



**United Learning**  
The best in everyone™

# Candidate Pack



**Lincoln Minster School - Interim Bursar**



# Welcome

Thank you for your interest in becoming the Interim Bursar at Lincoln Minster School.

I became Head two years ago and was quickly struck by what a wonderful community we are fortunate to have, located across two modern sites right in the heart of the historic city of Lincoln. You would be supporting us at an exciting time as we embark on an ambitious new Development Plan to propel the School to new heights.

Our priorities are simple: we want our pupils to be happy and to achieve - and in that order. You would play a key role in helping to bring our vision to life by taking responsibility for the financial and operational management of the School.

If you are a positive professional who strives for excellence and wants to make a real contribution to a busy independent school with bold plans, then please do get in touch.

**Jon Tyler**  
**Head**



# The School

Senior School

**Lincoln Minster School is an independent non-selective, co-educational school for pupils aged 4-18 years based in the heart of Lincolnshire. We pride ourselves on putting our pupils first, seeking to ensure that their talents and abilities are nurtured and encouraged, thus enabling them to achieve highly, develop personally and be successful in moving to the next step of their education.**

The city of Lincoln has a rich history, being home to the Magna Carta and Lincoln Castle. Its innovative city centre sits side-by-side with historic charm, creating a perfect juxtaposition of both worlds in which to learn and grow. The vibrant, modern city centre is only 2 miles from the glorious Lincolnshire countryside. The school, with roots dating back to the 12th Century, is based across two sites, both reflecting its innovative approach to education. The Prep School is ranked in the UK top 40 Preparatory Schools by The Sunday Times. It is located a short walk from the Senior School and has been extensively redeveloped. The brand-new outdoor learning facilities support the aim of the Prep School to increase pupils' confidence and self-belief whilst cultivating new abilities.

The Senior School site occupies a number of buildings. The purpose-built Prior Building was opened in 2002 by the former Archbishop of Canterbury, Lord Carey. The sweeping, curved, building overlooks the City and boasts fully-equipped science labs, art studios, IT suites and our dedicated Sixth Form Centre. The most recent addition, the Harper Building, is dedicated to music and performance and includes an impressive Recital Hall, music practice rooms and a fully equipped Drama Studio.

Individual needs are catered for across all age groups where boys and girls of differing abilities and interests excel in our vibrant community. Visitors to LMS comment fondly on the focus we have on treating students as individuals, and the encouragement given to pupils to achieve in all aspects of life.

LMS has many unique strengths including our close links with local Lincoln University institutions and our exclusive Sport Performance Programmes in Football, Golf, Tennis and Squash. These offer young, potentially elite players the opportunity to train in world-class facilities with outstanding coaching.

With our unique and innovative pathway programmes to our partners at the University of Lincoln, we are proud to lead 4 + 3 year and 2 + 3 year programmes, for students to study GCSE and A levels with a direct pathway to the University of Lincoln to study Business and Engineering as well as Medicine in the all new Medical School.

Lincoln Minster School provides the perfect balance of academic strength and a genuinely broad education which includes excellence in sport as well as the creative and performing arts. We seek to bring out the 'Best in Everyone' in a supportive and glorious environment.

For further details about the school's ethos, facilities, curriculum, co-curriculum, pastoral care and safeguarding, the local governing body and the pupils' considerable academic and other achievements, please follow the link here to the school's website: [lincolnminsterschool.co.uk](http://lincolnminsterschool.co.uk)





## About United Learning

**United Learning is a Group of schools which aims to provide excellent education to children and young people across the country. We seek to improve the life chances of all the children and young people we serve and make it our mission to bring out 'the best in everyone' – pupils, staff, parents and the wider community. We uniquely comprise schools in both the state and the independent sectors. We currently educate over 40,000 pupils and employ over 7,000 members of staff including over 4,000 teachers.**

As a group, we can offer more to both staff and young people than any single school could offer alone. The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interaction between independent and state schools in the country, creating benefits for all the schools involved.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies.

To find out more about United Learning, please visit the website: [unitedlearning.org.uk](https://unitedlearning.org.uk).

As part of United Learning, Lincoln Minster School will share the objective of bringing out 'the best in everyone', enabling each student to become a balanced, happy and articulate person with intellectual freedom, confidence, compassion, integrity and a lifelong love of learning.

# Our Ethos

**Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people.** We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as 'the best in everyone'.

This ethos underpins our core values:

**AMBITION** – to achieve the best for ourselves and others;

**CONFIDENCE** – to have the courage of our convictions and to take risks in the right cause;

**CREATIVITY** – to imagine possibilities and make them real;

**RESPECT** – of ourselves and others in all that we do;

**ENTHUSIASM** – to seek opportunity, find what is good and pursue talents and interests;

**DETERMINATION** – to overcome obstacles and achieve success.

# Continuing Professional Development

**We believe that successful organisations make a priority of developing their staff; all the more so in education, where the people of the organisation are its most important asset. While the development of all staff is important, we make support and professional development of senior leaders a particular priority, given the impact that leaders have on the life of staff and pupils alike.**

We work on the basis that each of us, however effective, can always improve. The new Interim Bursar at Lincoln Minster School will set personal development objectives with their line manager and would be well supported to achieve them.

We believe that schools are at their best when they are autonomous and able to develop a distinctive ethos, reflecting the needs of their pupils and the context within which they work. The Group can get behind the work of Subject Leaders in schools through creating strong networks, providing outstanding educational support and professional development.

The newly appointed Interim Bursar at Lincoln Minster School will also benefit from a comprehensive induction programme.

# Our Framework for Excellence

**To achieve our mission, our schools prioritise five key principles:**

- The best from everyone
- Powerful knowledge
- Education with character
- Leadership in every role
- Continuous improvement

## **'The best from everyone'**

Our aim is to bring out 'the best in everyone'. So, we must expect the best from everyone, all the time. Every child is a special individual, capable of extraordinary things. Who can know the limits of any child's potential? So, we expect unreasonably – we constantly encourage children to do what they think they can't, to persist, to work hard and to be at their best.

From every adult we expect the same: that they are at their best, expect unreasonably of themselves, are determined and resilient and pass those expectations on to the children in all they do. We act with the utmost love, care and good faith – the highest standards come with the greatest attention to the wellbeing of all.

## **'Powerful knowledge'**

Our most important purpose is to teach young people things they would not learn outside school, which free them to think and act more powerfully in their lives. Words and numbers are our most powerful ways of representing the world. Mastery of language and fluent mathematical skills are therefore our top priority. We aim to prepare young people to make a success of their lives: a core entitlement to subject-based learning; the development of talents; an understanding of work and society.

Worthwhile learning is often hard. Inspiring teaching is what gives access to difficult concepts and the thrill of intellectual discovery. Powerful knowledge is not static or backward-looking. It includes the ability to critique, challenge the status quo, think and learn.

## **'Education with character'**

Academic success is very important. Exam passes are an important aspect of that. But there is more to a good education. Our schools also aim to develop character, compassion and service. Young people are expected to contribute to their school and to society; to try things which they think they cannot do; to

persist in the face of difficulty; to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to be courageous and caring; to lead.

We want young people to look back on a joyful schooling which has inspired and challenged them, given them wide opportunity and prepared them for the ups and downs of life.

## **'Leadership in every role'**

Our children are leaders of the future. We expect them to start today – taking advantage of structured opportunities to lead and taking responsibility for themselves and others. Every adult in the school is a leader. In every word, tone and gesture, they set direction and expectation. We expect every adult to take responsibility and the initiative to do what is right for the children.

All those in formal leadership positions create the climate in which others work. They demand the highest standards, build an inclusive performance culture, develop their teams and create the space for others to lead. All leaders listen, grow relationships, act with integrity and care and expect the best from themselves and others in building a happy, confident school.

## **'Continuous improvement'**

However good we are, we can be better. We constantly look for improvements and implement them with pace. We look for ideas for improvement inside the organisation and out; we observe one another; we steal good ideas with pride and look to make them better; we work together to improve.

We always look at the evidence and are rigorous in evaluating impact. We stop or change things which aren't working; we improve things which are. We aim for high leverage: high impact for low effort and low cost. We constantly look to have more impact for less cost and effort and to spend every pound wisely.

# Job Description

The Interim Bursar will play a crucial role in shaping and implementing the School's financial and operational strategy and will work closely with the Headmaster and the LGB to develop and deliver the School's wider strategic vision. The Interim Bursar reports on a day-to-day basis to the Headmaster, with a dotted line into the Group's Director of Finance – Independent Schools. Candidates will be able to demonstrate proven ability in senior leadership and financial control within complex organisations, managing people and resources effectively, delivering results, thinking strategically, and inspiring and motivating others.

They will need to demonstrate high energy and the ability to think and communicate with clarity, with the facility to execute key initiatives that will drive the School's success. This role requires a strong skill set in finance, strategic planning and execution and estate and facilities management. The successful applicant will demonstrate commercial acumen, strong entrepreneurial attributes, and the ability to lead and direct the School's support operations, including IT. Although prior experience in the education sector is not a prerequisite, candidates must be able to demonstrate empathy with independent education, a commitment to the Lincoln Minster ethos and aims, and a willingness to play a full part in the life of the School community.

The responsibilities outlined below are not exhaustive but are indicative of the requirements of this significant and wide-ranging role.

## Strategy and Planning

- Advise the Headmaster, LGB, and the Group on all matters relating to the School's financial strategy and operations.
- Contribute to the development of the School's Strategic and Operational Plan, with specific responsibility for developing financial strategies in support of it.
- Oversee the implementation of the financial and operational elements of the Strategic and Operational Plan in conjunction with the Head.
- Support coordinated strategic development through working with senior leaders across the School.

## Leadership and Management

- Lead by example; be an inspiring leader of staff, coach and support them, facilitate and encourage strong working relationships between the teaching and operational staff.
- Ensure that the School's Operational teams are effectively staffed and resourced and have the appropriate skill to ensure the optimal functioning of the School, working with the Head to implement structural changes.
- Manage the performance of direct reports, ensuring that staff receive appropriate support to achieve the expected standards.
- Ensure Group policies and strategies are implemented in relation to the Bursar remit.
- Contribute to and support the development of the Group's independent schools, promoting and sharing best practice, lessons learnt, and the review and development of policies, procedures and working practices, to include working collaboratively with peers across United Learning.



# Job Description

## Specific Responsibilities

### Finance

- Manage the financial performance of the School to achieve agreed financial targets, KPIs and operational surpluses.
- Advise the Headmaster and LGB on all matters relating to financial strategy to ensure the long-term sustainability of the School and the impact of their decisions on the School's financial position and commercial matters, including preparing feasibility studies and scenario modelling.
- Ensure that financial resources are deployed effectively and efficiently to support the School's educational aims, vision and ethos.
- Ownership of all finance functions of the School, including those functions provided onsite or centrally by the Group through the Chief Financial Officer's team.
- Provide the Headmaster, LGB and the Group's Director of Finance – Independent Schools with appropriate, regular and timely information about the School's finances, including management accounts, budget and variance reports, and risks and opportunities, including outside usual reporting timescales as circumstances require.
- Prepare business cases to support investment proposals, working with the Group to secure approval.
- Ensure that a robust system of financial policies, procedures and internal controls is in place, both specific to the school and in accordance with the Group's requirements, including fraud prevention.
- Review, check and authorise expenditure and carry out reconciliations in accordance with the internal controls.
- Analyse school fees and costs, including benchmarking, and work with the Headmaster and LGB to recommend fee levels and pricing strategies.
- Advise the Headmaster on the School's use of fee concessions, including, with the Headmaster, Chair of LGB and Registrar, decisions on the provision of bursarial support.

### Facilities

- Manage all capital building projects across the site, ensuring that such projects are delivered on time, on budget and to the agreed quality, including the tendering process and management of contractors on site, working collaboratively with the Group's Estates Manager – Independent Schools.
- Develop, manage, review and implement the Estates Master Plan in conjunction with the LGB and the Group's Estates team.
- Ensure that the rolling programme for building maintenance and School facilities are costed, implemented on time, on budget and to the agreed quality, including the tendering process and management of contractors on site.
- Ensure that the facilities are well presented, serviceable, safe and compliant with regulations, including health and safety, fire and the Independent Schools Standards, liaising with expert external consultants as appropriate.
- Ensure positive relationships are fostered with local residents.
- Manage the catering contract, which is procured centrally by the Group, and liaise closely with the Catering Manager to ensure that appropriate standards of catering are provided for students, staff, and hospitality for agreed school events.
- Ensure effective management of school transport and arrangements for vehicular traffic to, from and within the site, including tendering for transport contracts.

### Human Resources

- Ensure United Learning policy and procedures are followed, liaising with the Group's HR function as appropriate.
- Ensure compliance with employment law and the relevant sections of Keeping Children Safe in Education and the Independent Schools Standards Regulations, including the Single Central Register.
- Facilitate and encourage positive employee relations across all staff.

# Job Description

## Specific Responsibilities

### IT

- Oversee the development, procurement, delivery and management of the IT infrastructure, data and services to support high-quality teaching and learning and administration.
- Ensure the safety, security and integrity of the School's IT network with particular reference to ensuring that it remains secure from attacks and viruses.

### Administration

- Ensure appropriate and effective administration is provided to enable the smooth day-to day-operation of the School Reception.

### Health and Safety

- Ensure that the School has appropriate arrangements in place, including policies, procedures, equipment, training and funding to ensure compliance with all health and safety and regulations, including those determined by the Group.
- Oversee the School's risk management processes, including the preparation of risk assessments and monitoring to ensure compliance with policy.
- Promote a positive health and safety culture throughout the School.

### Commercial

- Manage and utilise the site and facilities to their full value, for the benefit of the School, the Group and the community.
- Develop and implement commercial activities and business opportunities across the site to maximise income generation and optimise returns.

### Governance, Compliance and Risk Management

- Ensure the efficient operation of the LGB by providing the necessary information and arranging training, visits, meetings, agendas and papers.
- Ensure the LGB are updated on legislative and statutory changes.
- Ensure compliance with all applicable laws and regulations; ensure policies and procedures are in place and champion their application throughout the School.
- Identify, assess and manage risk, including management of the risk assessment process and Risk Register.
- Ensure that the School has appropriate insurance cover for all key insurable risks.
- Lead on critical incident planning and lead on business continuity and financial planning to ensure that the School is well prepared for any crisis.

### Safeguarding and Welfare of Children

Lincoln Minster School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will undertake your role and responsibilities in accordance with Lincoln Minster Schools Safeguarding Children and Child Protection Policies and Procedures. The successful applicant will be required to have an enhanced DBS disclosure.

# Person Specification

The successful candidate will have most, although not necessarily all, of the following:

## Qualifications and Experience

- Educated to degree level or equivalent and evidence of a commitment to continuing professional development.
- A professional qualification in finance, estates, or project management is desirable but not essential.
- Demonstrable success in a leadership role in a comparable organisation and through significant periods of development.
- An awareness and understanding of health and safety culture.
- Experience of project management, ideally within a construction process.
- Experience in leading and developing colleagues and effective teams.
- Extensive experience of financial and budgetary management.

## Skills and Knowledge

- Strong strategic abilities and organisational skills with the capacity to guide whole-organisational development.
- Financial literacy (budgeting, cost management, financial planning, and reporting) with strong analytical skills and the ability to present financial information clearly and concisely.
- Strategic financial management and commercial acumen.
- First-class communication skills – able to balance robustness with constructive, positive discussion and diplomacy with the confidence and personal authority to represent the School with a broad range of stakeholders.
- Strong interpersonal skills and high levels of emotional intelligence, with a proven ability to operate effectively and efficiently in a complex environment while maintaining a sense of humour.
- An understanding of the economic, financial, legal and commercial challenges in the leadership and management of independent charitable schools.
- A clear and analytical thinker – willing to be flexible and solution focused and willing to listen to others as well as take and implement difficult decisions when necessary.
- Versatility and ability to manage conflicting deadlines and priorities.
- High levels of accuracy and attention to detail.
- Excellent IT skills and proficiency in MS Office Suite with advanced working knowledge of MS Excel.
- Experience and working knowledge of Financial Management MIS Systems and software packages.
- An ability to navigate the dynamics between the Headmaster, LGB and United Learning.

## Leadership Style and Personal Attributes

- A highly visible leader who can work both independently and as a key team member, with the ability to delegate and build rapport, empower colleagues and gain the confidence of wider stakeholders.
- A clear understanding of and commitment to the development of the United Learning values and ethos.
- Clarity of vision with the ability to communicate it in a compelling and engaging way.
- An adaptable leadership style which encourages leadership from others and celebrates success. A team player and a commitment to collaborative working, both within the School and across the Group.
- Openness, humility, energy and enthusiasm.
- Sensitivity and wisdom in managing relationships within a school.
- Highly ethical.
- A commitment to the safeguarding of children.
- Determined and resilient, able to remain calm in a crisis.
- Values and promotes equality, diversity, and inclusion.

# Rewards & Benefits

**Lincoln Minster School is part of United Learning, a group of independent schools and academies across England. As the Interim Bursar, you will benefit from being part of a thriving community within the Group.**

## **Benefits include:**

- 26 days holiday, plus bank holidays
- Competitive salary
- Contributory pension scheme, meaning we will save together for your retirement
- Discounted fees for children attending United Learning independent schools
- Occupational sick pay, protecting you and your family
- Competitive maternity, paternity, and adoption benefits
- Over 250 employee exclusive benefits through our partners Perkbox, including access to discounted cinema tickets, holidays and gym memberships, car leasing and Cycle2work schemes
- Continuous Professional Development options that will be tailored to your needs
- A supportive team across the country
- Options for flexible working



# How to Apply



## Applications

If you have any queries, please contact the Head's PA, Miss Lisa Crowe at: [recruitment@lincolnminsterschool.co.uk](mailto:recruitment@lincolnminsterschool.co.uk).

The start date for this role is November 2024 or earlier if possible. The deadline for receipt of applications is **Friday the 11th of October 9:00am 2024**.

To apply please visit Lincoln Minster School website [Vacancies page](#).

We reserve the right to appoint at any time, so early applications are encouraged.

United Learning is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.