individuality, wellbeing and confidence.
- Conserving the environment and living sustainably.

*Welcome from the Principal*

## Richard Girvan

Stephen Perse is a leader in modern independent education, superbly well placed, both to meet the challenges, and to seize the opportunities, presented by its future.



Any school, indeed, any group of schools, is only as strong as its people. Stephen Perse boasts exceptional people across all of its schools and nurseries, and invests in their recruitment, development and empowerment to ensure our pupils benefit from excellent role models, outstanding support and exceptional teaching. As Principal, I consider this investment in our people to be of utmost importance.

At Stephen Perse, all are united in embracing the modern world and in seeking to help our pupils to find and take their place in it, as confident, socially responsible adults. We seek to attract people who are inspired by this challenge, people who share our values, people who are passionate about our collective vision of developing the change-makers of the future.

**Richard Girvan**

*Principal*

# Credit Control Assistant (Summer)

## Responsible to: Head of Finance

**Location: Stephen Perse Cambridge Sixth Form**

### Role Description

We are seeking a motivated and organised individual to join our Finance department as a Credit Control Assistant. This role focuses specifically on recovering outstanding fees from specific debtors.

This role is being offered on a temporary basis to start as soon as possible to the end of August (minimum term), or the end of October (maximum term).

### Main Responsibilities

#### Debtor Management:

- Identify and prioritise outstanding fees from pupils who have left the school.
- Following credit control procedures, chase recoverable debts directly through professional and courteous email communication.
- Send copy invoices and statements where requested
- Work with the Fees Ledger manager to negotiate payment plans with debtors where appropriate.

#### Debt Management Company Liaison:

- Identify and classify debts that require referral to an external debt management company.
- Liaise effectively with the debt management company, providing them with accurate and up-to-date information.
- Respond promptly to any queries raised by the debt management company.
- Manage the administration and reporting processes associated with outsourced debt recovery.

#### General Administration:

- Maintain accurate records of all legacy debtor communications and activities.
- Prepare reports on the progress of debt recovery efforts.
- Undertake any other related tasks as required by the Finance team.

#### General responsibilities

- Act as an excellent ambassador for

Stephen Perse at all times.

- Undertake other duties as agreed with the leadership team.
- Build and maintain good working relationships with all Stephen Perse colleagues.
- Assist as necessary in other Stephen Perse areas at peak times.
- Work at all times towards the aims and goals of Stephen Perse and any individual objectives and targets you may have agreed.
- Proactively identify areas for improvements within Stephen Perse.
- Actively promote the Stephen Perse Equal Opportunities Policy, encouraging staff awareness and participation in all areas.
- Act in accordance with the Data Protection principles at all times.
- Adhere at all times to Stephen Perse operational and employment policies and procedures.
- Take care of your own health and safety and that of people who may be

affected by what you do (or do not do).

- Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- Follow the training you have received when using any work items Stephen Perse has provided.
- Adhere to the Stephen Perse Privacy Notice and ensure private and confidential data is kept secure and disposed of in the appropriate manner.

must report any concerns

to the School's Designated Person or the Stephen Perse Designated Safeguarding Lead. All employees of Stephen Perse adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be **found on the government website.**

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may reasonably be required within the general scope and level of the post.

## Safeguarding and welfare of children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Stephen Perse Safeguarding and Child Protection Policy statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he

# Person Specification

	Essential	Desirable	Assessment Method
Qualifications			Application Form Production of the Applicant's certificates at interview
Knowledge & Experience		Experience in a credit control role	Application Form
Skills & Aptitudes	<p>Proficient in Microsoft Office Suite (Word, Excel)</p> <p>A positive and professional attitude</p> <p>Strong organisational and time management skills</p> <p>Excellent communication and interpersonal skills, both written and verbal</p> <p>Ability to work independently and as part of a team</p>		Interview
Personal Attributes	<p>Enthusiastic</p> <p>Calm and adaptable</p> <p>Good sense of humour</p> <p>Dedication</p> <p>Energy and resilience</p> <p>Professionalism and integrity</p> <p>Flexible</p> <p>Approachability</p>		Interview



## Terms and conditions

All appointments for Stephen Perse are subject to satisfactory reference and disclosure and barring service (DBS) checks, suitability to work with children checks, online checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

## Hours of work

Full-time, working Monday to Friday 8am-4pm, 37.5 hours per week. We will also consider part-time.

## Salary

£26,165 per annum.



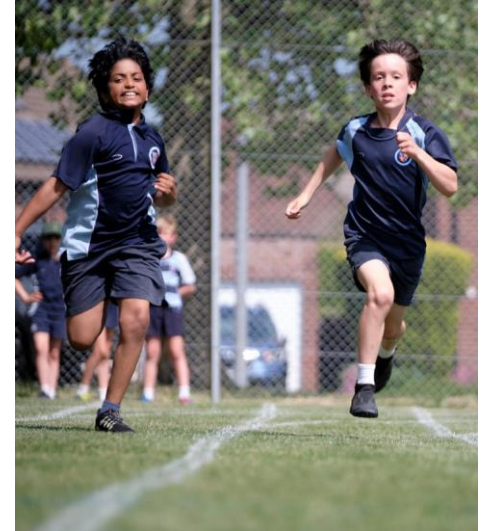
## Benefits

- 30 days holiday plus bank holidays and Christmas closure (pro rata for part time).
- Life assurance scheme.
- Rail season ticket loan/discount on train travel on Greater Anglia rail services.
- Free lunch and refreshments provided.
- Many of the sites offer covered bike parking.
- Free access to the Cambridge University Botanic Garden.

## Privacy Notice

Please see our privacy policy which is available on the recruitment portal.

<http://www.stephenperse.com/recruitment>





Please apply directly by downloading an application form from our recruitment page at [www.stephenperse.com/recruitment](http://www.stephenperse.com/recruitment), or email [recruitment@stephenperse.com](mailto:recruitment@stephenperse.com) to request an application form.

Please send completed application forms to [recruitment@stephenperse.com](mailto:recruitment@stephenperse.com)

We are unable to accept CVs.

### The Recruitment Process

- Interviews will take place as soon as we receive suitable applications.

**References may be taken up before interview.**

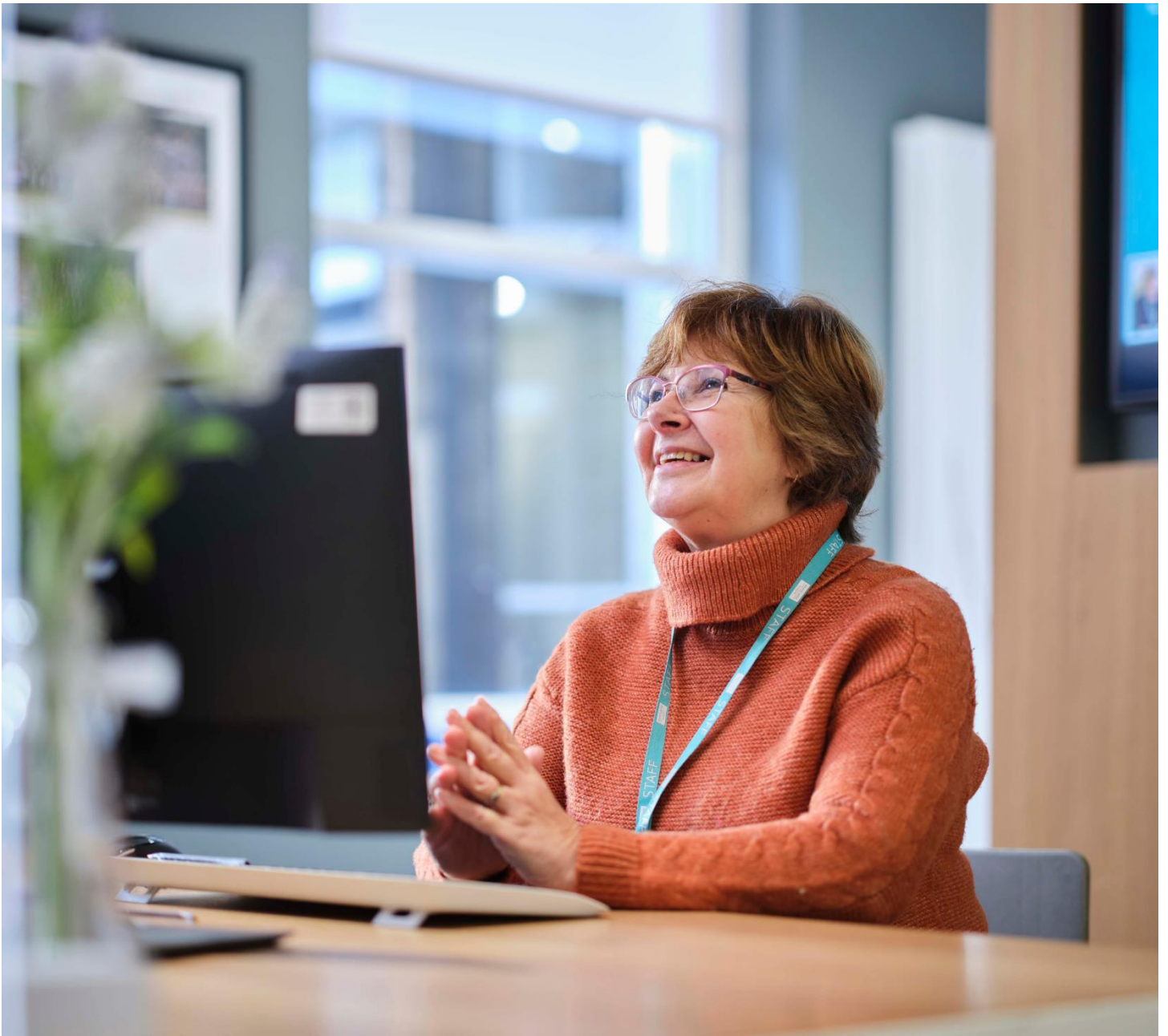
### Invitation to interview and recruitment arrangements

Stephen Perse is committed to safeguarding and promoting the welfare of its pupils. Stephen Perse has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete an online form which must be cleared before the applicant can commence work. Such checks may take up to eight weeks to complete.

Stephen Perse has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.





Stephen Perse

Foundation

Stephen Perse (Main Office), Union Road, Cambridge, CB2 1HF

[stephenperse.com](http://stephenperse.com)



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