



# ACCOUNTS & HR ASSISTANT (Part Time)

REQUIRED ASAP

INFORMATION FOR CANDIDATES

CLOSING DATE: OPEN



## About Glendower

Glendower is a leading London Prep School for 250 girls aged between 4 and 11. Glendower has a reputation for excellence and attracts, develops and inspires some of the country's best teaching talent.

The School comprises of two sections; the Lower School (Reception - Year Two) and the Upper School (Year Three - Year Six). Glendower is a London day school, and offers an excellent 'all-round' education comprised of specialised teaching, a rigorous sporting calendar and an abundance of extra-curricular opportunities for girls of all ages.

## Record of Success

Glendower has been rated 'excellent' in every area following our ISI Inspection (March 2020); which included the quality of teaching, pupils' achievements, opportunities in sport, music, Performing Arts and Extra-curricular activities, as well as the provision and quality of Pastoral Care.

Glendower has an outstanding track record in preparing its pupils for the top Senior Schools in the country. Schools frequently attended by our students consist of:

St Paul's Girls' School	City of London
Latymer Upper School	Godolphin and Latymer
Wycombe Abbey	St Mary's Ascot

## The Glendower Approach

Founded in 1895, Glendower is a traditional, yet forward-thinking school with a strong community ethos. Glendower has a rich history of success and is very proud of its reputation as one of the leading Prep schools in the country. Due to its incomparable location in the heart of South Kensington, Glendower has access to some of the best facilities in the UK, where daily Drama, PE and Extra-curricular clubs take place. These facilities enable every girl to flourish and unleash their talents in all aspects of school life.

## The Vacancy

Glendower seeks to appoint a part-time Accounts and HR Assistant to work two days a week, or equivalent, in term time plus 15 days outside of term time. Experience of school accounts is desirable. The post is permanent starting as soon as possible. Salary is £12,000 depending on agreed hours and experience.

The purpose of the role is helping to ensure the effective and smooth running of the School's finance and HR systems.



## Specific Responsibilities

- Accounts payable: take responsibility for running the accounts payable function - processing supplier invoices, arranging payments, maintaining good relations with suppliers and dealing with queries.
- Support preparation of management accounts for Governor meetings.
- Petty cash: weekly reconciliation of petty cash payments.
- Bank and credit card reconciliations.
- Pay cash and cheques into bank
- Support annual audit by providing reports, information and reconciliations as required.
- Support development of financial systems and procedures.
- Staff recruitment: support the recruitment process, ensure paperwork is kept up-to-date and accurately completed and filed, prepare DBS applications, support maintenance of the School's Single Central Register of appointments.
- Support implementation of HR software.
- Other ad hoc assignments.

## Person Specification

### Qualifications

Essential - A level or equivalent

Desirable - Book-keeping

### Experience

Essential

- Experience of a finance or accounts environment
- Experience of book-keeping/accounting
- Experience of working in a team
- Experience of routine office procedures

Desirable

- Knowledge of IFINANCE accounting system and ISAMS school management system

### Knowledge, skills and abilities

Essential

- Good, accurate IT skills
- Intermediate knowledge of Excel
- Good organisational and administrative skills
- Good inter-personal skills with students, staff, parents, suppliers and governors

### Work-related personal qualities

Essential

- Reliable, honest and trustworthy.
- Good attention to detail.

- An understanding of the importance of confidentiality.
- Resourceful and flexible.
- Use initiative to problem solve.
- Willingness to update skills and knowledge as systems and technology develop.

awareness of issues relating to:

- safeguarding and child protection
- equalities
- promoting the school's vision, values and ethos
- high quality, stimulating learning environment
- relating positively to and showing respect for all members of the school and wider community
- ongoing relevant professional self-development

## Equal Opportunities and Commitment

Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin  
Demonstrate a commitment to and



## School Aims

Since 1895, Glendower has been laying the foundations for its pupils' futures. Children have one opportunity for an education which will form the basis of their lives and, at the same time, one childhood; Glendower aims to keep a happy balance between the two.

During their time with us, we instil the 'Six R's' in every student, resulting in confident, happy, engaging, mature, considerate and thoughtful young adults who are outward looking global citizens.



### Responsibility

Students are responsible for their words and actions, and any consequences these may have.

### Resilience

Students learn from their mistakes and persevere when they find tasks difficult.

### Relationships

Students are flexible and prepared to work and play with others. They can recognise when others are upset and make them feel better.

### Readiness

Students take ownership of their learning, from belongings and homework, to listening and responding to instructions.

### Resourcefulness

Students can use their imagination and think creatively.

### Reflection

Students respond to teacher's comments to help learn and improve, whilst providing thoughtful feedback to others.

## The Application Process

Please complete a Glendower Application Form and return it alongside a covering letter addressed to the Headmistress.

Applications should be emailed to [pennickl@glendowerprep.org](mailto:pennickl@glendowerprep.org)

Successful candidates will be contacted and interviews will take place at an agreed time and date.

If you would like to discuss the role in more detail, or have any specific questions, please email the above email address.

Glendower Preparatory School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and DBS vetting. Glendower is an equal opportunities employer.



**GLENDOWER PREPARATORY SCHOOL  
86/87 QUEENS GATE  
LONDON  
SW7 5JX**

**020 7370 1927**

**[office@glendowerprep.org](mailto:office@glendowerprep.org)**



**[www.glendowerprep.org](http://www.glendowerprep.org)**