

# Bursar Information Pack Spring 2019



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## Introduction

The Board of Governors are seeking to appoint an outstanding candidate with proven ability at leadership level to act as Bursar to Gayhurst School.

Gayhurst is a busy, purposeful school which prides itself on high academic standards, varied co-curricular and enrichment opportunities, excellent pastoral care and a real sense of family and community. This can only be achieved through the employment of dynamic and inspiring staff, who are happy to work in unison towards the school's aims.

We are seeking a Bursar who will be a key part of the Senior Leadership Team and has genuine energy and enthusiasm to work in the education arena. The post is available from March 2019 but the actual start date is flexible for the successful candidate. Responsibilities of the role and the salary will be commensurate with experience. Education sector experience is not essential but management experience is an advantage. The Bursar is appointed by the governing body and is ultimately accountable to them but will report on a day to day basis to the Head.

## Vision & Aims

**Gayhurst offers its pupils a broad, rounded, co-educational experience in a happy and caring environment, where children's pastoral needs, happiness and wellbeing are paramount.**

The school aims:

- To provide all children with varied opportunities, enrichment and support to develop their academic, sporting, musical and creative interests and talents in a caring environment.
- To focus on children's personal and social development alongside their academic, physical, social and mental development.
- To create confident and independent children with an understanding that effort, perseverance and resilience contribute to their development.
- To prepare all children for their successful transfer to secondary school.

## Overview

Founded in 1908, Gayhurst was originally a boys' independent preparatory boarding school. It moved to its present extensive site on the edge of Gerrards Cross in 1930 where it is situated amongst sports fields and woodlands.

Gayhurst has undergone significant recent development; both the Junior and Senior School have been redeveloped, a brand new Nursery built and the school became co-educational in 2008 with girls initially being introduced into Nursery and the Junior School. Gayhurst is now co-educational in all year groups with 310 children aged 3 -



11. There are currently 85 girls, accounting for approximately 28% of the pupil roll.

The children move on to a wide range of secondary schools, both boarding and day, state and independent. The 11+ exam for entry into the Buckinghamshire grammar school system is taken by many pupils and very much desired by parents.

Gayhurst is divided into Nursery, Junior and Senior departments which are geographically separate on the one site. Our prime considerations in the teaching of children are that they are happy, challenged and resilient; growth mindsets and independence are thoroughly encouraged. The school was founded as a Church of England school and has a Christian ethos while valuing the multicultural nature of our pupils. The school is a registered charity and a member of IAPS.

## Location

Gayhurst School sits on a five-acre site with a surrounding woodland and a further four-acre field beyond. It is situated close to the centre of Gerrards Cross and is easily accessible via the motorway, being near the M40, M25 and M4. The nearest mainline station is Gerrards Cross, which is a 5 minute taxi journey or 20 minute walk away, and has regular service connections to London Marylebone and the South East.

## Staff



At present there are 52 full time and part time teaching staff made up of Teachers and Teaching Assistants as well as 11 peripatetic staff. There are 8 Administrative staff and 3 Maintenance and Grounds staff. The Senior Leadership Team consists of the Headmaster, Deputy Head, Head of Junior School, Head of Middle School, Director of Studies, Bursar and Admissions & Marketing Director.

The staff form a strong community and are very supportive of one another and the pupils. All staff share a strong commitment to excellent pastoral care and the safeguarding, protection and welfare of children. All new staff are expected to share and embody this ethos.

## Governors

Gayhurst has a committed and enthusiastic team of Governors with a range of expertise including education, finance, law, marketing, property and business. The Full Governing Board and each of its committees, Education, Marketing and Finance & General Purposes, meet termly but more frequently if required. Additional committees such as a Development Committee, are established as necessary. Governors also chair sub-committees such as Safeguarding, Travel Committee and Health and Safety. The Governors support the Head and the Senior Leadership Team in every way possible to ensure Gayhurst achieves its vision as a school.

## Salary & Incentives

The salary will reflect the skills and experience of the successful candidate and will be negotiated when an offer of employment is made. All meals and common room refreshments are gratis for members of staff.



## Child Protection & Safeguarding

The post holder will be expected to adhere to the school's policy on safeguarding the welfare of all children at the school and must be compliant with this policy at all times. If the post holder has any concerns or becomes aware of any potential risks to the safety or welfare of children in the school at any time, they must be documented and reported to the school's Designated Child Protection Team without delay.

The successful candidate must undergo all the regulatory checks for employment in a school, including enhanced DBS check, prohibition from teaching and management checks and disqualification by association check. References will be taken - where possible - on all shortlisted candidates prior to interview. Any relevant issues arising from references will be taken up at interview.



## Job Description

The Bursar is appointed by the governing body and is ultimately accountable to them but will report on a day to day basis to the Head. The Bursar has overall responsibility for the fulfilment and delivery of this job description but will manage and be supported by a Finance Manager and a Premises Team Manager.

### Main purpose

To act as Clerk to the Governors and to be responsible for ensuring:

The prudent financial management of the school.

That budgets are set and adhered to and the school accounts are maintained.

That the school complies with all aspects of Health and Safety regulations.

That the school site and buildings are appropriately maintained and secure.

That fees are invoiced and collected, and payments processed in a timely fashion.

That finance, admin and premises staff are appropriately managed

That the school complies with Employment law regulations

### Responsibilities

#### 1. Financial Management

The Bursar is responsible for:

- Advising on general financial policy within the school.
- Advising on the level of tuition fees and additional charges for the next academic year.
- Preparing annual estimates of income and expenditure, to include the preparation of departmental budgets within the school, the latter in consultation with the Head and staff. Present budgets for the approval of the Governing Body.
- Overseeing monitoring of income and expenditure in relation to budget using a termly management accounting system and presenting regular reports to the Governing Body. Interim management accounts to be prepared as required.
- The management of accounts of the school and preparing annual Statements of Financial Activity (SOFA) and Balance Sheets in accordance with the charities Statement of Recommended Practice (SORP).
- Working with the auditors to facilitate the preparation of the annual accounts.
- Maintaining cash flow projections for the current and future years.
- Overseeing the preparation of pupils' bills and collecting all fees and extras. Managing fee debtors in accordance with delegated powers and reporting as such at each meeting of the Finance and General Purposes Committee.

- Payment of all salaries and wages, including PAYE, Superannuation and National Insurance Contributions. Ensuring compliance with regulations for benefits in kind.
- Advising on taxation matters generally, including but not exclusively, VAT, Business Rates, income and corporation tax, development land tax, capital gains tax, capital transfer tax, Council Tax and any other relevant tax. Where appropriate, ensure compliance with VAT regulations.
- Overseeing the scrutinising and passing for payment of all invoices and statements of account.
- Overseeing the administering of pension schemes for teaching and support staff.
- Overseeing the management of the Fees in Advance (Composition) Scheme.
- Ensuring analyses of costs and other statistical records are kept.
- Advising on investments if required in consultation with brokers or investment managers.
- Preparing forecasts for the future financial performance of the school. (5/10 years).
- Preparing financial planning for projects and overseeing their implementation.
- Organising special appeals for capital funds in conjunction with the Director of Marketing, Head and Governors
- Overseeing advice on scholarship and bursary funds plus hardship cases and the undertaking of assessments of parents' income and assets prior to making awards (or liaising with BAL for such).
- Advising on the financial implications of the charitable status of the school.

## 2. General Management and Administration

The Bursar shall have regard to any matters affecting or pertaining to the legal position, duties or liabilities of the school (except those regarding the education of pupils.)

The Bursar is responsible for:

- Ensuring compliance with all relevant aspects of employment law, including employment protection, equal pay, Working Time Directive, discrimination on the grounds of sex, race or disability, and parental rights. Provide appropriate policies and documentation and advise the Head and Governors as required. Liaise with legal representatives as required.
- Providing advice to Head and Governors on employment matters including procedures and ensuring that the school has appropriate absence, disciplinary and grievance procedures.
- Ensuring that all staff have contracts of employment and that the authorised terms and conditions of service are applied. Keeping the school's standard contracts up to date as new legislation takes effect.
- Managing the employment, terms and conditions of service, supervision, appraisals and welfare of premises team, Admin staff and Finance Manager.
- Managing the formulation, monitoring and implementing of the School's Health & Safety Policy, First Aid Policy and Fire Policy and being a member of the School Health & Safety Committee.

Ensuring appropriate risk assessments are carried out and managing the monitoring of all departments to ensure that they are carrying out required and appropriate risk assessments, taking professional advice as required.

- Ensuring the School always has adequate insurance cover to include employer's liability, buildings and contents, third party liability, personal accident, travel, business interruption and other relevant cover. Professional advice should be sought.
- Ensuring compliance with GDPR
- Ensuring the parent contract is updated for current best practice and advice.
- Overseeing the catering operation, including periodic reviews, retendering and ensuring that the contractor provides a high-quality service in accordance with the contract specification.
- Maintaining contact with the statutory authorities and other organisations.
- Attending the travel committee meetings

### 3. Estate Management & Security

The Bursar is responsible for ensuring:

- The management of the school's lease and rent with property owners in conjunction with the Head.
- Planned and routine maintenance and redecoration of school buildings. Preparation of maintenance schedules and keeping of records.
- The management of the installation and maintenance of equipment for the detection, warning, protection and escape from fire and ensuring the necessary fire risk assessments are carried out within appropriate timescales or on an annual schedule.
- That risk assessments and safety checks are undertaken for all activities and areas of the school operation, including accident and incident investigations.
- That the contractor maintains the catering areas, so they meet the requirements for food and hygiene safety. Liaising with EHO as required.
- Overseeing the cleaning operation, including periodic reviews, retendering and ensuring that the contractor provides a high-quality service in accordance with the contract specification.
- The management of the maintenance of the lighting and ventilation in all school buildings.
- The management of the maintenance and efficiency of the installation for electric and gas supply, heating, domestic hot water, etc. Letting of energy supply contracts at competitive rates. Promotion of energy conservation.
- Liaison with and management of all sub-contractors whilst on site. Relevant and related health and safety servicing, checks and certificates (including legionella, pressurisation vessels etc)

- The management of capital build projects. Drawing up specifications for new buildings and capital projects, obtaining tenders, planning permission, liaison with architects and builders.
- The management of the premises team to upkeep the playing fields, facilities, pavilion, gardens and grounds.
- The management of land drainage, maintenance of boundaries, roads and rights of way.
- Efficient letting of property and/or premises to school employees and third parties, including the provision of appropriate hire agreements, licences and leases.
- There are appropriate security measures to protect the security of staff and pupils, and school buildings, including the management of the intruder systems
- The management of compliance with regulations for operation of minibuses; licences; driver training and assessments; servicing and vehicle inspectorate tests where appropriate.

#### 4. Clerk to The Governors

The Bursar will act as Clerk to the Governors with specific responsibility to:

- Administer the charity on a day-to-day basis. Be the routine point of contact with the Charity Commission and Companies House and ensure that all statutory returns are completed and filed on time.
- Provide advice to the Governors on charitable and company law, recommended practice and procedural issues.
- Act as Secretary for all meetings of the Governing Body and supporting committees. Prior to such meetings, to liaise with the Chair/Committee Chair and Head to agree the agenda and procedure for the meeting.
- Record the minutes of each meeting. Circulate draft minutes to the appropriate committee Chair prior to publication. Circulate minutes to all Governors and committee members.
- To administer the induction process for new Governors in accordance with the principles outlined in *Guidelines for Governors*.
- To maintain a training register for all governors aimed at recording the date, name place and type of training carried out. To circulate to all governors a list of external training opportunities and administer the booking process with the provider.
- Provide an administrative service for the Governing Body to include the convening of meetings, timely preparation of agendas and papers; documents relating to the Governing Body e.g. biographies, committee list, contact list etc.; payment of expenses; correspondence with and advice to governors. Papers for meetings to be provided 14 days prior to a meeting (subject to provision by contributors.)
- Establishing and servicing Governors' Appeal Panels for hearings associated with disciplinary matters, grievances and parental complaints.
- Provide regular updates to all Governors from relevant agencies - ISI, IAPS, ISC, AGBIS, ISBA, DfE, Charity Commission

## 5. Staff

- The selection and appointment of the Finance, Admin and Premises teams.
- The deployment and management of all Finance, Admin and Premises staff of the school and the allocation of duties to them.
- The dismissal or suspension of Finance, Admin and Premises staff in accordance with the school's disciplinary procedures.
- The supervision for the appraisal of the performance of Finance, Admin and premises staff.
- The procurement of advice and training appropriate to the needs of Finance, Admin and Premises staff, in accordance with the school's policies.
- The provision of information about the work and performance of the Finance, Admin and Premises staff employed at the school where this is relevant to their future employment.
- To provide support where required, for disciplinary, capability or return to work meetings and investigations.

## 6. General

- To play a full part in the Senior Leadership Team and attend all meetings as required.
- To contribute to the school's preparations for ISI inspection, be fully aware of such regulations and keep appropriate documented records.
- To assist in the organisation of whole school events and to liaise with the appropriate people (including the GPA).
- To play a full part in the development of the school's strategy, marketing and development plans.
- To advise the Head and Governors on the effectiveness of the operational functions of the school through reports at Governors meetings and as required.
- To ensure that school practice follows Governors' policies and procedures and to advise if it isn't.
- To participate in arrangement for appraisal and in the identification of areas in where there would be benefit from training, to undergo such training.
- To keep abreast of developments in the administration of schools and wherever possible, attend ISBA meetings and professional development courses.
- To undertake such other appropriate duties as may, from time to time, be required on the request of the Head and Governors.

## How To Apply

Application is by letter and a completed and signed school application form. Candidates are welcome to provide a CV alongside these documents if they wish but no application will be considered without a completed application form. All applications must include details of at least two referees, one of whom must be the most recent employer. Applications must be sent to the Chair of Governors, Mrs Caroline Shorten Conn, before midday on the closing date either electronically (to [tdsa@gayhurstschool.co.uk](mailto:tdsa@gayhurstschool.co.uk)) or in hard copy (Gayhurst School, Bull Lane, Gerrards Cross, SL9 8RJ).

The timetable for the appointment process is as follows:

Monday 21 <sup>st</sup> January 2019	Closing date for applications
W/C 28 <sup>th</sup> January 2019	Successful candidates will be notified and invited to interview
W/C 4 <sup>th</sup> February 2019	Interviews

All candidates invited to interview will be required to bring along suitable documents of ID, one of which must have a photograph and the other their home address. Proof of qualifications for the post applied for and listed on the application form will also be required. Suitable documents of ID include passport, photo driving license, birth or marriage certificate, utility bills (but not mobile phone bills) or bank statements (less than three months old). Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process. Please note, if invited for interview, you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a presentation and/or other tasks.

All applicants attending interview will be entitled to reclaim travelling expenses (mileage allowance or 2<sup>nd</sup> class rail fare). All applications will be acknowledged on receipt and any candidate not invited to interview can assume that they have been unsuccessful with their application.

Any appointment will be conditional to satisfactory references, enhanced DBS check and medical disclosure. Gayhurst School is an equal opportunities employer and does not discriminate on grounds of race, disability, gender, religion or sexual preference.

The Chair of Governors welcomes opportunities to discuss this post with any interested candidate who would like to know more. She can be contacted at the school via the Head's PA, Tricia D'Sa Papp. Should you wish to visit the school prior to application or interview, this can also be arranged by contacting the Head's PA. Contact email is [tdsa@gayhurstschool.co.uk](mailto:tdsa@gayhurstschool.co.uk) or telephone 1753 882690).

## Map of School Site



For further information please visit the school website [www.gayhurstschool.co.uk](http://www.gayhurstschool.co.uk)