



QUEEN'S GATE  
SCHOOL

APPLICANT INFORMATION

# FINANCIAL CONTROLLER

COMMENCING  
FEBRUARY/MARCH  
2026

125-126, 131-133 QUEEN'S GATE  
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QUEEN'S GATE SCHOOL TRUST LTD  
REGISTERED CHARITY NO. 312724







# WELCOME FROM THE PRINCIPAL



Welcome to Queen's Gate School, and thank you for taking the time to review our application pack.

Queen's Gate is a happy, bustling GSA school for girls aged 4-18. Located in South Kensington, London, we are ideally placed to take advantage of the many educational opportunities on offer nearby. We are a close-knit community of around 500 pupils, and are proud of our light-hearted atmosphere, where we promote individuality, authenticity and creativity. Our intake is broad, and we pride ourselves on valuing each girl for her own gifts and talents. Our pupils leave us to a range of higher education institutions across the UK and abroad, and the breadth of their chosen degree courses speaks to our success in fostering our pupils' interests across the academic spectrum and beyond.

We encourage all our girls to be bold in their dreams and to seek to exceed their potential. We are firm in our belief that to do so, our girls must feel happy and secure, and so as a School we aim to

provide a warm, supportive environment in which our girls can grow, explore and aspire.

Likewise, we are committed to offering a workplace where our staff can develop their skills and advance in their careers. We have a generous CPD budget, and encourage networking with colleagues at other GSA schools. A number of our staff serve as governors for other schools, which we are also pleased to facilitate.

We hope the information supplied in this pack will leave you keen to come and be part of all that makes us such a special place. We are a school where our hard work is underpinned by good cheer and genuine camaraderie, and we would be delighted to receive your application to join us.

With warmest wishes,

**Amy Wallace**  
Principal

# ABOUT US (continued)

Queen's Gate's stated aims are to create a secure, happy, yet stimulating environment in which each girl can realise her academic and personal potential.

Our intake is relatively broad, and we are exceptionally proud of the results our girls achieve; in 2023, we were fourth in the country for value-added scores. We have pupils performing at the highest levels in Music, Drama and Sport. Currently, we have girls competing internationally in Fencing, Volleyball and Athletics, another playing in the National Youth Orchestra, and one in the National Youth Theatre. We have an extensive programme of enrichment activities, as well as a plethora of trips to destinations in the UK and abroad.

Our ethos is one of celebrating each girl as an individual, and allowing her to explore her own interests and gifts. We facilitate this through our

extensive academic curriculum (we offer 28 subjects at A Level) and a higher-than-normal amount of choice at GCSE. Scholarships are awarded for academic merit but also to those demonstrating exceptional talent in, and dedication to, Sport, Music, Drama and Art. The School is committed to widening access, and offers a number of means- tested bursaries.

We place great emphasis on the importance of pupils' happiness and wellbeing, which we support through outstanding pastoral care, our extensive co-curricular programme and an open determination to inject fun wherever possible.

Our girls have no uniform, and our dress code allows them enormous scope to explore their own sense of style and to come to school feeling comfortable and confident in what they are wearing. Girls have many opportunities to provide feedback or present their own ideas, particularly in terms of charity events, which are a regular feature.

The core Senior Management Team currently comprises the following staff members:

- Principal
- Vice Principal
- Bursar
- Director of the Junior School
- Director of Studies
- Director of Pastoral Care
- Director of Sixth Form

The Senior Management Team also includes a number of Associate members.

The Junior School has an additional leadership team, which currently comprises the following staff members:

- Director of the Junior School
- Assistant Director (Teaching & Learning)
- Assistant Director (Operations)
- Assistant Director (Pastoral)

Our Board of Governors maintain regular contact and incorporates professionals from a range of fields. We are also fortunate to benefit from a strong and supportive PTA.



# THE ROLE



Queen's Gate is a very happy school for girls aged 4-18, located in South Kensington amidst a dazzling array of world-class educational and cultural institutions. We are a close-knit community, where pupils, staff and parents enjoy working collaboratively to create a welcoming, empowering and exciting learning environment. Our values shine through all that we do: recognising the worth of each member of the community as an individual; aspiration that we should each seek to be our own best, whatever that might mean; and a warm generosity of spirit. We are an inclusive community, with our diverse, multi-national pupil, parent and staff body reflecting our cosmopolitan home in this global city.

After a period of valued service to the School, our Financial Controller is moving on to a promotion, and we are seeking to appoint her replacement. As a member of our operations staff team, the Financial Controller reports to the Finance Bursar, with responsibility for management of the day-to-day financial operations of the School. This includes billings, accounts payable, budgeting and management reporting. Working with the Finance Bursar and Admissions Team, the Financial Controller also administers the School's bursary programme.

The successful candidate will be joining a tight-knit and mutually supportive team in our Bursary, and will have the opportunity to interact with a range of stakeholders, including our wonderful pupils. As a small team, our Finance Team will sometimes cover duties for each other, so an adaptable mindset will be essential. A person specification is below.

The role is full time; however, the Principal is committed to inclusive recruitment, and so would be pleased to hear from candidates interested in a part-time, job-share opportunity. It is expected that the role will be based in at our school site in South Kensington; however, there may be the option to work one day per week from home once the candidate has completed a successful probation period.

The person specification is not necessarily a comprehensive definition of the post, nor does it specify how time will be apportioned between tasks. The post holder may be required to carry out other duties, not included in the person specification, as is reasonably required by the Principal from time to time. Overtime is not usually paid on these occasions.



# THE PERSON

Qualifications	Essential	Desirable	Method of Assessment
Qualified Accountant (ACA, ACCA, CIMA)	•		Appropriate original certificates

Experience	Essential	Desirable	Method of Assessment
Experience of strategic financial planning		•	Application form Interviews References
•Experience of budget preparation and management	•		Application form Interviews References
•Experience of systems implementation and/or improvement processes		•	Application form Interviews References
•Experience working in a Finance office	•		Application form Interviews References
Team leadership experience	•		Application form Interviews References
Experience of working in a school/education or not-for-profit setting.		•	Application form Interviews References

Basic Skills, Characteristics & Competencies	Essential	Desirable	Method of Assessment
Excellent understanding of accounting and related software systems	•		Application Form Interview Process
Strong analytical skills	•		Application Form Interview Process
Excellent Microsoft Office skills, particularly Excel	•		Application Form Interview Process
An enquiring mind - able to apply innovative and practical solutions to problems	•		Application Form Interview Process
Able to prioritise effectively and work under pressure as needed to meet deadlines	•		Application Form Interview Process
Excellent verbal and written communication skills	•		Application Form Interview Process
Able to motivate others	•		Application Form Interview Process
Discretion and sensitivity, particularly in relation to professional confidentiality	•		Application Form Interview Process
Supportive approach to interactions with all stakeholders	•		Application Form Interview Process

# APPLICATION PROCESS

Queen's Gate is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask shortlisted applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the Disclosure and Barring Service ("DBS") filtering rules) in order to assess their suitability to work with children.

The School may carry out online searches on shortlisted applicants, for which all such applicants will be required to provide details of their online profile, including social media accounts, as part of their application. Prior to employment commencing, successful applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Successful applicants will also be required to produce evidence of qualifications, identity, and the right to work in the UK. Two references will be taken up, one of which will be with the most recent employer. They will also be required to complete our Health Questionnaire.

All those working at Queen's Gate share in our responsibility to safeguard and promote the welfare of the children and young people in our care. This will include completing regular training and maintaining a good awareness of key policies and procedures relating to our safeguarding duties. Where a role has specific or additional responsibilities in relation to safeguarding, this will be detailed within the job description.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form. This can be found at the end of our application form. The form will be separated from your application on receipt. The information on this form will be used for equality monitoring purposes only and will play no part in the recruitment process.

Queen's Gate School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. We welcome applications from all sections of the community.

To apply for this role, please complete our application form which can be found on our website: [www.queensgate.org.uk/about-us/employment-opportunities](http://www.queensgate.org.uk/about-us/employment-opportunities)

Please return a completed application form, along with a covering letter to the Principal, to [recruitment@queensgate.org.uk](mailto:recruitment@queensgate.org.uk)

The closing date for applications is **12:00pm on Tuesday, 27 January**. Interviews will follow that week and the next.

Queen's Gate has a generous salary scale which takes into account our Central London location; remuneration for this role will be commensurate to the candidate's experience.

