

FINANCE ASSISTANT

Candidate Pack



“Dame Alice Owen’s School is a wonderful place to come and learn”

Ofsted, December 2023



HEADTEACHER'S WELCOME



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 know you are busy so have put some key information in this pack to help you understand who we are and what we do.

Our school was founded over 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, in 1976.

Today, Owen's is an exciting place to work where *"staff overwhelmingly feel well cared for"* and behaviour is *"exemplary."* [Ofsted December 2023] Ours is a school where teachers love talking about teaching and learning, where relationships between students and staff are positive and strong, and where we do what we can to keep workload manageable. We are never complacent; we are always looking for marginal gains in order to keep what we do reasonable, but exciting. It is the combination of interested students, dedicated staff, supportive parents, a rigorous and empathetic Governing Body and school leadership team (staff and student) which makes our school such a special place to be.

Dame Alice Owen's School is a mixed, partially selective secondary school with approximately 1,460 students including over 400 in our vibrant and highly successful sixth form. Our school benefits from some of the most able students in the country. In the 2024 A level examinations, 63% of all A level grades were A*-A with 87% of grades being awarded A*-B. In GCSE examinations, students achieved an average Attainment 8 score of 74.2 and a Progress 8 score of 0.93 with 34% of all grades awarded at level 9 and 94% of students achieving 5 or more grades 9 – 4 including English and Maths. Many of our school leavers from Year 13 have offers from top universities to choose from, including an average of 24 places at Oxbridge each year.

We were delighted to be recognised as 'The Sunday Times Regional School of the Decade' in 2020 and the country's highest ranking non-fully selective *state school of the year* many times over, including for 2025! Securing a place at Owen's has been described as *"winning the lottery"* in the Good School Guide, *"the golden ticket"* in Tatler and Ofsted judged us *"outstanding"* in all categories in December 2023, with no areas for improvement.

If you would like to come and join us, we would love to meet you and talk to you more. Please call to arrange a chat, if you would like to, or just send us your completed application pack. I look forward to meeting you.

Hannah Nemko
Headteacher



FINANCE ASSISTANT

**Part Time, Fixed Term Contract for one year
Required w/c 1 September 2025**

**18 hours per week, term time plus 2 weeks holiday working
(hours to be worked over 3 days preferably to include a Wednesday)**

**Salary scale: H3 to H4 depending on experience, actual annual salary £10,592 to £11,284
(based on the full-time equivalent of £24,790 to £26,409, pay award pending)**

Closing date: 9am, Monday 2 June 2025

Interview date: w/c Monday 9 June 2025

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The governors of this highly successful, partially selective, mixed school, wish to invite applications for the post of Finance Assistant to join our busy Finance team. Finance experience, particularly of the purchasing function, is preferred. Experience of working in a school finance team is desirable but not essential. The post will appeal to a numerate, computer literate, proactive and conscientious person who can work well within our established team. The successful candidate will possess excellent analytical and numeracy skills.



WHY WORK AT OWEN'S

At Dame Alice Owen's, we appreciate that when staff are well looked after, and conditions are right for learning, students and staff thrive.

Owen's has a relaxed, supportive environment, the atmosphere is friendly and collegial and staff are nurtured and supported. Students at Owen's are engaged, well-motivated and behavioural issues are rare and well managed. Therefore, it is a place where you can focus your energies on developing effective teaching and learning strategies and grow as a practitioner. The Senior Leadership team are fully aware of the importance of a good work life balance and are mindful of this when supporting the teams they line manage. Meetings are kept to a minimum, as is cover, courtesy of a team of dedicated cover supervisors. There are regular, whole staff and departmental social events throughout the year, and, with a nod to our 400 year old traditions, Owen's is often a fun and interesting place to be.

Teaching at Owen's is not just a job; it's a fulfilling and rewarding experience that goes beyond the classroom, positively shaping both students' futures and teachers' careers. If you would like to work in a school where your passion for education can truly flourish, Owen's is the perfect place for you.

In addition to this we also offer a variety of benefits including:

- Access to an Employee Assistance Package, which provides staff with a wide range of health and wellbeing services including 24 hour access to a GP;
- Excellent facilities and resources including a Fitness Suite which is open to all staff for certain hours outside of the school day;
- Free on school site parking;
- Staff child places, in line with our admissions procedures;
- A great location - the school is situated on an attractive 35-acre site in the Green Belt. Central London is easily reached, in 15 minutes, by rail from Potters Bar and the school is close to motorway links.

Hear from members of our Staff in the [video here](#) about why they enjoy working at Dame Alice Owen's School.



JOB DESCRIPTION



Post Title: Finance Assistant
Responsible to: Assistant School Business Manager

Purpose of the Role

- To assist the School Business Manager and the Finance team in maintaining robust and accountable financial processes in accordance with legal and Department for Education requirements
- To maintain an effective Purchase Ledger to ensure accurate records of expenditure are kept and timely payments are made to suppliers.
- To provide general administrative support to the School Business Manager and work with the other members of the Finance team to ensure all finance matters are dealt with appropriately and efficiently.

Main duties and responsibilities include, but are not limited to:

- Input all purchase orders into FMS accounting system
- Input all purchase invoices into FMS accounting system and match with purchase orders appropriately
- Create BACS payment files for purchase invoices processed
- Ensure all invoices and BACS batches are filed in accordance with the Finance team's established finance systems
- Field telephone calls from suppliers on the status of their accounts
- Ensure all purchase orders and invoices are signed appropriately by all relevant signatories
- Assist in managing and administering school lettings
- Produce Sales invoices for school lettings
- Set up payments for trips and resources via our parent payment portal
- Maintain spreadsheets showing breakdown of monthly expenditure
- Open and process contents of the post delivered to the Finance office
- Administer cash from students and staff relating to non-uniform days, charity events and other ad hoc activities
- Prepare banking of cash and cheques received by the Finance team for weekly collection by the cash collection company, and maintain banking records
- Complete any other reasonable tasks as required by the Headteacher, School Business Manager, Assistant School Business Manager or Senior Leadership Team

PERSON SPECIFICATION

Education	Desirable/ Essential
Good general standard of education with a minimum of GCSE in Mathematics or equivalent	E
AAT qualification	D
Experience	
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
Specialist skills and knowledge	
Working knowledge and experience of finance packages	D
Fully proficient in using IT systems, including Microsoft Excel and Word	E
Good knowledge of accounting procedures	D
Demonstrates a logical and methodical approach with attention to detail and accuracy	E
Other	
A problem solver with a 'can do' attitude	E
Excellent organisational skills	E
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	E
Excellent interpersonal and communication skills	E
A good sense of humour!	E

HOW TO APPLY

Applications will be accepted by completion of an application form via MyNewTerm on our vacancies page - <https://damealiceowens.herts.sch.uk/introduction/vacancies/>. We are not able to accept CVs for any posts based in school.

To arrange a tour or informal discussion about this position, please contact Nicola Irons via ironsn@damealiceowens.herts.sch.uk

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.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to declare any convictions, cautions, reprimands and warnings that are not “protected” (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)). Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, scrutiny of the information provided in your application form and an enhanced Disclosure and Barring Service disclosure check.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process or if you have any general enquiries, please do not hesitate to ask via recruitment@damealiceowens.herts.sch.uk

