



BERKHAMPSTEAD SCHOOL

PITTVILLE CIRCUS, CHELTENHAM



APPOINTMENT OF BURSAR
DECEMBER 2018



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The Board of Governors and the Headmaster, Mr Richard Cross, are seeking a highly capable individual with strong financial acumen and proven ability at leadership level to act as Bursar to Berkhampstead School and Day Nursery.

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BERKHAMPSTEAD SCHOOL

THE SCHOOL AND DAY NURSERY

Berkhampstead School is a leading independent preparatory day School and Day Nursery with 400 boys and girls aged between 3 months and 11 years.

The School was founded in 1945 by Edna Andrews as a 'happy and nurturing place'. Seventy years on, the school has changed beyond recognition, but 'happy' and 'nurturing' remain key to the school's appeal and success. Children are happy at Berkhampstead. It is a close-knit community small enough for the staff to know each individual child's strengths, needs and idiosyncrasies but large enough to offer a wide range of opportunity.

A well-rounded education nurtures each pupil. Independent thinking and individuality are actively encouraged and our children are engaged, involved and listened to; young characters are given the confidence to blossom both inside and outside the classroom. Berkhampstead is a special place. It is a caring and safe community. It is a school that ensures children receive the best start possible. But Berkhampstead is so much more than that. The 'Berky family' is a bustling, busy hub of friendship, creativity and excitement that children are keen to return to day after day.

Berkhampstead's rich and varied curriculum blends academic rigour with plenty of musical and artistic creativity and sporting endeavours. With small classes and happy, motivated children, our results are eye-catching. Our Prep children (7 to 11 years old) use a dedicated and purpose-built science lab, music room, art room and cookery space. The use of specialist teachers in all subjects ensures that pupils are taught by professionals who enthuse and inspire within their individual areas of expertise. Pupils move from classroom to classroom during the day - an important opportunity to learn crucial organisational skills and to make the transition to secondary schools as smooth as possible.

Berkhampstead's school motto is 'Perseverantia Vincit'. We believe the principle of 'perseverance vanquishes' is pivotal. Our children are encouraged to take risks, learn from mistakes but ultimately to keep trying to improve skills and conquer difficulties. The school's house system encourages loyalty and a sense of competition. Our Berkhampstead School Platinum Award (similar to the Duke of Edinburgh Award) promotes teamwork, resilience and emotional intelligence to our Upper Prep pupils. 'Perseverantia Vincit' and the Berkhampstead 'can-do' attitude remain touchstones of day-to-day life of our school.

From Year 3 all our pupils play in competitive sports fixtures. We are delighted to use the picturesque and historic Victoria Cricket Ground (home to Cheltenham Cricket Club) as our base for boys' and girls' cricket. Our all-weather Multi-use Games Area provides an on-site location for PE, games and sport allowing children to access tennis and netball courts along with hockey, lacrosse and basketball facilities.

Berkhampstead Day Nursery was opened in 2011 and has gone from strength to strength. It currently cares for over 120 children each week and over the last 7 years over 70 children have successfully transferred to the School from the Day Nursery.



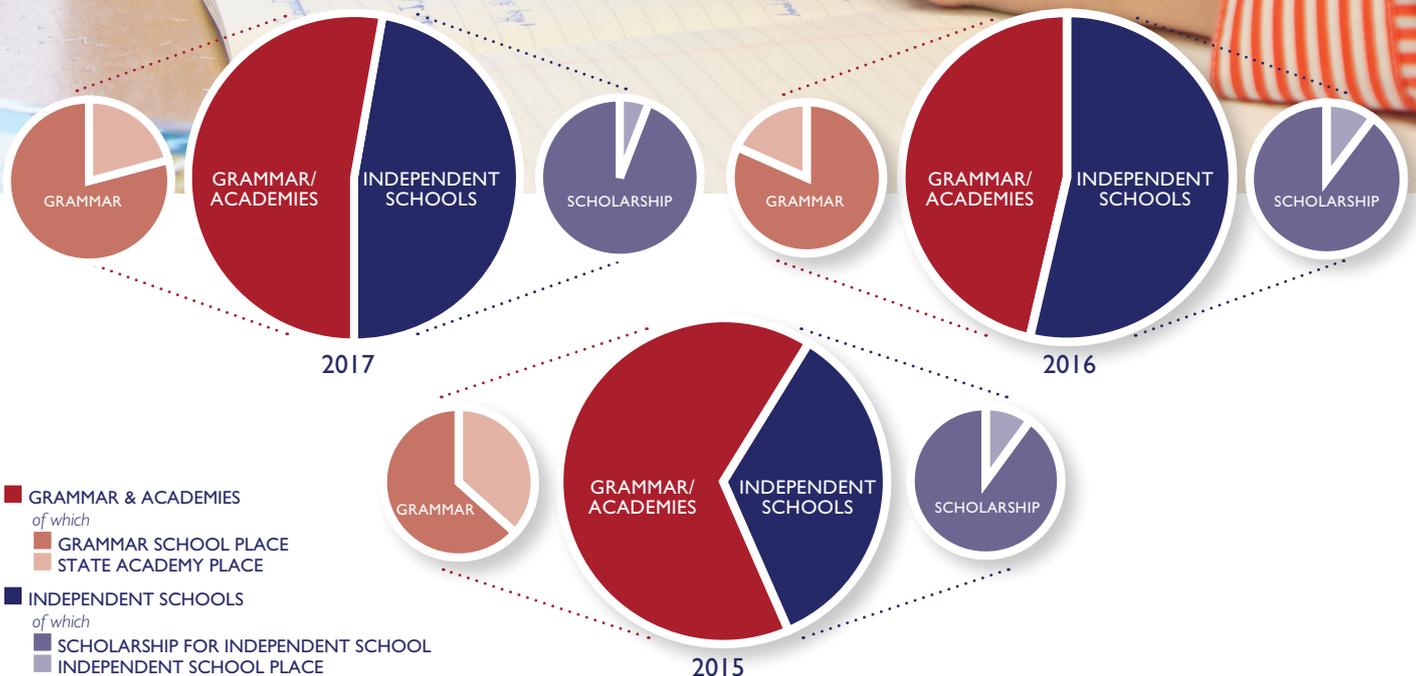


BERKHAMPSTEAD SCHOOL



“PUPILS ARE NOTABLY SUCCESSFUL AT GAINING ENTRY TO THE SENIOR SCHOOL OF THEIR CHOICE. MANY ACHIEVE SCHOLARSHIPS.”

ISI INSPECTION 2017





BERKHAMPSTEAD SCHOOL

THE CANDIDATE

The successful candidate will have a genuine interest in the education arena. In this post, you would be a member of Berkhamstead's Senior Leadership Team and work in close partnership with the Headmaster. You would be actively involved in implementing the 5 Year Strategic Development Plan and would be charged with leading the Finance, IT and Estates teams having ultimate responsibility for the site, IT infrastructure and financial administration on a day-to-day basis.

The Senior Management Team comprises the Headmaster, Deputy Head, Head of Pastoral Care, Director of Teaching and Learning, Head of Early Years and Head of the Day Nursery. He/she will report to the Headmaster on day-to-day matters and the Governors at other times as required, including reporting directly to the Chair of the Board and the Chair of the Finance and General Purposes Committee (F&GP) on the overall control environment in the School and to raise any significant issues or concerns.

The Finance, IT infrastructure and Estates Teams report to the Bursar. The Bursar is the designated Data Controller for the School and plays an important role in coordinating the provision of IT and systems for Berkhamstead.





BERKHAMPSTEAD SCHOOL

THE ROLE - DUTIES AND RESPONSIBILITIES

FINANCE AND ACCOUNTANCY

- Advising on general financial policy within the School and Day Nursery.
- Preparing annual estimates of income and expenditure to include the preparation of departmental budgets within the School and Day Nursery, the latter in consultation with the Headmaster, Head of Day Nursery or senior staff.
- Monitoring income and expenditure in relation to budget and presenting regular management reports to the Governing Body usually via the Finance and General Purposes sub-committee.
- Keeping the accounts of the School and Day Nursery and preparing Statements of Financial Activity and balance sheets in accordance with the charities Statement of Recommended Practice (SORP).
- Maintaining cash flow projections for the current and future years.
- Preparing pupils' bills and collecting all fees and extras. Management, administration and allocation of Government Early Years Funding.
- Payment of all salaries and wages, including PAYE, Superannuation and National Insurance Contributions. Compliance with regulations for benefits in kind.
- Administering pension schemes for teaching and non-teaching staff.
- Scrutinising and passing for payment all invoices received in the School and Day Nursery.
- Organising special appeals for capital projects or endowment funds.
- Keeping analyses of costs and other statistical records.
- Preparing forecasts for the future financial performance of the School and Day Nursery.
- Preparing financial appraisals of particular projects.
- Advising on taxation matters generally, including Gift Aid from subsidiary companies to the parent charity. Where appropriate, ensure compliance with VAT regulations.
- Advising on the financial implications of the charitable status of the School.
- Advising on investments in consultation with brokers or investment managers.
- Dealing with income tax and rating assessments.
- Advising on bursary funds. Undertaking assessments of parents' income and assets prior to making bursary awards.





BERKHAMPSTEAD SCHOOL

GENERAL MANAGEMENT AND ADMINISTRATION

Ensuring compliance with all relevant aspects of employment law including employment protection, equal pay, minimum wage, Working Time Directive or discrimination on the grounds of sex, race or disability. To act as the Head's adviser on employment matters including disciplinary procedures. Ensuring that the School and Day Nursery has appropriate disciplinary and grievance procedures.

Ensuring that all relevant staff have contracts of employment and keeping the School's standard contracts up to date as new legislation takes effect.

The employment, terms and conditions of service, supervision and welfare of all non-teaching staff.

Formulating, monitoring and implementing policy to comply with the requirements of health and safety legislation. This could include acting as the health and safety lead within the School and Day Nursery and as chair of the health and safety committee. Carry out risk assessments where appropriate and monitor all departments to ensure that they are carrying out risk assessments. Take professional advice as required.

Ensuring that the School and Day Nursery has adequate insurance cover at all times to include employer's liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover. Professional advice should invariably be sought.

Purchasing all goods and services for the School and Day Nursery.

Letting of premises to outside organisations.

Acting as correspondent with the DfE and being responsible for the records and returns required.

Advising on and taking the appropriate security measures within the School and Day Nursery, both physical and for staff and pupils.

Maintaining contact with the statutory authorities and other organisations.

Overseeing Catering which is contracted out.

Overseeing Cleaning which is contracted out.

Maintaining and overseeing sports equipment and facilities.

Minibuses and transport. Compliance with the regulations for the operation of minibuses; licences; driver training and assessments; servicing and Vehicle Inspectorate Tests.

Involvement in the marketing and development of the School and Day Nursery.





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To be line manager for the Estates Manager and to have oversight of:

School and Day Nursery Buildings

- Maintenance of buildings. Preparation of maintenance schedules and keeping of records.
- The installation and maintenance of equipment for the detection, warning, protection and escape from fire. To ensure the necessary fire risk assessments are carried out.
- The maintenance and efficiency of the installations and plant for electric and gas supply, heating, domestic hot water, water softening etc. Letting of energy supply contracts at competitive rates.
- Ensure that catering areas meet the requirements for hygiene and food safety.
- The maintenance of the lighting and ventilation in all school buildings.
- Drawing up outline specifications for new buildings, obtaining tenders, planning permission, liaison with architects and builders.

School and Day Nursery Grounds

- Upkeep of all-weather surfaces and courts.
- Land drainage.
- Maintenance of boundaries, roads, rights of way.





BERKHAMPSTEAD SCHOOL

JOB DESCRIPTION & PERSON SPECIFICATION

Job title: Bursar - Reports to: Headmaster

POSITION SUMMARY

To take overall responsibility for the financial strategy, management of the finances, administration, human resources, Estates and IT functions of the School and Day Nursery

To manage the support staff across a number of departments ensuring cohesive working and reinforcement of Berkhampstead's aims and objectives

To support the Head and Governors in strategic planning and regulatory control as part of the Senior Leadership Team in accordance with Berkhampstead's development plan and ethos

Does this position have (staff) supervisory responsibilities? Yes

Does this position have budgetary responsibilities? Yes

MAJOR ACCOUNTABILITIES

(High level accountability statements)

1. Ensure effective financial strategy and take overall responsibility for the financial aspects of the School and Day Nursery as delegated to the Finance Manager.
2. Liaise with relevant third parties and statutory authorities to ensure necessary compliance and adherence to regulations across the areas of responsibility.
3. Ensure effective management of the Estates department, including the rolling maintenance programme, furtherance of planned and future projects, the School's minibuses, equipment, IT resources and grounds in conjunction with the Estates Manager.
4. Manage supplier/service contracts and delivery.
5. Ensure compliance with all relevant aspects of employment law and act as adviser to the Head on such. Maintain employment policies and procedures in conjunction with the Deputy Head and Head of Day Nursery. Oversee administration related to staff recruitment and employment.
6. Manage the performance, development and motivation of support staff.
7. Assist the Head in the effective marketing and promotion of the School and Day Nursery.
8. Support the Head as a member of the SLT, in the planning, development and implementation of strategic initiatives.
9. Be alert to issues of safeguarding children and child protection; promote the welfare and safety of pupils and report any child safety/protection concerns to the Head or Head of Pastoral Care immediately, adhering to safeguarding policies, procedures and practices.
10. Be proactive in matters relating to health and safety with respect to pupils, staff, parents and visitors.
11. As a member of the staff team, contribute to and nurture a positive and professional working environment, role modelling adherence and commitment to the aims and ethos of the School and its codes of conduct.
12. Undertake other reasonable duties or requests from time to time as requested by the Head or Governors.



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ROLE ATTRIBUTES

(Skills/competencies/behaviours - descriptor and explanation)

Leadership: Gives clear direction and sets standards and expectations. Creates a motivating environment to get the best out of individuals and teams, and to achieve goals. Delegates responsibility whilst maintaining accountability.

Strategic Perspective: Displays an integrated overview of the total business and how it operates. Defines a long-term vision, accurately identifying opportunities and threats. Tackles day to day issues in the context of a broad strategic framework.

Commercial Awareness: Recognises financial and marketing implications of decisions and actions. Is alert to economic conditions, business opportunities and competitors' activity.

Problem-Solving and Decision-Making: Identifies and anticipates issues. Generates multiple options to resolve issues and evaluates these objectively. Selects best way forward promptly and without undue recourse to higher authority.

Interpersonal Skills: Gets on with different types of people and interacts well with people at all levels. Is insightful about others; seeks to understand other people's views, and adapts own approach accordingly.

Communication Skills: Listens effectively. Communicates clearly and consistently both verbally and in writing, adapting content to the task and audience.

Quality Commitment: Wants to do the best they can; setting high work standards for self and others. Seeks to understand the needs and priorities of others. Responds flexibly to changing requirements.

Planning and Organisation: Manages time effectively. Develops effective procedures. Focuses on the right things, balancing conflicting priorities and meeting deadlines.

Resilience: Keeps calm and in control in difficult and/or stressful situations. Is resourceful, flexible and optimistic when tackling challenging obstacles. Remains motivated and productive during periods of change or when under pressure.

Confidentiality and Integrity: Respects and shows consideration for others. Builds a climate of trust and openness. Deals with information confidentially and with discretion.

Technical Expertise and Knowledge: Applies a high level of technical expertise and experience to enhance job performance. Maintains and updates own technical knowledge. Is a respected and credible practitioner in own field.





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ROLE ATTRIBUTES CONTINUED

Position prerequisites

(e.g. qualifications, experience)

- Educated to degree level or equivalent.
- Accounting qualification desirable, or considerable experience of financial management and a strategic focus.
- Previous people management experience.
- Previous business or administrative experience.
- Working knowledge of relevant policies, codes of practice and legislation.
- Excellent numeracy, literacy and ICT skills.
- Experience working with children an advantage – whether paid or voluntary.
- Resourcefulness and a willingness to adapt to ever-changing requirements of varied stakeholders.

This job description is not necessarily a comprehensive definition of the role and the job holder may be directed to undertake other such tasks or duties, which may be reasonably given to him/her from time to time. It may be subject to modification or amendment at any time after consultation with the post holder.





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TERMS AND CONDITIONS

1. A competitive remuneration package, with a salary commensurate with the seniority and responsibilities of the post within the education arena. Starting salary dependent on appropriate qualifications and experience (£48,056 - £71,075).
2. Employer contribution to the School's Pension Fund.
3. Full-time hours: 8:00am to 4:30pm. In addition, there are several school events and activities at which the Bursar's attendance will be required as an important member of the School community.
4. Paid annual leave: 5 weeks plus public holidays, rising to 6 weeks after two years' service.
5. Current benefits: free lunch, school fee remission, private health insurance.
6. Probationary period: 6 months.
7. Notice: One term's notice on either side.

HOW TO APPLY - THE PROCESS

The School is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. Berkhampstead School is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Please complete the Application Form in full (CVs cannot be accepted), which is available from the school Website, with a covering letter and send by:

Email to office@berkhampsteadschool.co.uk

**Post to: Mr Richard Cross, Headmaster, Berkhampstead School,
Pittville Circus Road, Cheltenham, Glos. GL52 2QA**

The closing date for receipt of applications is **Friday 11th January 2019**

Interviews will be held the week commencing **Monday 14th January 2019**

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 that whilst an interview is to be used as the primary feature of the selection process, 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 task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).