

Assistant School Business Manager

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 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 a stable, experienced and supportive school leadership team which makes our school such a special place to be.

Dame Alice Owen's School is a mixed, partially selective secondary school with approximately 1,470 students including over 450 in our vibrant and highly successful sixth form. Our school benefits from some of the most able students in the country. In the 2025 A level examinations, 66% of all A level grades were A*-A with 89% of grades being awarded A*-B. In GCSE examinations, students achieved an average Attainment 8 score of 73.6 with 29% of all grades awarded at level 9 and 95% of students achieving 5 or more grades 9 – 4 including English and Maths (there is no Progress 8 score for 2025 due to Covid but in 2024 it was +0.92). Many of our school leavers from Year 13 secure places at the universities, including an average of 15 students taking up offers 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. Add awards from The Telegraph: **State Sixth Form of the Year** this September, The Sunday Times: **Comprehensive School of the Year for Academic Excellence 2026** and **Comprehensive School of the Year (Southeast) 2025 and 2026** and you start to see why our annual survey showed that 100% of staff are proud to be part of the school. Securing a place at Owen's has been described as **'winning the lottery'** in the Good School Guide 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 Jenkins.



Assistant School Business Manager

**Full Time, Permanent Post
Required as soon as possible**

Closing date: 9am, Friday 4 September 2026

Interview date: Thursday 10 September 2026

37 hours per week, term time plus 4 weeks holiday working (of which 2 weeks must be worked in August each year, to assist with year-end)

(30 hours per week, worked over 4 or 5 days could be considered for the right candidate)

Salary range: H8/25 - H9/29 depending on experience, pro-rata actual annual salary range from £33,822 to £37,077 (based on salary range from £36,363 - £39,862 for the full-time equivalent post, pay award pending)

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 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



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. 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. 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.

Working 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 the careers of all those who work with them. If you would like to work in a school where your passion for supporting young people and contributing to their future success 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.

Watch this [video](#) to hear what our students have to say about what a special place Dame Alice Owen's School is for them.



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:

- 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;
- Assist the SBM in the production of monthly management accounts and cost centre reports;
- Assist in the monitoring of the cashflow and budget variance reports;
- Prepare and submit HMRC Returns e.g. payroll, Gift Aid and VAT as necessary;
- Ensure continual assessment of VFM procurement and to liaise with budget holders to achieve best value;
- Assist with the audit process, working alongside our external auditors;
- Assist with preparation of the draft budget, the annual financial statements and returns to the DfE;
- Perform regular reconciliations of bank and other key control accounts;
- Oversee the Sales Ledger, ensuring that all income is promptly and accurately invoiced and payments received in a timely manner;
- 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;
- Manage and improve the financial software used;
- Assist the SBM in generating reports for termly Governing Body Finance Committees;
- Attend key Governing Body Finance Committee meetings;
- Assist with benchmarking exercises to ensure value for money and financial efficiency;
- Assist the SBM in reviewing all school finance policies on a bi-annual basis;
- Assist the SBM in any other duties reasonably requested by the SBM or Headteacher.

PERSON SPECIFICATION

Qualifications and Training	Desirable/ Essential
Good level of literacy and numeracy	E
5 GCSEs or equivalent including grade C in English and Maths	E
Degree Level or equivalent	D
Relevant recognised qualification in Finance eg AAT qualification	D
Extensive experience of working in a busy finance department	E
Experience	
Strong financial background	E
Experience of working in a school or academic environment	D
Experience of working different accounting systems	E
Experience of setting up a new accounting system	D
Specialist skills and knowledge	
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, financial systems and processes	D
Demonstrates a logical and methodical approach with attention to detail and accuracy	E
Other	
An energetic committed individual with a clear vision and unwavering commitment to excellence for all	E
A problem solver with a 'can do' attitude and the ability to work as a member of the team	E
Excellent organisational, interpersonal and communication skills	E
Ability to plan own work schedule to meet agreed deadlines	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
Have the capacity to see 'the big picture'	E
Be committed to Value for Money principles	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, Jackie Campbell (School Business Manager) via campbellj@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

