



An All-Through Independent Day and Boarding School for Girls in Eastbourne



The post of Bursar

Roedean Moira House is a member of the Roedean Group of Schools, a small group of schools dedicated to Roedean's vision of high-quality education. It is a leading independent day and boarding school in a magnificent location in the coastal town of Eastbourne, nestling in the leafy suburb of Meads, with views over the sea.

Roedean Moira House provides an excellent all-round education to around 300 girls from Nursery to Sixth Form, ensuring every student has the opportunity to attain her highest academic, artistic, musical, social and sporting potential.

Roedean Moira House's educational model is to offer a genuinely holistic and academic education which enables pupils to enjoy their education, develop their own interests, and discover their academic passions and we are committed to academic excellence, high-quality pastoral support, and an exceptional range of opportunities beyond the curriculum, all within a friendly and supportive atmosphere.

The Role

The role of Bursar encompasses a very wide remit with full responsibility for all the administrative, financial and property aspects of the School. The Bursar is a key member of the Senior Leadership Team (SLT) and needs to form good working relationships with all members of staff. In addition, the Bursar is responsible for dealing with external entities ranging from parents to the Charity Commission, HM Revenue and Customs, other schools, Associations of which the School is a member, contractors and local authorities.

Job Description

Organisation

The Bursar reports to the Head of School for all matters.

The working relationship between the Head of School and the Bursar is central to the success of the whole school. Therefore there must be a sense of shared purpose, team work and open communication between the Head of School and Bursar at all times.

Support staff managers report to the Bursar as follows:

Catering Manager

Domestic Bursar

Head of Maintenance

Network Manager

Head of HR.

In addition the following will report to the Bursar:

Transport Supervisor

Pool Manager

Finance Staff

Administration Staff.

The Bursar will also work closely with the following Roedean Group of School directors:

Group Director of Finance and Business Development

Group Director of Operations.

Financial Matters. Support the Head of School by:

- a. Advising the Governors on general financial policy, including investments and taxation.
- b. In consultation with the Head of School, preparing the School budget for approval by the Governors.
- c. In consultation with the Head of School, allocating, controlling and accounting for the financial and material resources of the School in accordance with Governors' policies.
- d. Ensuring that proper books of accounts are kept, and that reports of material and financial affairs of the school are produced to the Governors in accordance with statutory regulations.
- e. Ensuring correct management of bank facilities, signatories and funds, together related conditions and supply of information.
- f. Ensuring the timely preparation of pupils' bills and other dues.
- g. Maintaining close control and low level of debtors, and instructing lawyers where necessary.
- h. Paying all salaries and wages, including tax, national insurance and pensions.
- i. Scrutinising and passing for payment all invoices and statements of account.
- j. Keeping analyses of costs and other statistical records.
- k. Preparing long-term assessments of future financial performance of the School, including a Financial Strategy.
- l. Preparing financial appraisals for potential projects.
- m. Advising on the financial implications of charitable status.
- n. Managing the school's business and council tax ratings and assessments.
- o. Administering the school's pension schemes for teachers and support staff.
- p. Managing the bursary and scholarship funds.
- q. Operating the school fees in advance scheme, and preparing composition fee quotes.
- r. Ensuring the school has appropriate insurance cover.
- s. Preparing statistical information for external surveys, including ONS, ISC and ISBA.
- t. Overseeing the production of the monthly management accounts and annual statutory accounts and supporting schedules in line with the agreed timetable.
- u. Completing the annual Report and Financial Statements with the School's external auditors, for presentation to the Governing Body.
- v. Directing the work of the Finance staff.

Infrastructure Matters. Responsible for the School buildings and grounds:

- a. Maintaining the school buildings in line with the long-term Estates plan.
- b. Ensuring the security of the buildings and equipment.
- c. Managing the installation and compliance of all fire protection equipment.
- d. Maintaining the installations and plant, and ensuring they are compliant.
- e. Supervising school lighting and ventilation.
- f. Production of outline specifications for new buildings, obtaining tenders, planning permission and liaising with architects.
- g. Project managing appropriate infrastructure projects and acting as the Client for large builds.
- h. Liaising with local authorities as necessary.
- i. Maintaining the playing fields, gardens, swimming pool and all-weather surfaces.
- j. Maintaining boundaries, footpaths, roads and rights of way.
- k. Managing and maintaining staff accommodation, in consultation with the Head of School.
- l. Managing the School minibuses and other vehicles.
- m. Managing the school transportation requirements.
- n. Overseeing the security of the school, its equipment and students.
- o. Managing the grounds contractor.
- p. Ensuring no breach of land and building covenants.
- q. Directing the work of the Estates Team.

Health and Safety. Responsible as the School Health and Safety Officer for:

- a. Chairing the School Health and Safety Committee.
- b. Monitoring School Health & Safety policy, reviewing the contents on an annual basis, and making appropriate recommendations to Governors.
- c. Monitoring the practical implementation of the health and safety policy, and making appropriate recommendations to the SLT, School Health and Safety Committee and Governors.
- d. Monitoring health and safety training ensuring that an appropriate training programme is in place and an adequate number of staff trained to meet the needs of the School.
- e. Establishing a process for the completion and regular review of risk assessments.
- f. Reviewing the results of all audits, safety reports and risk assessments to ensure that:
 - They have been properly completed.
 - That agreed recommendations have been appropriately actioned.
 - Highlighting any funding issues to the Governors.
 - Establishing a timetable for safety auditing.
 - Reviewing all accident reports.
 - Assisting in the investigation of all accidents and dangerous occurrences.
 - Investigating complaints by employees regarding health, safety and welfare matters.
 - Reporting any accident/occurrences to the Health & Safety Executive that fall under the Reporting of Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR).
 - Ensuring that appropriate fire drills are undertaken.
 - Ensuring that Health and Safety training is properly recorded.
 - Ensuring the safe recruitment of staff.
 - Directing the work of the Health and Safety Consultant.
- g. Overall ensuring a safe environment for the pupils and staff at all times.

Staff/Human Resources. Responsible for human resource matters:

- a. Ensuring compliance with all relevant aspects of employment law, acting as the Head of School's advisor including disciplinary matters.
- b. Maintaining the Single Central Register of Appointments.
- c. Ensuring all staff have contracts of employment and enhanced DBS clearance, and are properly inducted.
- d. Ensuring the maintenance of personal staff files.
- e. Recruiting support staff as required.
- f. Managing all support staff, including appraisals, development and discipline.

IT/Communications. Responsible for IT support:

- a. Overseeing the management of school IT network.
- b. Agreeing the annual IT budget for approval by the Governors.
- c. Preparing long-term IT plans for the school, in consultation with the ICT Strategy Committee.
- d. Overseeing the School's telephone system.
- e. Managing the photocopying contracts.
- f. Directing the work of the Network Manager and IT team.

Housekeeping. Responsible for the internal fabric of the school:

- a. Overseeing all cleaning with the School.
- b. Producing an annual housekeeping budget for agreement by the Head of School.
- c. Producing a long term plan for the maintenance of all furniture, fittings and electrical goods.
- d. Producing an annual furniture and fitting budget for agreement by the Head of School.
- e. Overseeing all laundry services within the school.
- f. Managing the lost property system.
- g. Directing the work of the Domestic Bursar and the cleaning staff.

School Administration.

Directing the work of the administration staff.

Resources. Responsible for the resources of the School:

- a. Overseeing all resources, consumables and non-consumables.

Catering. Responsible for oversight of the contract caterers:

- a. Agreeing and managing the catering provision.
- b. Overseeing the catering provided by the Catering team.
- c. Agreeing an annual catering budget and reviewing all payments.
- d. Directing revision of, or change to, catering requirements.
- e. Endorsing all catering requirements outside the dining room.
- f. Monitoring the purchase and maintenance of all catering equipment.
- g. Dealing with catering complaints from staff, students and parents.
- h. Directing the work of the Catering Manager and his/her team.

Transport. Responsible for oversight of the transport:

- a. Agreeing and managing the transport provision.
- b. Directing revision of, or change to, transport requirements.
- c. Monitoring the purchase and maintenance of all vehicles transport equipment.
- d. Dealing with transport complaints from staff, students and parents.
- e. Directing the work of the Transport Supervisor and his/her team.

Trading Company. Responsible for all activities to generate trading income:

- a. Advising the Head of School on enterprise policy.
- b. Producing a long-term enterprise strategy.
- c. Ensuring that proper accounts are kept and that reports of material and financial affairs of the trading company are produced to the directors in accordance with the regulations.
- d. Scrutinising and passing for payment all invoices and statements of account.
- e. Keeping analyses of costs and other statistical records.
- f. Preparing long-term assessments of future financial performance of the trading company.
- g. Producing and signing contracts on behalf of the directors for letting activities.
- h. Managing letting activities, including marketing.
- i. Managing the external use of the Pool and the Sports Hall.

Miscellaneous.

- a. Supporting fundraising initiatives.
- g. Attending Governor and School meetings, and functions as required.
- c. As a member of SLT, supporting school activities during and outside school hours.

Person Specification

- Operating at a strategic level is desirable.
- Leadership calibre with strong influencing and negotiating skills that allows for a highly effective working relationship with the Head of School and the Senior Leadership Team, which results in both support and challenge. Significant gravitas and the ability to gain the respect of colleagues.
- Strong team management skills and experience including the ability to work cross functionally, and in particular with Marketing and Admissions, and the teaching staff.
- Health and Safety Qualification is desirable, with previous experience of working within requirements of H&S Policies and procedures.
- General management experience, with experience of budget preparation and management. The preparation of basic accounts would be beneficial.
- An effective communicator with excellent interpersonal skills who can motivate staff and engage with the school community and the wider public to create a credible reputation for the school.
- IT literate with experience of using financial systems and MS Office products (Word, Excel, etc), and preferably a school's admission and pupil management solution.
- Experience of independent schools, charities, human resources, administration management and HR desirable.
- Good time management skill, ability to multi-task and working to tight deadlines.

Package

Salary: To be discussed at interview

Other benefits include:

- Roedean Moira House School Pension Scheme
- Remission of fees for a daughter attending the school, in line with the current policy of the Governing Body, subject to the usual standards and procedures for admission
- Free school meals whilst on duty

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Principal and relevant agencies.

Roedean Moira House is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to a prohibition order check, an enhanced DBS check and a safeguarding interview.

Appointment details and how to apply

Applicants must complete the application and return it to recruitment@moirahouse.co.uk or via post to Sarah King, Head of HR, Roedean Moira House, Upper Carlisle Road, Eastbourne, BN20 7TE.

The deadline for applications is 9am, Thursday 15 March 2018.