



# Dame Alice Owen's School

NoR 1,458, Sixth form: 441

Ofsted: "An outstanding school", "Students achieve outstandingly well",  
"Behaviour ... is excellent"

## **ASSISTANT SCHOOL BUSINESS MANAGER**

**with responsibility for Finance**

**Required as soon as possible**

**Permanent part-time post**

**30 hours per week (worked over 4 or 5 days)**

**Term-time plus 4 weeks holiday working,**

**(of which 2 weeks must be worked in August each year, to assist with year-end)**

**Salary Scale: H8/25 – H9/29 Full Time Salary £30,095 - £33,486**

**depending on experience**

**pro-rata actual annual salary £22,602 - £25,149**

**(with pay award pending)**

**Closing date: 9am, Monday 26th September 2022**

***We reserve the right to make an appointment before the closing date; therefore early applications are strongly encouraged.***

**Interview date: Thursday 29<sup>th</sup> September 2022**

The Governors of this highly successful, partially selective, mixed school wish to invite applications for the post of Assistant School Business Manager, with responsibility for the Finance function. Experience gained in a large secondary school/academy would be useful although experience of working in any busy accounting office would be acceptable. The successful applicant is likely to be AAT or part-qualified, or have considerable accounting experience, high level Excel skills and the ability to use a variety of accounting software. The post will appeal to an enthusiastic and conscientious person looking to develop a career in school business management.

Dame Alice Owen's School is situated on an attractive 35-acre site in the Green Belt, has excellent facilities and is committed to an extensive programme of staff development. The school is close to motorway links and Central London is easily reached by rail from Potters Bar.

**The Governing Body is committed to admitting the children of staff in line with our admissions procedures.**

Please download our [Support Staff application form](#) from our website to make your application. Please note that applications cannot be considered unless the application is completed in full. We are not able to accept CVs for any posts based in school. To apply, please email your completed application forms together with a covering letter stating why you are well placed to take this position at our school to [recruitment@damealiceowens.herts.sch.uk](mailto:recruitment@damealiceowens.herts.sch.uk) by **9am, Monday 26th September 2022.**



# Dame Alice Owen's School

Dugdale Hill Lane | Potters Bar | Hertfordshire EN6 2DU

Headteacher | Mrs Hannah Nemko MA

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## INFORMATION FOR APPLICANTS

Name of post: Assistant School Business Manager  
Location: Potters Bar, Hertfordshire  
Closing date: 9am, Monday 26<sup>th</sup> September 2022  
Interview date: Thursday 29th September 2022

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Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we have put some key information together here to help you through the application process.

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our Safer Recruitment and Safeguarding and Child Protection policies available in the vacancy section of our website.

The selection process includes scrutiny of the information provided in your application form and a request for references including a reference from your current/previous employer.

If you have any general enquiries about the recruitment process, or to arrange a tour or informal discussion about this position, please do not hesitate to contact Jackie Campbell (School Business Manager) via [campbellj@damealiceowens.herts.sch.uk](mailto:campbellj@damealiceowens.herts.sch.uk)

Applicants shortlisted for interview must bring original evidence of their qualifications for verification. Applicants will also be asked to complete a declaration regarding convictions and working with children as posts in schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced Disclosure and Barring Service disclosure check.

Please email your completed application form together with a letter of application to [recruitment@damealiceowens.herts.sch.uk](mailto:recruitment@damealiceowens.herts.sch.uk) by **9am Monday 26th September 2022**.

We look forward to receiving your completed application.

Hannah Nemko  
Headteacher

## **About the school**

Dame Alice Owen's School is a mixed, partially selective secondary school with over 1,440 registered pupils and a vibrant and highly successful sixth form. Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and as demand outstripped space, it moved to its current setting in the Hertfordshire countryside. Because of its roots and its close and important relationship with the Worshipful Company of Brewers, there are 20 places each year for 11-year-old students from Islington. It also offers 65 places to the highest scoring applicants who sit the entrance exam each year and a further 10 places for the most talented or able musicians who apply for a place in Year 7. The remainder of the places in an annual cohort of 200 go to siblings, local pupils on the basis of proximity to the school and to those with priority need.

It is this combination of students and its truly outstanding record of achievement and added value that makes our school such a special place. It is oversubscribed by 5 applicants per place every year. Our dedicated staff, parents' association, governing body and school (staff and student) leaders constantly appraise and re-appraise the various aspects of school life, learning and achievement so we are never complacent. Our school faces the usual challenges of all educational establishments in the public sector, and ensuring that their impact is felt least by the students is a key objective.

We were delighted to be recognised as The Sunday Times Regional School of the Decade in November 2020 and the country's highest ranking non-fully selective state school of the year in 2021. Securing a place at Owen's has been described as "winning the lottery" in the Good School Guide and "the golden ticket" in Tatler. Our school benefits from some of the most able students in the country. Many of our school leavers from Year 13 have offers from top universities to choose from, including on average 20 places at Oxbridge each year.

Our Foundress left a number of fields in the then village of Islington to the care of the Worshipful Company of Brewers which now generate over one million pounds of additional income for the school annually, to support the school and especially the Sports Department. This creates a very special ethos and fosters the very positive staff working environment. The students and staff benefit from a number of traditions including Beer Money, staff awards and Visitation.

### **About the role**

The role of Assistant School Business Manager is a new position that has been created to assist the current School Business Manager in her busy and varied role. The School Business Manager is responsible for managing the Business Team and all non-student aspects of the school, including Finance, Premises, HR and Logistics. The Business team includes an HR Manager, Premises Manager, 4 finance and HR assistants and a Trips Administrator. This new role will concentrate on the running of the day to day finance function, liaising with other members of the Business Team and assisting the School Business Manager in all areas of her role.

This new role calls for a highly flexible, hardworking individual who is capable of multi-tasking and building good relationships with all members of staff, including senior staff.

## **Job Description**



**Post Title:** Assistant School Business Manager

**Responsible to:** School Business Manager (SBM)

### **Purpose of the post:**

- To ensure the smooth day to day running of the Finance Department, ensuring all financial processes are completed in a timely manner and within legislative deadlines.
- To assist the School Business Manager in all areas as deemed necessary by the SBM, to ensure the highest standard of business ethos within the administrative and business functions, and ensure the most effective use of resources to support the school's improvement plan and learning objectives.

### **Key responsibilities:**

- To oversee the Purchase Ledger and the weekly bacs payment runs, ensuring all payments to suppliers are made in a timely manner with appropriate VAT treatment.
- To assist the SBM in the production of monthly management accounts and cost centre reports.
- To assist in the monitoring of the cashflow and budget variance reports.
- To prepare and submit HMRC Returns e.g. payroll, Gift Aid and VAT as necessary.
- To ensure continual assessment of VFM procurement and to liaise with budget holders to achieve best value.
- To assist with the audit process, working alongside our external auditors.
- To assist with preparation of the draft budget, the annual financial statements and returns to the DfE.
- To perform regular reconciliations of bank and other key control accounts.
- To oversee the Sales Ledger, ensuring that all income is promptly and accurately invoiced and payments received in a timely manner.
- To help maintain the school's private accounts covering all non-curriculum activities, including helping to budget and maintain the accounts for the school's many school trips.
- To manage and improve the financial software used.
- To assist the SBM in generating reports for termly Governing Body Finance Committees.
- To attend key Governing Body Finance Committee meetings.
- To assist with benchmarking exercises to ensure value for money and financial efficiency.
- To assist the SBM in reviewing all school finance policies on a bi-annual basis.
- To assist the SBM in any other duties reasonably requested by the SBM or Headteacher.

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.**



## **Person Specification**

<b>Qualifications and Training</b>	<b>Desirable /Essential</b>
Good level of literacy and numeracy	E
Degree Level or equivalent	D
5 GCSEs including grade C in English and Maths	E
Relevant recognised qualification in Finance	D
AAT qualification	D
Extensive experience of working in a busy finance department	E
<b>Experience</b>	
Strong financial background	E
Experience of working in a school or academic environment	D
Strong attention to detail and able to produce work with a high level of accuracy	E
Experience of working with different accounting systems	E
Experience of setting up a new accounting system	D
<b>Specialist skills and knowledge</b>	
Working knowledge and experience of finance packages	E
Fully proficient in using IT systems Microsoft Excel and Word	E
Experience in Google Suite	D
Good knowledge of accounting procedures	D
Knowledge of financial systems and processes	E
Demonstrates a logical and methodical approach with attention to detail and accuracy	E
<b>Other</b>	
An energetic committed individual with a clear vision and unwavering commitment to excellence for all	E
Open and enthusiastic	E
A problem solver with a 'can do' attitude	E
Excellent organisational skills	E
Ability to plan own work schedule to meet agreed deadlines	E
Ability to work as a member of the team	E
Ability to multitask, prioritise, stay relaxed under pressure and deal with numerous challenges simultaneously	E
Ability to show sensitivity and objectivity with confidential issues	E
Ability to demonstrate attention to detail	E
Excellent emotional intelligence, interpersonal and communication skills	E
Have the capacity to see 'the big picture'	E
Have a genuine liking for young people	E
Be committed to Value for Money principles	E
Thrive on challenge and happy to take initiative when appropriate	E
A good sense of humour!	E