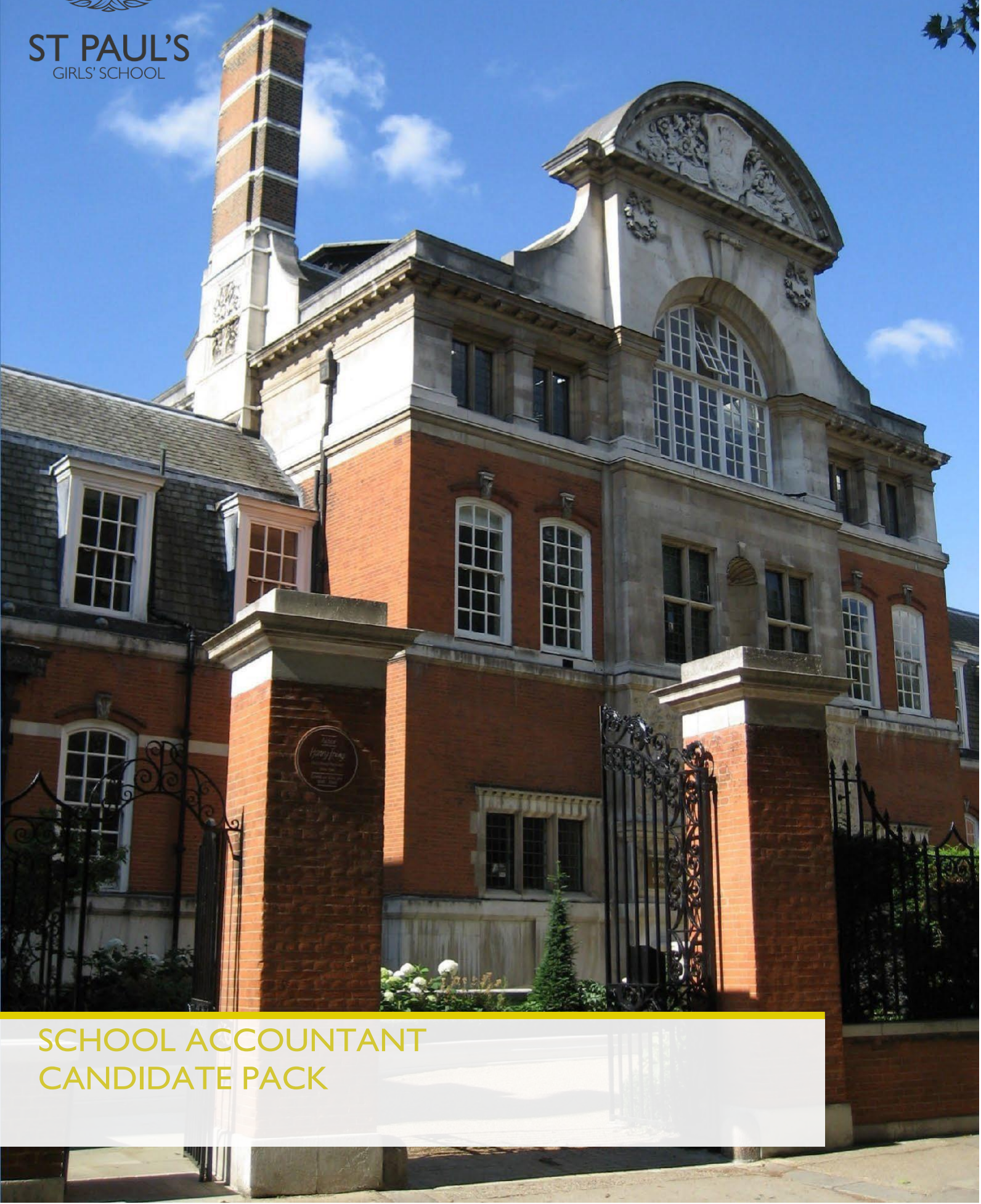




ST PAUL'S
GIRLS' SCHOOL



SCHOOL ACCOUNTANT
CANDIDATE PACK



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WELCOME FROM THE HIGH MISTRESS

St Paul's Girls' School (SPGS) is an extraordinary school. Not only does it regularly achieve the best GCSE and A level results in the country, but it has a truly distinctive ethos, focused on nurturing creativity, curiosity, and a love of academic discovery. Ours is a school full of opportunity where students are encouraged to take responsibility, to get involved and to broaden their horizons. They are actively engaged in service to the community and local partnerships abound. Friendships made at SPGS last a lifetime.

The education we offer is classical yet forward-looking, encouraging students to take risks, think ambitiously and play a leading role in the world beyond school. It is no coincidence, therefore, that amongst our alumnae we count leading scientists, journalists, artists and politicians. One of our earliest students was Rosalind Franklin, whose brilliant pioneering work was pivotal to the understanding of DNA.

The co-curricular programme at SPGS is wide ranging and ambitious. Music plays a central role. The composer of *The Planets*, Gustav Holst, was Director of Music at the school for over 30 years, and his legacy continues. Likewise, the quality of drama and art is very high indeed and we believe this is crucial to a rich education. Sport features strongly too, with an emphasis on wellbeing and teamwork. Most important of all, however, is our belief that all students should receive the kindest and most individual of pastoral care, and this feature is fundamental to our school.

SPGS remains the most dynamic school I have ever had the pleasure to work for and I hope that you will consider joining us.

Sarah Fletcher



AN INTRODUCTION TO SPGS

St Paul's Girls' School is an historic and highly successful day school in west London, welcoming students aged 11 to 18. It was founded in 1904 by the Worshipful Company of Mercers as one of the first purpose-built schools for girls and was designed by the architect Gerald Horsley. It is one of the country's leading independent secondary day schools for girls and is a lively academic community with excellent facilities for all subjects.

There are approximately 800 students on roll, coming from a wide range of feeder schools across both the state and independent sector and there is a thriving sixth form of about 230 students.

Entry to the school at 11+ is by competitive exams held in January and at 16+ in November, and there is heavy demand for each place. Public exam results are consistently outstanding and about 40% of all students every year move on to Oxford and Cambridge. Increasing numbers also go on to higher education at Ivy League colleges in the United States. Aspirations and achievements in many areas go well beyond what one would normally expect from a school, making SPGS a very exciting and stimulating place in which to work.

The emphasis on liberal learning established by the first High Mistress, Frances Gray, finds expression today in an academically adventurous curriculum, which encourages intellectual freedom, discovery, and the joy

of scholarship. Pastoral care is excellent, and all students are placed in small tutor groups to ensure the highest standards of personal attention and development. There is a vibrant co-curricular life and a busy programme of partnership and service activities, which demonstrate the importance of collaboration, diversity and inclusion, and which empower students to make a difference in the world beyond school.

We have an excellent reputation for the creative and performing arts, with students contributing to an exciting programme of musical and dramatic performances and art exhibitions. Our co-curricular programme is full and varied, offering innumerable opportunities for students to develop their individual interests and skills, from debating to fencing, chess to Fem Soc. We have an active and popular society focused on sustainability, which works closely with the school to raise awareness of environmental issues and to reduce our carbon footprint, a project to which we are deeply committed.

The school is well accustomed to sporting success, with hundreds of fixtures played throughout the year and opportunities for all ages and talents. Our pitches, tennis and netball courts, sports hall and pavilion are close by, offering some of the best sporting facilities a central London school could wish for.

AN INTRODUCTION TO SPGS

Diversity and inclusion sit at the heart of the school. We believe passionately that it is our moral imperative to contribute to social mobility through education and to work to reduce the attainment gap, which, the EPI reported, has stopped closing for the first time in a decade. Our bursary programme currently provides financial support to 11% of students, and we are at the beginning of an exciting journey to increase that figure significantly. Our bursary students enrich our school community beyond measure, bringing with them differing world views and lived experiences that contribute to a wonderfully diverse student body. This ambitious target will position SPGS as the leader in bursary provision in the UK amongst independent all-girls schools.

We recently established the Paulina Foundation, a separate entity through which fundraising for bursaries, partnerships and buildings takes place. In May 2024 we will be launching our new 'Opening Doors' campaign with significant targets to ensure that we are able to meet our goals and make an SPGS education accessible to any student who meets the academic criteria.

Our partnerships programme has grown considerably in recent years. We work extensively with primary schools, secondary schools and the local community to widen educational opportunities by sharing our facilities and expertise and to provide mechanisms by which we can learn from each other. Our staff and students are engaged in numerous projects, from our Primary Hub where students mentor primary students, to our Friday service programme, which sees our Y12 students off timetable for an afternoon a week to pursue service activities.

Additionally, our collaboration with St Paul's School continues to grow, with an increasing number of opportunities for all staff to get involved.

We are committed to providing a cutting edge, relevant and future proof education for our students. To that end, the school has invested significantly in a programme of building works and refurbishment, including a new Centre for Design & Innovation (CDI), which will house our computer science and creative technology department, alongside sculpture, art and design.

The development of new technologies will impact every career and every aspect of our lives; the creative industries are the fastest growing sector of the UK economy, accounting for 1 in 6 jobs in the UK. It is essential, therefore, that we ensure our students are fully equipped with the skills, knowledge and expertise they need to navigate a digital world with confidence and that we prepare them for the careers of tomorrow. The building will house art & sculpture studios, with a live broadcast studio, maker spaces and tech labs, and encourage interdisciplinary activities across the breadth of the curriculum, as well as creating opportunities and capacity for partnerships work.

This is an exciting period for the school as we build on the extraordinary foundations of the past to ensure the education we provide is forward-looking and responsive to future needs.



ROLE DESCRIPTION

SPGS is looking to appoint an enthusiastic School Accountant to work within the Finance Team with responsibility for the school's payroll, pensions, investments and restricted funds. They will report to the Head of Finance.

With a proactive and positive approach to their work, they will manage the Payroll Assistant and work alongside the Finance Manager. With a varied remit, the school requires a qualified accountant to join the team. The postholder will have excellent interpersonal skills, a keen eye for detail and accuracy, be highly organised and with an ability to manage different projects concurrently.

Key duties and responsibilities

- Manage the Payroll Assistant to ensure that the school's payroll is processed correctly liaising with the HR Department as necessary, providing support and cover as necessary.
- Administer the school's pension schemes, including both the defined contribution scheme and the contributions to the Teachers' Pension Scheme.
- Administer the investment portfolio and attend termly meetings of the school's Investment Committee.
- Prepare termly statements of in-year income and expenditure for the school's restricted funds and produce the annual statutory information required for the accounts and audit.
- Support the Paulina Foundation and the fundraising team on all financial matters, including gift aid claims.
- Manage the recording of the financial awards offered to students, reconciling the accounting system back to billing schedules.
- Provide financial administration for SPGS International, the school's subsidiary with oversight for SPGS international schools. This includes the preparation of the annual statutory accounts for SPGS International.
- Preparation of corporation tax schedules for both the school and SPGS International, liaising with the school's tax advisors accordingly.
- Provide financial advice and assistance with the school's Partnership team who oversee the school's engagement with the local community.

- Under the direction of the Head of Finance, help prepare the school's VAT returns.
- Carry out any ad hoc projects to support the Head of Finance and undertake any other reasonable request of the Head of Finance or Bursar.

Required skills

- Accountancy qualification – ACA, ACCA or CIMA.
- At least three years' experience post qualification, ideally in the education or charity sector.
- Excellent ICT skills in MS Office Suite such as Outlook, Word and Excel. The school uses WCBS PASS accounting package and Raisers Edge fundraising database.
- Experience of managing a payroll system and administering pension schemes. An understanding of the Teachers' Pension Scheme would be desirable.
- Demonstrate strong organisational skills and the ability to work independently, with a highly proactive, flexible and positive approach to all duties and responsibilities.
- Evidence of being a good team player, capable of working positively under pressure with a flexible outlook that supports the rest of the team.
- A proven ability to work with accuracy and attention to detail to produce high quality work.
- Demonstrate evidence of diplomacy, discretion, professionalism, and an ability to keep one's counsel as required.
- Display excellent inter-personal and communication skills to facilitate effective communication with a wide range of stakeholders, both verbal and written.

Desirable skills

- Experience of preparing VAT and/or corporation tax returns.
- Experience working in the independent school sector.



FURTHER INFORMATION AND HOW TO APPLY

Terms and Conditions of the post

Working hours are 40 hours per week, Monday to Friday throughout the year.

Depending on experience, the salary for this post is £60,000 - £65,000.

Successful candidates for posts here are required to complete a medical declaration and undergo the normal DBS checks.

Application and interview procedures

Further information about the role and how to apply can be found on our website <https://spgs.org/vacancies/>. Please submit your applications before midday on the closing date. Applications will not be considered without a covering letter, CV, and completed application form. We recommend that candidates apply as soon as possible since applications will be reviewed as they are received, and interviews arranged on a rolling basis.

Disclosure and Barring Service (DBS) and overseas police checks

St Paul's is a "registered body" under the Police Act 1997 because employment here involves access to children under the age of 18. This post will require an enhanced DBS check from the Disclosure and Barring Service before we can confirm an offer of employment. Unless you are a member of the DBS Update Service you will need to apply for a new disclosure, even if you already hold one. Former members of staff who are not on the Update Service who re-join us also require fresh disclosures unless less than three months have passed between their leaving and their re-employment date. If you have lived or worked abroad for a period of 3 months or more during the past 10 years you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.

Safeguarding guidelines

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with our child protection policy statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children at St Paul's, they must report any concerns to our safeguarding designated teacher or to the High Mistress.

St Paul's Girls' School is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

Closing date: Friday 5th April 2024, midday

Interview date: Week commencing Monday 15th April 2024



ST PAUL'S
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Contact us to find out more

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