



# The Beacon

An independent day school for boys aged 4 to 13 years

## **Role of Bursar (For 2018)**

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Website: [www.beaconschool.co.uk](http://www.beaconschool.co.uk)

*The School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.*

*The Beacon is an equal opportunities employer. Registered Charity number 309911.*

## From William Phelps, Headmaster



Dear Applicant,

The Board of Governors and I are seeking a highly commercial individual with strong financial acumen and proven ability at leadership level to act as our Bursar.

We require someone with a genuine interest in the education arena and in particular, the independent school sector. In this post, you would play a key role on the school's Executive Team and work in close partnership with myself as Headmaster. You would be actively involved in implementing the school's new 10 Year Strategic Vision and would be charged with leading the Finance, IT and Estates departments having ultimate responsibility for the school site, infrastructure and administration on a day to day basis.

The Beacon is a large independent prep school with over 500 boys aged between 4 and 13, set in on a 16 acre site near Amersham, Buckinghamshire, some 30 minutes from London by train. To give you a flavour of life at our school, please take a look around our website [www.beaconschool.co.uk](http://www.beaconschool.co.uk).

Our current Bursar is leaving at the end of this year and the post will be open from the start of 2018. We welcome applicants with strong and relevant skill-sets and experience to apply even if they are unable to commence work straight away in January.

The Beacon is a remarkable school and we seek remarkable people.

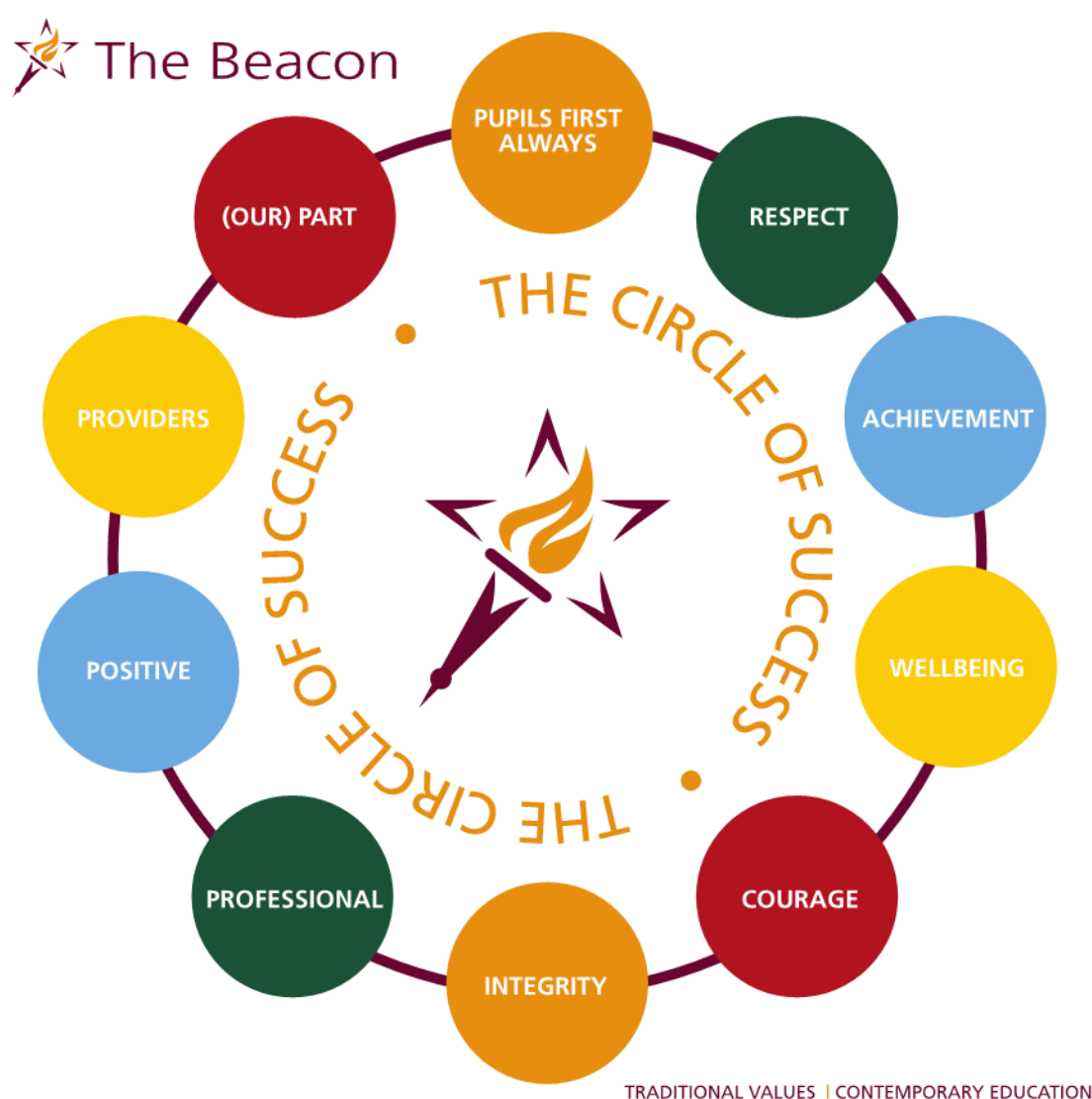
We are seeking an exceptional bursar and I look forward to hearing from you.

A handwritten signature in dark ink, which appears to read 'William Phelps'. The signature is stylized with a large, sweeping 'W' and 'P'.

William Phelps  
**Headmaster**

## Professional Standards

The following is our 'circle of success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our school.



## Job Description

**Role:** Bursar

**Hours:** Full-time, 52 weeks a year

**Job Summary:** The Bursar is accountable to the Headmaster for all operational bursarial duties. The Bursar reports 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 F&GP on the overall control environment in the School and raising any significant issues or concerns. The Bursar is a member of the Executive Team tasked with delivering the strategic agenda. The Finance, Estates and IT Teams report to the Bursar. The Bursar is the designated Data Controller for the school.

### Financial and Commercial

- Advising on general financial policy and ensuring compliance
- Preparing and regularly presenting forecasts and budgets
- Monitoring income and expenditure in relation to the budget, analysing variances and presenting regular management accounts and reports
- Keeping the statutory accounts of the School - Income and Expenditure Accounts, Balance Sheets, Cashflows and facilitating the annual audit preparing all the relevant documentation
- Overseeing the pupils' billing arrangements and collection of all fees and other dues
- Management of the Bursary Fund system, clerking and ensuring policy is applied
- Payment of expenses and wages, including PAYE, Superannuation and National Insurance
- Administering pension schemes
- Scrutinising and passing for payment all invoices and statements of account
- Financial appraisals of projects
- Dealing with VAT, taxation and HMRC matters
- Investment and treasury management
- Cost effective procurement and management of bought in goods and services
- Seeking professional advice/managing relationships with auditors, bank advisers, lawyers
- Managing the School's insurances

### Estates and Lettings

- Preparation, project management and financing of a rolling programme of capital works
- Improvements to the school's environmental efficiency, security and fire protection arrangements
- Review meetings with Facilities Manager to ensure maintenance of school buildings, grounds and property is in order
- Outline specifications for new buildings/projects, competitive tenders, planning permissions
- 'Lettings Development' strategy

## **Health and Safety**

- Chairing the Health and Safety Committee
- Overseeing the implementation of H&S regulations
- Risk management processes, including risk assessments, risk register, emergency procedures and critical incident planning

## **Information Technology (IT) and Data**

- Meeting with the Head of IT Networks & Support to review IT service delivery ensuring that the IT infrastructure for the whole school runs smoothly
- Evaluating IT project proposals and being instrumental in the roll-out of new systems (e.g. MIS)
- Attendance at IT Steering Group meetings
- Responsibility for the Data Protection Policy and acting as the School's designated Data Controller

## **Compliance**

- Carrying out testing and monitoring in accordance with an "Annual Compliance Plan", ensuring that the School's policies and procedures are fully compliant
- Advising on key aspects of ISI and other regulatory compliance
- Ensuring training is delivered and spreading awareness of policies amongst the staff

## **General School Management and Strategic Leadership**

- Attending Executive Team and Governor meetings (including preparing and presenting reports), taking part in short and long term planning processes, contributing to the implementation of the School's approved Strategic Vision
- Working closely with the SMT (Senior Management Team) to support the overall operational management of the School
- Key contact for Charity Commission, Companies House, Government Bodies, DfE, ISI etc.

## **Training and Development**

- Professional development, leadership training and other development activities
- Participating in the arrangements for the school's appraisal and review process



## Person Specification

The successful candidate will be/possess:

- a professional accountancy qualification or similar proven experience of strong financial, economic and commercial awareness
- additional experience in one or more of the following areas:
  1. capital projects
  2. information technology
  3. project management
  4. health and safety
  5. compliance/risk management
- someone who can demonstrate empathy with the teaching profession and a passion for the highest standards in education (NB: it is not essential for candidates to have worked in a school previously)
- able to multi-task - capable of devising, implementing and monitoring both long and short term plans whilst also managing day-to-day operations
- capable of producing high level reports and analysis, with acute eye for detail
- collaborative and open
- decisive and firm in upholding executive decisions and the School's aims and policies
- unfazed by working under pressure for sustained periods
- able to lead and develop other staff - recognising and encouraging the strengths and contributions of others, giving constructive feedback and acting as a coach
- confident – able to present and engage with staff, parents, pupils and other stakeholders
- flexible - able to attend school events, Governors meetings and prepared to be 'on call' for site and other issues
- experience as a school governor, charity trustee or board director (although not essential)

## Terms and Conditions

- A competitive remuneration package, with a salary commensurate with the seniority and responsibilities of the post within the education arena
- Employer contribution to the school's Pension Fund
- Full-time hours (There are several school events and activities at which the Bursar's attendance will be required as an important member of the School community)
- Paid annual leave: 6 weeks plus public holidays
- Current benefits: free lunch, school fee remission and free car parking on site
- Probationary period: 6 months.
- Notice: One term's notice on either side

## 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. The Beacon 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 e-mail to [headspa@beaconschool.co.uk](mailto:headspa@beaconschool.co.uk)
- by post to: Mr William Phelps, Headmaster, The Beacon School, Amersham Road, Chesham Bois, Amersham, Bucks HP6 5PF

The closing date for receipt of applications is **Friday 3 November 2017**

Interviews will be held the week commencing **Monday 13 November 2017**

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).

