



ACCOUNTS AND HR ASSISTANT (Part-time)

NEEDED FOR: IMMEDIATELY
INFORMATION FOR CANDIDATES

CLOSING DATE: OPEN
INTERVIEWS: AS REQUIRED



About Glendower

Glendower Preparatory School, is an all-girls school, situated in superb surroundings in the heart of South Kensington, close to neighbouring Museums and historic landmarks.

As a charitable trust, Glendower is run independently and all profits are directed back into the school, making it a richly resourced educational environment and highly rewarding school to work in.

The school educates 250 girls from Reception to Year 6, with each year group running a two-form entry. Academic results are excellent, due to the focus on highly specialist and

individualised teaching and our girls go on to obtain places in the top academic day and boarding schools.

Places at Glendower are gained following an entry assessment held each January; there are waiting lists operating in all age groups across the school as places are oversubscribed.

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 School, Latymer Upper Godolphin and Latymer, Wycombe Abbey, and 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 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.

Equal Opportunities

We are committed to treating all employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, transgender status, pregnancy, age, sexual orientation, religion or belief. We therefore welcome applications from all segments of the community.



What we offer

- Competitive salary
- Contributory Pension Scheme
- CPD and career progression opportunities
- Healthy school lunch provided
- Supportive Glendower Community, including colleagues, SLT, governors and parents
- An appointed Staff Liaison
- Golden Ticket Day – an additional day off during term time
- Lively school socials
- Provision of a 1:1 Mindset Coach available to all staff
- Death in service benefit

The Vacancy

Glendower seeks to appoint a part-time Accounts and HR Assistant to work two days a week, mainly in term time.

Experience of school accounts is desirable. The post is permanent starting as soon as possible. Salary is £30,000-£40,000 pro-rata depending on agreed hours and experience.

Main Duties

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

- Accounts payable: take responsibility for running the accounts payable function - processing supplier invoices, arranging payments, maintaining good relations with suppliers and dealing with queries.
- 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.
- Support the staff 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.
- Support the bursar with Clerk to the Governors duties, such as governor communication, organising papers, record keeping and minute taking.
- Other ad hoc assignments

Person Specification

We are looking for an enthusiastic person with charm, wit and who is calm under pressure. They should be a team player who enjoys a mix of routine and ad hoc tasks. The successful applicant will be positive, responsive, have a flexible attitude to work and be able to communicate easily with

colleagues and parents. Honesty, integrity and confidentiality are essential qualities for the role.

Experience/Knowledge

Essential:

- Qualifications - A level or equivalent
 - Experience of a Finance or Accounts environment. Experience of book-keeping/ accounting. Experience of working in a team. Experience of routine office procedures
 - Good, accurate IT skills
- Intermediate knowledge of Excel. Good organizational and administrative skills. Good interpersonal skills with students, staff, parents, suppliers, governors



Desirable:

- Book-keeping
- Knowledge of IFINANCE accounting system and ISAMS school management system

Work-related personal qualities

- 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.

Equal Opportunities and Commitment

Commitment to equality of opportunities for all, regardless of gender, disability, religion, and ethnic origin

- Demonstrate a commitment to, and 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



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.



- To encourage socially-aware, inclusive and responsible citizens.
- To inspire our girls to be autonomous and resourceful learners
- To promote reflective learning and intellectual curiosity
- To develop courage, perseverance, and resilience.
- To foster positive and kind relationships
- To prioritise an ethos of responsibility for learning and actions.
- To offer a broad and intellectually stimulating curriculum including sport, art, music, drama, and STEM
- To spark freedom of choice and thought so that our girls go on to become gamechangers

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. This role is open with an ongoing application deadline.

Successful candidates will be contacted to attend an interview on a rolling basis.

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

Hours of work: Part-time, minimum 16 hours a week

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. We follow safe recruitment and equal opportunities practices, and all successful applicants will be subject to an enhanced DBS check.



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