



QUEEN'S COLLEGE, LONDON

43–49 Harley Street, London W1G 8BT

Appointment information: Bursar

Queen's College, London is a highly successful independent girls' educational charity. It is a member of the Girls' Schools Association and prides itself on its friendly and supportive atmosphere. Queen's College, London holds an important position in the history of girls' education, being the first school in Britain to give young women a formal academic education leading to recognized qualifications. Nowadays, Queen's College, London enjoys a reputation of comprising two friendly and creative schools (370 girls aged 11-18 and 230 girls aged 4-11 years) where high academic standards are combined with a wide extra-curricular programme and excellent pastoral support.

Both schools achieve increasingly strong results and have completed significant developments in recent years (a new 6th Form Centre in the College, and music rooms and STEM Lab in the Prep School). More details can be found on our websites: www.qcl.org.uk and www.qcps.org.uk

The Bursary comprises 24 non-teaching staff, excluding part-time and casual staff, supporting both the College and Prep School. Reporting to the Bursar are the Finance Officer, the Premises Manager, and the IT Systems Manager. The Bursar also oversees the catering and cleaning contracts. The Bursar has support from an Assistant Bursar. Financial, estate (including IT) and human resources management and health and safety compliance are under the Bursar's oversight.

The Role and the Person

The successful candidate will be entrepreneurial, creative, financially savvy and enthusiastic and committed to the aims of the charity. It is the most senior non-teaching position and s/he will work with the Governing Body and Senior Leadership Teams of both schools.

Experience

- Proven track record of leadership and senior management in a complex professional structure
- Proven financial management and budgeting experience
- Development of strategy, policy and leadership in the implementation of strategic change
- Experience of management of major building and/or land development projects
- Business acumen to be able to assist the Council, the Principal and the Headmistress to develop a vision for Queen's College, London's future
- Track record of working successfully with a diverse range of stakeholders
- General management experience as well as specialist experience in at least one function

Personal attributes

- Leads by example and commands the respect of staff and parents
- Committed team player with a collegiate and collaborative approach together with an ability and willingness to create a working environment in which staff are empowered to take decisions and enjoy being part of the team
- Demonstrates a commitment to sound principles of management, through the establishment of clear standards and expectations, effective performance management, effective delegation and time management
- Demonstrates sound judgement in the appointment, development, support and encouragement of non-teaching staff
- Strong attention to detail, efficient, and works effectively to deadlines
- Is comfortable in a role supporting the overall leadership of another, whilst being able to act as confidante by offering constructive advice and guidance
- Able to develop and maintain strong and positive relationships with Council members, the Principal, the Headmistress, other staff and parents
- Is committed to transparency, integrity and fairness. Has a strong sense of personal accountability
- Strong listening and communication skills, both written and oral
- Able to produce accurate and succinct minutes of meetings

Strategy

- Can contribute to the development of strategy and is able to think beyond the current timeframes or business plan to influence the long-term strategic direction of Queen's College, London
- Balances a range of influences and demands to help the development of comprehensive plans and has proven ability to put processes and systems in place to deliver those plans

Commitment to independent school education

- Comfortable with championing the philosophy of independent, single-sex, day education, with an interest in the changing educational landscape

Delivering Results

- Has a proven ability to translate strategic objectives into clear priorities for their team
- Has managed complex projects and led teams to successful outcomes on time and to budget
- Is focused on solutions and is commercially aware.

The full application pack may be requested from the Assistant Bursar: rhall@qcl.org.uk

Applications should be made on the Queen's College, London application form together with CV and sent to the Assistant Bursar by post or e-mail (rhall@qcl.org.uk). Applications must reach the College by noon on 11th May 2018.

Queen's College, London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.