



Warwick  
Schools  
Foundation



## Information for Applicants

**Job Title: Finance and Payroll Administrator  
Apprentice**

**To start: 1/9/2026**

# Welcome from the Foundation Principal



**Thank you for the interest you have shown in the role of Finance and Payroll Administrator Apprentice.**

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

We are seeking to appoint a Finance and Payroll Administrator Apprentice to help a busy and thriving Finance Department to deliver on time payments to our employees and suppliers.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

**Richard Nicholson MA (Oxon)**  
**Foundation Principal**



# About Warwick Schools Foundation

Warwick Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils while being an exceptional place to work and the first choice for those seeking independent education for their children.

Our historic schools are Warwick Junior School and Warwick School, which operate as a through-school for boys, and Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep.

These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In 2021 we welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school, and has recently extended its educational provision to boys as well as girls from 3-18.

More information about the schools may be found on their websites:

[www.warwicksschool.org](http://www.warwicksschool.org)

[www.warwickprep.com](http://www.warwickprep.com)

[www.kingshighwarwick.co.uk](http://www.kingshighwarwick.co.uk)

[www.thekingsleyschool.co.uk](http://www.thekingsleyschool.co.uk)

More information on the Foundation can be found at:

[www.warwicksschoolsfoundation.co.uk](http://www.warwicksschoolsfoundation.co.uk)

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- IDPE
- HMC
- IAPS
- ISA
- ISB



# Organisational Structure

Warwick Schools Foundation, is registered as both a Charity and a Company, with the Governors being both Trustees of the Charity and Directors of the Company.

The Governing Body is the legal guardian of Warwick Schools Foundation and is responsible for ensuring that it delivers its charitable objective:

'To advance education by carrying on in or near Warwick, day and boarding schools for boys and girls.'

Governors delegate the operational running of the Foundation to the Foundation Principal, who acts as Chief Executive Officer with direct accountability for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson. He is supported by the Foundation Bursar, Mrs Victoria Espley, who acts as Chief Operating Officer for the Charity.

This role will report to the Payroll Manager.



# Our Facilities

## Warwick Campus

Home to some 2,500 pupils aged 3–18, the 55-acre Campus boasts outstanding and cutting-edge facilities for our pupils. The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

King's High School was also relocated from its historic town centre site in 2019 to join Warwick Preparatory School and Warwick School in a purpose-built home on one spacious, green campus. As part of this relocation, facilities were developed for all schools including:

- Enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- A series of pedestrianised Quads.
- A shared Sixth Form Centre for both Warwick and King's High School students to enjoy for shared curriculum enrichment and social activities.
- Improved play space for Warwick Preparatory School, including a nursery garden and 'forest school'.
- A shared Music School for the pupils of King's High and Warwick Preparatory School.

## Leamington Campus

The Kingsley School is home to around 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. Twelve acres of playing fields are just a short drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a bright and welcoming new Learning Resource Centre, a modern and completely refurbished gym and a beautiful garden.



# Job Description

## Post Title:

Finance and Payroll Administrator Apprentice

## Hours of Work:

9am – 5pm (37 hours per week)

## Salary range

Apprentice rate

## Location

On Site /

## Start Date

01/09/2026

## Reporting Lines

The post holder will report to the Payroll Manager

## Purpose of this Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

## Responsibilities

- Manage supplier and staff queries professionally and with the highest level of confidence
- Assisting the purchase ledger clerk or payroll team with inputting of invoices, pay, benefits, overtime, absence and other adjustments.
- Assist with pensions reporting, auto-enrolment and compliance, working with external Pension Advisors and internal Human Resources staff as required

- Check purchase invoices or payroll uploads to check they have been input correctly.
- Check ledger and department codes to ensure they are input correctly on the system.
- Match purchase orders and delivery notes with invoices
- Reconcile supplier statements and assist in resolving discrepancies
- Assist with monthly, termly and year-end procedures.
- Ensure attention to detail so that records are accurate.
- Assist with department administration.
- Assist with any stationery orders.
- Maintain positive working relationships
- Assist with month-end and year-end processes and reporting as required, working closely with the Finance Team
- Maintain accurate records and filing systems in line with Foundation policies and for audit purposes
- Ensure compliance with Foundation policies, charity finance regulations and internal controls
- Ensure the continuous smooth running of the department in periods of absence (e.g. annual leave)
- To assist with any other duties to ensure the smooth running of the Finance Department as required by the Director of Finance.

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies as detailed on the Foundation Hub and in the staff handbook.
- To report any Health & Safety problems to the Health & Safety Manager.

## Safeguarding and Protection of Children and Young Persons

In accordance with the Children’s Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

# Job Description

## Health and Safety

As an employee you are expected to:

1. Take reasonable care of your own health and safety.
2. Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. Co-operate with your employer, making sure you get proper training, and you understand and follow the company's health and safety policies.
4. Not interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. Report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.

# Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Competent English Language skills</li> <li>• Numerate and literate: minimum GCSE Maths &amp; English Grades A*-C (5 or above)</li> <li>• Basic key skills</li> </ul>	<ul style="list-style-type: none"> <li>• A Levels or equivalent</li> </ul>
<b>Experience/Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of Microsoft Office, particularly Excel</li> <li>• Ability to identify problems and solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Microsoft Office, particularly Excel</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Discretely being able to manage confidential matters</li> <li>• High degree of accuracy and meticulous attention to detail.</li> <li>• Highly organised and structured.</li> <li>• Ability to manage time effectively, prioritise tasks and meet deadlines</li> <li>• Excellent interpersonal and communication skills</li> <li>• Ability to build effective working relationships with key colleagues.</li> <li>• Ability to work independently and as part of a team</li> </ul>	
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Flexibility to support colleagues with day-to-day tasks and duties.</li> <li>• Discreet and capable of working with highly sensitive information.</li> <li>• Security conscious at all times.</li> </ul>	
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>• Understands their role in the context of safeguarding children, young people, and vulnerable adults</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Understanding of the requirements of Equality and Diversity</li> </ul>	

# Further Details

**Working hours: 9am – 5pm (37 hours)**

**Working weeks: 52 weeks per year (with 38 days holiday)**

**Pay Banding:** £19,240 per annum for 1<sup>st</sup> Year of the Apprenticeship

## Other benefits:

- Competitive contributory pension scheme (employee contributions matched by employer contributions up to 14%).
- Employee Assistance Programme.
- Six weeks annual holiday plus public holidays.
- Life Assurance benefits.
- Free meals and refreshments provided during the working day.
- Free parking on site.
- A virtual GP and Physio service.
- Access to a wide range of retail discounts.
- Salary sacrifice schemes.
- Use of the Sports Complex for staff.
- A strong, supportive staff community.
- Some flexible working will be considered depending on the vacancy.

## Appointment Method

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

Warwick Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

## Equality, Diversity and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and workplace culture that values equality, diversity and inclusion.



## Appointment Timetable

**Deadline for submission of applications (on the standard application form):** Sunday 16<sup>th</sup> August at midnight

**Interview date:** Wednesday 19<sup>th</sup> August

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Warwick Independent Schools Foundation, a registered charity, number 1088057  
A company limited by guarantee; Registered in England; company number 4252305  
Registered office: Warwick School, Myton Road, Warwick CV34 6PP