

### Job Description

<b>Job Title:</b>	Administrator of Stowe School Foundation and Scholarships & Bursaries PA to the Group Director of Finance
<b>Hours of Work:</b>	22.5 (3 days per week)
<b>Department:</b>	Finance
<b>Job Grade:</b>	6
<b>Accountable to:</b>	Financial Accountant and Group Director of Finance
<b>Number of direct reports:</b>	0
<b>Budgetary responsibility:</b>	No
<b>Location:</b>	Stowe School
<b>Purpose of the role:</b>	<p>To oversee the administration of the Scholarships &amp; Bursaries process, which is a critical part of the Admissions journey. Act as the interface with parents in relation to the S&amp;B Process and manage the S&amp;B Data in iSAMS which is fundamental to accurate parent billing. Act as secretary to the S &amp; B Committee.</p> <p>Provide Administrative support to the Stowe School Foundation, including preparation for SSF Trustee meetings, organisation of Investment Subcommittee meetings and tracking of annual return requirements.</p> <p>Provide Administrative support to the Group Finance Director and the wider finance team as appropriate.</p>

#### The Stowe Group

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

#### Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to

our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

**Key Tasks:**

**Key Responsibilities and Accountabilities:**

Scholarships & Bursaries:

Oversee the administration of the S&B process including, but not limited to, the following.

- Work closely with Admissions to track the status of applications to ensure all applications for scholarships and bursaries are progressed through the S&B process efficiently and in a timely manner
- Act as the point of contact for Bursary Admin Limited in relation to all applications and reports.
- Communicate with parents over the collection of data required to support new or renewal applications for bursarial support. Ensure data collected from parents is stored securely and provided to BAL as required.
- Assist the Group Finance Director (GFD) in the analysis of individual bursary applications and reviews of parental financial circumstances. Take the lead on communicating outcomes to parents and monitoring the receipt of acceptances.
- Compile and maintain the scholarships and bursaries awards spreadsheet for Stowe School and use the data to support the Financial Accountant and GFD in analysis of the School's S&B spend.
- Maintain the S&B data in the School's billing system, ensuring that data is accurate and up to date to support periodic parental billing. Ensure the data in the billing system reconciles to the underlying records.
- Act as secretary to the School's S&B Committee, including supporting the Financial Accountant and GFD in the preparation of materials for the termly meetings.
- Liaise with the General Office to ensure scholarship awards are correctly reflected in the termly Blue Book.
- General support to the Financial Accountant and GFD in relation to S&B reporting and requests for drawdowns from SSF within specified deadlines.

Stowe School Foundation (SSF):

- Provide administrative support to the Stowe School Foundation, including coordination of meetings of the Trustees and the Investment Sub Committee and oversight of Charity Commission reporting requirements.
- Support the GFD with the preparation of materials for the Trustees meeting, including preparing letters and collating drawdown information as required by the Financial Accountant at specified deadlines.

PA to the Group Finance Director

- Provide general administrative support to the Group Finance Director and the wider finance team as appropriate.
- Act as secretary to the board of Stowe Enterprises, including arranging meetings, taking notes, monitoring completion of actions and supporting in the preparation of meeting materials.
- Prepare communications on behalf of the GFD relating to staff remuneration.
- Assist with the preparation and distribution of papers for the Wynne Trust and the Stowe Beagles.

**Person Specification:** The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> </ul>
Specialist Skills and Experience	<ul style="list-style-type: none"> <li>• High level IT proficiency (word, excel and internet)</li> <li>• Accurate minute taking</li> <li>• Efficient, with excellent administrative skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of working within a committee environment or School environment</li> <li>• Legal or financial background may be helpful</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Excellent organisational skills and time management</li> <li>• Able to work under pressure and to deadlines</li> <li>• Good interpersonal skills, with a high level of discretion</li> <li>• Capable of taking responsibility for own work</li> </ul>	

	<p>and able to work as part of a team</p> <ul style="list-style-type: none"> <li>• Eye for detail</li> <li>• Excellent written and oral communication skills</li> </ul>	
<p>This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder</p>		
<p><b>Date Agreed: April 2026</b></p>		

**Our Values**



**Value scales:**

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

In the role of PA to the Group Director of Finance we are looking for Change Makers who are (please highlight as appropriate):

Professional:					5
Creative Problem Solvers:		2			
Kind:				4	

<b>Flexible:</b>				4	
<b>Collaborative:</b>					5
<b>Communicator:</b>					5