



Pitsford School

Opportunity | Excellence | Understanding

CANDIDATE INFORMATION

BURSAR



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The School

Pitsford School, established 1989, is an ISA co-educational, 4 - 19 independent school in Pitsford, a picturesque village a few miles north of Northampton. The school was founded by Malcolm Robinson, with support from Christian Lady Hesketh and Sir Hereward Wake. Originally called Northamptonshire Grammar School, the school changed its name to Pitsford School in September 2011. Set in around 30 glorious acres of Northamptonshire countryside, the focus of the school is Pitsford Hall, a beautiful Georgian building built in 1764. It was a private estate until it was sold to the Polish order of the Holy Family of Nazareth in 1947 who set up the Holy Family of Nazareth Convent School. That school closed in 1984 and the estate was bought by the Northamptonshire Independent Grammar School Trust who opened a new school on 6th September 1989. Initially it was set up as a boys' school but due to parental demand became co-educational in 1999. The school has a strong Christian heritage.

Pitsford School is quite remarkable. In comparison to a more traditional independent school, Pitsford School is a relative youngster. Since its inception, the leadership team, together with a most committed group of Governors, has sought to develop a rather unique educational offering based on its guiding principles: Opportunity: Excellence: Understanding. The school has grown steadily and has gained a strong reputation within the local area.

The school maintains a Met Office meteorological station, which was founded in 1998. The station is run by Sixth Form pupils as a long-term community project and receives the patronage of broadcast meteorologist, Alex Deakin.

The school catchment area extends some 15 miles from Pitsford in all directions. There are 5 coaches that serve the school and bring children from Northampton and from as far afield as Market Harborough, Kettering and Towcester. Through an innovative marketing scheme, since 2005 a number of International pupils join the senior school for the Sixth Form using a homestay arrangement.

What strikes you as you tour the school is the natural warmth and charm of the pupils. They are interested, interesting and provide such a warm welcome. Above all this is a most caring, child centred school, where the pupils develop a deep love of learning.

The school is most successful in achieving its fundamental aims. It seeks to;

- **Provide its pupils with an academic education suitable for their chosen career**
- **Enrich their lives by making them aware of social and cultural issues**
- **Develop their understanding of the need for serving their community**
- **Make them caring and sensitive to others**
- **Enable them to work both independently and as part of a team**
- **Allow them to use their initiative and develop their self-confidence**

Pupils are ambitious and aim to access the finest universities. The school is successful in preparing pupils for both Oxbridge and the wider Russell Group Universities.

There is a remarkable 'can do' attitude at the school, where pupils, parents and staff work closely together to give the children the very best educational opportunities - academic, cultural, artistic

and sporting. Pupils are encouraged to have a go at everything, understand their own strengths and weaknesses and to be ambitious for themselves.

The Context of the Appointment

The position falls vacant in January 2019 when the current Bursar Chris Bellamy, is moving to another Independent School. Chris Bellamy joined the school in September 2005, and in recent years the estate has developed considerably with the addition of a bespoke new Junior School building in 2012 and a superb new Sports Centre opened by Colin Jackson MBE in 2016.

The Governors now seek to appoint a totally committed and flexible individual who will assist the recently appointed new Headmaster in shaping, securing and expanding Pitsford School for the future.

Location

Pitsford is delightful village located just 4 miles north of Northampton. The village lies just to the east of the main A508, which links Market Harborough and Northampton. A few miles to the north is the A14 with links east and west across the country and a similar distance to the west lies the M1. There are good rail connections from the main line station at Northampton.

Just to the north there is Pitsford Water built in 1956 to provide water for Northampton. This is a reservoir owned by Anglian Water and is an area of Special Scientific Interest. The water park is extensively used for walking, cycling, fishing and bird watching.

The school is surrounded by similar picturesque villages such as Brixworth, Walgrave, Spratton, Creaton and Moulton. There is a plentiful supply of good quality, yet relatively low-cost, housing available.

The Campus

The school campus lies adjacent to the southern edge of Pitsford Village set in 30 acres of beautiful parkland. At the very heart of the school is Pitsford Hall. The school administration is accommodated here, the Bursar's department is on the first floor, with the Headmaster's Study, Headmaster's PA, the School Secretary, the Marketing Office with a Registrar and Receptionist all found on the ground floor.



Next to the main house is the, more functional, Wake Building. This is a light, airy classroom block, which is the home of the Biology and Geography departments. Surprisingly, on the ground floor is the School Chapel. This is used not just as a chapel, but also to provide the perfect space for various group meetings and lectures.

The Sunley Science and Technology Building was opened by Margaret Thatcher in 1998. There are six classrooms in this modern teaching block, on three floors, for Physics, Chemistry and the IT departments. The Sunley Building lies adjacent to the main teaching block. This is the main part of the old Convent School. Here there is a bright Dining Room (the Pit Stop!), and a number of classrooms for Mathematics, English, History, Economics, Religious Studies and Modern Foreign Languages. Spanish is now taught alongside French. In this teaching block there is also a Common Room area for Years 7 – 9 and a Sixth Form Centre. The next capital project for the school, will be renovate, or even relocate, the Sixth Form Centre.

The Sports Hall was opened in 2016 and is a visually impressive facility . There is a large sports hall, a tremendous resource for the whole school and for local community use. On the first floor there is a state of the art Fitness Suite which is used by senior pupils and there is also a 'Drop-in' cafe. The latter is regularly used for 'Meet the Head' meetings at morning school drop off times.

The Junior School, completed in 2012, is simply magnificent with so many clever and imaginative design features. The Reception classroom has immediate access to a most creative outdoor space. There are a number of large, bright form rooms around a central open courtyard space. The Junior School has its own Hall, Library, and music rooms. The Head of the Junior School has her own office and there is also a dedicated Junior School secretary.

Queen Elizabeth The Queen Mother opened the Michael Robinson Memorial Library in 1992. This building lies at the heart of the site and has many functions beyond a library. The ground floor has an open space in which small concerts and meetings are held. A section of the library has been compartmentalized via a glass partition wall, to provide EAL lessons. The galleried first floor provides a terrific learning environment for Sixth Form personal study.

Surrounding all the various teaching blocks, there is plenty of open green space with a number of school sports pitches and open parkland.



Governance and Leadership

The school has a most committed and enthusiastic Governing Body led by a Chairman who maintains regular contact with the Headmaster and Bursar. Governors have a wide range of expertise and they discharge part of their work through a well-organised committee structure and have developed links with the staff.

There are two committees Finance and Estates and Educational and Personnel, which report into main board meetings. There is also a marketing sub-committee. The head produces termly reports but the emphasis is on honing strategy and keeping an eye on the horizon. Both the Deputy Head and the Head of the Junior School attend the Full Board meetings.

There is an effective School Leadership Team; the Executive Leadership Team is formed of the Headmaster, the Bursar, Head of Marketing, the Deputy Head and the Head of The Junior School and a wider Leadership Team which includes two Assistant Heads and the Head of Sixth Form.

The Position

The Governors of Pitsford School, Northampton seek to appoint a full time Bursar from January 2019, to replace the current incumbent Mr Chris Bellamy who leaves in January 2019, following 13 years distinguished service.

A new Headmaster was appointed in September 2018, and the new Bursar will have an excellent opportunity, to help shape the strategic direction of the school over the next 5 years. The new Bursar will therefore join a School community and Senior Management Team with huge potential at a very exciting time in the School's history.

Personal Qualities & Experience

The Governors are seeking to appoint an exceptional individual who will possess the following qualities:

- A track record of strong financial management skills developed in senior positions.
- A proven track record in motivating and leading diverse support teams and with an understanding of the need for continuous improvement.
- Be a confident communicator with well-practiced speaking, written and presentation skills.
- Be commercially minded and with a constant drive for improvement.
- Possess tact, understanding and discretion, have a firm but flexible approach, patience and a sense of humour.
- Willingness to actively participate in all aspects of the organization to ensure the success of whole school priorities and special events in particular.

Employment Terms and Conditions

- An appropriately competitive salary will be offered.
- The Bursar will benefit from personal private medical insurance.
- A mobile phone will be provided by the school.

- The School Pension Scheme is administered by Scottish Widows on a 5% employer and 5% employer contribution basis.
- There is a generous fee remission for the Bursar's children
- The appointment is subject to satisfactory references and enhanced DBS clearance, proof of identity and qualifications, a satisfactory medical report, and satisfactory completion of all required employment checks.
- A formal contract detailing terms and conditions will be drawn up on appointment.

THE APPLICATION PROCESS

Interested candidates are encouraged to contact the current Bursar Chris Bellamy, by email, to arrange an informal and confidential discussion about the post.

Chris Bellamy: email him on cbellamy@pitsfordschool.com

The deadline for receipt of applications is 10.00am on Monday 1 October 2018.

Candidates should complete their application form electronically and email it to Judy Ross the Headmaster's PA, together with a short covering letter addressed to the Chair of Governors, Mr Alisdair Tait, explaining their reasons for applying. There is no need to submit a separate CV.

Please email your completed application form and covering letter (both as PDF files please) to:

jross@pitsfordschool.com

The process is as follows:

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact the school by telephone.
- **Long list interviews** will take place at the School on **Thursday 11 October 2018.**
- **Short list interviews** will take place at the School on **Thursday 18 October 2018.**

