

DAVENIES

Day Preparatory School for boys aged 4 to 13 years



Appointment to the role of Bursar

From January 2019



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The School

Davenies is an independent IAPS boys' preparatory school in Beaconsfield for pupils aged 4 to 13. This is the local school of choice with approximately 90% of pupils living within three miles of the School. Founded in 1940, Davenies has been transformed over the years by the addition of new facilities to keep pace with the demands of an ever-changing educational landscape. This is a most ambitious, forward-thinking and progressive school. Its commitment to the provision of the very finest contemporary education, coupled with the retention of old-fashioned values and traditions, is clear to every visitor. The School motto, 'singulus pro fraternitate laborans' perfectly captures the spirit of Davenies: 'each striving for the good of all'.

The Head and the staff, with the approval of the Governors, have drawn up a focused Development Plan leading to August 2020 which is being continually fine-tuned and a longer-term strategy is currently in development. The plan is available for inspection and is a statement of intent to improve every aspect of the School. Above all, this is an ambitious school where the child remains very much at the heart of the process.



Location

The first written reference of Beaconsfield dates back to 1185. This is an old market town some 30 miles west of Central London and is one of the most prosperous towns in the country. Transport links are excellent, with the M40 passing a few miles to the south of the town, and it is also close to the M25. The town is very well served by Chiltern Railways, which connects Birmingham to London, with London Marylebone just 25 minutes away on a direct service.

Beaconsfield is a most delightful area to live in and there are ample leisure and recreational opportunities in the immediate vicinity. More housing options are available in neighbouring towns such as High Wycombe, Amersham and Marlow and just slightly further afield in Windsor, Hemel Hempstead, Henley and Maidenhead.

There is a particularly strong and effective School Leadership Team at Davenies. At present, the following staff are represented on the SLT: the Head, the Bursar, the Deputy Head, the Heads of the Pre-Prep and Junior School, the Deputy Head of the Pre-Prep, the Director of Studies and the Assistant Head with responsibility for Communication and Administration.

The School is in a strong financial position, the estates are in very good order and there is a motivated and well-qualified support team. The vacancy arises with the departure of Caroline Purdom to pursue another career opportunity.





The Opportunity

The new Bursar has an exciting opportunity to play a pivotal role in the continued success of this leading independent school, working as part of a successful Senior Leadership Team and leading and developing a high-performing support team.

The Bursar is responsible for the delivery and efficiency of all support services at Davenies, as well as making a leading contribution to the School's strategic direction and fulfilling the role of Clerk to the Governors. The remit of the role spans finance, HR, facilities, risk management, marketing and strategic planning.

Reporting Line and Scope of Role

The Bursar reports to the Headmaster and as Clerk to the Governors reports directly to the Chairman of Governors. The post holder will ensure:

- the business of the School is managed as economically, efficiently and effectively as possible in accordance with its aims; and
- full compliance with the regulatory/legislative framework and that this is reflected in school policy.

The Bursar is a member of the Senior Leadership Team and has direct line management responsibilities for the Facilities Manager, Finance Officer, HR & Compliance Officer, Marketing Officer, Registrar and School Nurse and their respective teams. They also oversee the outsourced IT, catering and cleaning functions.





Key Responsibilities and Accountabilities

Staff Leadership and Management

- Provide outstanding leadership to the support staff team.
- Oversee the recruitment, performance management and professional development of the support staff. The management and development of people is a key aspect of the role.
- Embed a spirit of service excellence in pursuit of the School's educational and business aims.
- Ensure that all support staff are aware of the School's vision, aims, values and strategic priorities and that they are motivated to work in a united fashion to deliver them.
- Strive to continuously increase the financial and business awareness of the School staff to ensure the collective decision-making and delivery is efficient and productive.

Strategic Leadership

- Work in partnership with the Headmaster and Governors to shape and implement the School's short, medium and long-term strategy.
- Identify, develop and deliver strategies for the generation of revenue streams so as to strengthen the School's financial position, particularly via sources of funding from commercial activity and donation.

- Review, lead and continuously improve the School's operational, financial, risk management and contingency action strategies.
- Lead the prioritisation, planning and delivery of capital projects.

Financial Management

- Ensure robust systems of financial control and guarantee that the financial accounts are prepared in accordance with statutory and regulatory requirements.
- Plan, produce and control the annual operating and capital budgets; initiate cost management measures and initiatives and advise the Governing Body on fees and salary levels, in consultation with the Headmaster.
- Oversee the administration of fees, salaries, payroll, pensions and insurance.
- Advise on general financial policy, taxation and the implications of charitable status.
- Oversee the agreement and supervision of contracts with external contractors, including the outsourcing of catering, IT and cleaning services. Review efficacy and quality of services provided by external contractors, ensuring agreed standards are maintained and compliance with regard to hygiene, health and safety.

Operations

- Ensure that every aspect of the School's operation is compliant with the legal and regulatory requirements.
- Ensure that the School's estate and facilities are maintained and operated at the highest possible standard.
- Oversee external lettings and wider commercial activities.
- Act as the primary Data Controller.
- Promote awareness in pupils and staff of health, safety and security cultures and practices.
- Ensure robust audit and inspection regimens around all aspects of health and safety compliance.
- Formulate, monitor and implement the Schools' health and safety policies.
- Maintain the highest standard of security provision with regard to the School's site, pupils and staff.
- Ensure compliance with all relevant aspects of employment law and provide advice in respect of HR case work and practice.

- Continue the roll-out and adaptation of the performance development cycle for staff.
- Help to design and embed forward-thinking approaches to training of people management skills and professional development.

Clerk to Governors

- Ensure that governance is carried out in accordance with the Memorandum of Association in addition to matters of statutory compliance; confirm compliance with instructions of the Charity Commission & Companies House.
- Ensure that governance is carried out effectively, providing timely meeting schedules and supporting the board and committee meetings with papers and minutes.
- Support the appointment, induction and ongoing training of governors, ensuring compliance with statutory and ISI regulation and guidance.
- Maintain appropriate records of all governance activity.





Person Specification

Qualifications and Experience

- Degree level or equivalent
- Leadership experience
- Experience of managing staff including recruitment, performance management, professional development and wellbeing
- Experience of contributing strategically to the wider development of an organisation while retaining a strong grasp of operational detail
- Experience of successfully managing a range of support services

Knowledge and Skills

- Developed interpersonal skills
- Financial literacy (budgeting, cost management, financial planning and reporting) with analytical skills
- Relevant project management skills

- Working knowledge of charity and employment law
- A good knowledge of H&S and data protection
- An understanding of IT infrastructure and its impact in education and business

Personal Attributes

- Purposeful and collegial approach to leadership
- Enthusiasm, tact, diplomacy, calmness under pressure, patience, sense of humour
- Accomplished communicator
- A strong commitment to excellence
- A flexible and visible solution-based approach
- Ability to manage a significant and varied workload
- Ability to lead by example and empower others
- Ability to work independently and as part of a team
- A sense of service



Terms and Conditions

A formal contract detailing terms and conditions will be drawn up on appointment. The terms of employment will be set out in a contract between the Bursar and the Board of Governors. The following notes provide guidance, without prejudice, on the likely main provisions:

- this is a full-time, year-round permanent appointment and the successful candidate will be expected to work such hours as are required to fulfil the needs of the job
- the position attracts a salary commensurate with its status and responsibilities
- a contribution will be made to the School's Group Pension Scheme
- death in service equivalent to 2x salary
- private medical insurance will be provided for the Bursar and immediate family
- a staff fee remission scheme is available at 50% discount
- annual holiday entitlement of 28 days, plus statutory Bank Holidays
- applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Full details are given on the application form
- shortlisted candidates will be asked to undertake identity and qualification checks which conform to the School's Safeguarding Policy
- any job offer will be subject to the applicant undergoing medical screening
- Davenies School is an equal opportunity employer and is committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability.



Application Process

Interested candidates are invited to contact RSAcademics to arrange a confidential discussion with the search consultant handling this appointment:

Nina Lambert, Search Consultant
ninalambert@rsacademics.co.uk
07764 185 745

Closing date: **10.00am, Thursday 27th September 2018.**

An application form can be downloaded from **www.rsacademics.co.uk** where the post is listed under current vacancies.

Candidates should complete the RSAcademics application form electronically and email it to RSAcademics, together with a short covering letter which explains your reasons for applying. Please address your letter to the Headmaster, Mr Carl Rycroft.

Please email your completed application form and covering letter (both as a PDF files please) to our Project Co-ordinator, Hilary Battye, at: applications@rsacademics.co.uk Hilary can also be reached by calling our Head Office on 01858 467449.

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 our Head Office by telephone.

Preliminary Interviews will take place with RSAcademics week commencing 1st October 2018.

Longlist interviews will take place at Davenies School on Friday 12th October 2018.

Shortlist interviews will take place at Davenies School on Wednesday 31st October 2018.

The appointment is subject to satisfactory pre-employment checks in accordance with DfES guidance, to satisfactory references, satisfactory clearance from the DBS, proof of identity and qualifications and a satisfactory medical report.

Davenies School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be required to undergo child protection screening including checks with current and previous employers and the Disclosure & Barring Service.



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