



# A career at Gateways School

Gateways School  
Harewood  
Leeds  
West Yorkshire  
LS17 9LE



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SCHOOL

# About Gateways School

Gateways is an independent day school for boys and girls aged 2 to 18. Situated on a 16 acre site in the rural village of Harewood, Gateways is conveniently located on the main artery between Leeds and Harrogate.

Gateways is a small school, which allows staff to know their pupils, recognise their strengths and weaknesses and therefore provide a personal education getting the best out of each and every child who come through the gates.

## Aims and Ethos

Gateways is a forward-thinking school built on traditional values.

Our ethos is rooted in three core values which apply to all of our stakeholders, that of **Growth, Wellbeing & Success**.

At Gateways we:

- Grow our knowledge, skills and confidence, supporting others to do the same;
- Build our resilience and self-awareness in a kind and inclusive environment;
- Achieve our full potential in preparation for the next challenge.



**Growth ♦ Wellbeing ♦ Success**

# Credit Controller & Sales Ledger Assistant

## Introduction

We are currently looking to appoint a Credit Controller & Sales Ledger Assistant to join our Finance Department.

The successful candidate will be responsible for general sales ledger duties and the delivery of credit control in line with school policies and procedures. In addition, they will support the department with general financial duties.

The closing date for applications is Monday 19<sup>th</sup> January 2026 at 8am.

## Key Conditions

- ❖ Part time, 24 hours a week  
*We may be able to offer some flexibility on the number of hours for the right candidate  
Please indicate in your application your desired working hours*
- ❖ Annual salary equivalent to £16,200 (£27,000 FTE)
- ❖ 16.8 days annual leave (28 days FTE)  
*This entitlement includes any bank holidays that fall on working days.  
In addition, the post benefits from additional holiday over the Christmas shutdown.*
- ❖ Permanent position
- ❖ Six months probationary period



## Staff benefits\* include

- ❖ Free lunch during term time
- ❖ Fee remission for eligible children
- ❖ Enhanced 5% employer pension contribution, including 4 x death in service benefit
- ❖ CPD packages
- ❖ Cycle to work and electric car scheme
- ❖ Access to a staff wellbeing room and an employee assistance programme

\*subject to eligibility

# Job Description

Reporting to: Financial Controller

## Key responsibilities

- Ownership of processing the debtor payments through the cash book.
- Review and reconcile debtor accounts.
- Chase overdue debts by telephone/e-mail/letter.
- Send statements and reminder letters to parents as appropriate.
- Prepare monthly aged debtor reports for review with Financial Controller.
- Where appropriate agree a payment plan and arrangements for settlement of debts.
- Maintain conversation notes and history on the finance system.
- Assist in the collection of enrichment activity money, through the Evolve system.
- Adhere to company standards in order to present a professional image to all stakeholders and escalate debts according to the credit policy through to legal, liaising with solicitors for beneficial outcomes.
- Monitor/escalation of accounts.
- Build relationships with internal stakeholders to ensure that we deliver the best possible service to all account holders.
- Assist with the monthly and termly fee billing cycles, ensuring bills are raised accurately and in a timely manner.
- Assist in maintaining the government early years funding applications and allocations.
- Assist in monitoring and replying to the Parent Finance e-mail in box, dealing with queries efficiently.
- Assist with financial projects.
- Ad hoc administrative tasks for the wider School.
- Any other financial duties as required by the Financial Controller.

## General responsibilities including personal and professional conduct

- Be responsible for safeguarding and promoting the welfare of children.
- Follow all School policies and procedures.
- Attend meetings and staff briefings.
- Attend all training and development days.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Maintain confidentiality inside and outside the School, following all GDPR and Data Protection legislation.
- Manage and prioritise your own workload in line with the requirements of the department and School.
- Establish effective working relationships with professional colleagues.
- Be a role model for students through personal presentation and professional conduct.
- Present a positive personal image, contributing to a welcoming School environment.
- Contribute to the ethos of the School, ensuring the School's values are displayed.
- Support School events.
- Carry out any other duties required by the Head.

*Please note, this job description is not a definitive list of the responsibilities of the role. Responsibilities will be varied to meet the changing demands of the department and the School. Job descriptions are reviewed as part of the appraisal process.*



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# Person Specification

## Qualifications

- (E) A\* - C English and Maths GCSE (or equivalent/above).
- (D) Additional and relevant academic qualifications related to finance.
- (D) Currently studying towards an accountancy qualification.

## Experience

- (E) Experience of finance and credit control procedures.
- (E) Experience dealing with more complex queries from a wide range of people.
- (E) Experience providing customer focused services.
- (E) Experience using financial and / or personnel packages.
- (D) Experience in a similar position.
- (D) Experience working in an educational setting.

## Specialist Knowledge

- (E) Excellent IT skills, especially Excel including the use of Excel functions including pivot tables and look ups.
- (E) Underpinning knowledge of effective financial procedures and controls.
- (D) Excellent understanding of general office procedures and practice.
- (D) Knowledge of relevant financial regulations to carry out financial transactions.

## Safeguarding

- (E) Commitment to safeguarding and promoting the welfare of young people.
- (E) Understanding of the importance of safeguarding and child protection.
- (E) Ability to maintain appropriate relationships and personal boundaries with children and young people.

## Skills

- (E) Excellent numeracy skills including the ability to explain, produce and present complex information to non-specialists.
- (E) The ability to write to a good standard of English, including excellent report writing skills.
- (E) Effective oral and written communication skills.
- (E) Accurate data entry/retrieval from information systems.
- (E) High levels of confidentiality, sensitivity, diplomacy and tact, particularly when dealing with personnel issues.
- (E) Establish and maintain accurate records using both manual and electronic systems.
- (E) Excellent attention to detail.
- (E) Strong interpersonal skills both in working relationships and with young students, and in forming effective professional relationships with a wide range of contacts.

## Personal Qualities

- (E) Work well as a part of a team, as well as on your own initiative.
- (E) High levels of honesty and integrity.
- (E) Flexibility and willingness to be adaptable in addition to being accessible, approachable and demonstrating an enthusiastic attitude.
- (E) Willingness to constructively challenge own performance to continually improve performance.
- (E) The flexibility to respond to the challenge of change.

## Key

- (E) – Essential
- (D) – Desirable

Methods of assessment include certificates, professional references, application form, interviews, observations and in tray tasks.



# Further information



## How to Apply

[Click here](#) to visit our website and download an application form

Please send your completed application form and a cover letter outlining your suitability for the role to [jobs@gatewaysschool.co.uk](mailto:jobs@gatewaysschool.co.uk)

**Application Deadline:** Monday 19<sup>th</sup> January 2026 at 8am.

## Enquiries

Please contact Rhiannon Morris, PA to the Head

**E-mail:** [jobs@gatewaysschool.co.uk](mailto:jobs@gatewaysschool.co.uk)

**Tel:** 0113 824 2770

## Policies

[Click here](#) to visit our website and view our policies, including our Safeguarding policy.

[Click here](#) to visit our jobs page and view our Safer Recruitment policy.

*Gateways School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS with barred list check as well as a prohibition list check (where applicable).*



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