



BURSAR

Candidate Pack



PARKSIDE
SCHOOL



About Parkside School

Parkside School is an independent co-educational Nursery, Pre-Prep and Prep School for children aged 2–13, set in 45 acres of beautiful Surrey countryside by the River Mole. Once a boys' prep, Parkside has evolved into a thriving co-educational school where every child is encouraged to discover their strengths, embrace new challenges and enjoy an exceptional all-round education.

Balancing strong academic standards with a rich programme of sport, creativity and outdoor learning, Parkside offers a nurturing environment where pupils grow in confidence, character and curiosity, prepared not only for senior school, but for life.

The School's foundations are steeped in history and we are proud of our traditional values, complementing our innovative and forward-thinking curriculum. Parkside provides an academically challenging and rewarding environment to work in with like-minded staff who take a genuine interest in getting to know each other, and every one of their pupils. The staff team provides a world class and rounded education, excelling academically, within Music and the Arts, as well as a longstanding impressive sporting record.

Parkside staff benefit not only from an exceptional working environment but also an attractive salary alongside a contributory pension scheme, use of sports facilities (including kayaking and fishing on the River Mole), complementary meals and refreshment during school terms, onsite parking and training and development opportunities.





Overview:

Job Title: Bursar

Location: Parkside School, Cobham

Reports to: Head

Position Type: Full-time Year Round, Permanent

Start Date: January 2026

Salary: Competitive pay scale and benefits package commensurate with experience

The Bursar is a key member of the Senior Leadership Team, responsible for ensuring the effective and efficient operation of the school's support services. While holding overarching accountability for Finance and HR, the Bursar's primary focus will be on the operational management of the school, with particular emphasis on estates, facilities, compliance, health and safety, and risk management.

Additionally, as Clerk to the Governors, the Bursar will provide professional administrative and governance support to the Board, ensuring the highest standards of compliance and effective communication between the governing body and the school leadership.

Job Description:

Leadership & Management

- Contribute strategically to the overall leadership and development of the school as part of the SLT.
- Oversee the work of the Estates and Compliance teams to ensure the site and facilities are safe, well-maintained, and support high-quality teaching and learning.
- Work collaboratively with the Financial Controller and HR Manager to ensure sound financial and personnel management.
- Act as line manager for key operational staff, fostering a culture of accountability, teamwork, and service excellence.





Estates & Facilities Management

- Take operational responsibility for the management, maintenance, and development of the school's buildings, grounds, and facilities.
- Ensure all health, safety, and compliance requirements are met across the site, including fire safety, security, risk assessments, and contractor management.
- Lead planning and delivery of capital projects, liaising with contractors, consultants, and local authorities as required, including planning permissions and consents.
- Take the lead with regard to property and tenant management of the residential buildings on the School's Estate, ensuring the appropriate Service Occupancy and/or Service Tenancy Agreements are issued accordingly.
- Manage site services including cleaning, catering, transport, and utilities efficiently and cost-effectively.
- Manage relationships with School's key suppliers (including but not limited to caterers and cleaners)
- Lead on any negotiations with third parties and suppliers for the provision of services and ensure appropriate contracts are in place that are in the best interest of the School.
- Directing the Estates team to ensure smooth operation of minibuses and school transport including any relevant compliance aspects.
- Directing the Estates Team to ensure good management and operation of the swimming pool and its plant, ensuring that proper safety procedures are enforced, particularly for out-of-school hours and during the holiday periods.
- Overall responsibility for the letting of school premises to outside organisations and individuals ensuring the relevant Hire Agreements are issued accordingly.



**Human Resources**

- Supporting the HR Manager to ensure compliance with employment legislation, safer recruitment and selection and accurate HR record keeping.
- Act as key School contact for any external staff benefit providers (such as MediCash, Pension etc).
- Overall accountability for the robust maintenance and sign off of the school's Single Central Register and Safer Recruitment processes and procedures.
- Working with the HR Manager to ensure compliance with all relevant aspects of employment law including employment protection, equal pay, minimum wage and discrimination on the grounds of sex, race or disability and relevant policies are in place and updated as required.
- Advising the Head, in conjunction with the HR Manager, on employment matters including disciplinary procedures and ensuring the School has appropriate disciplinary and grievance processes in place
- Ensuring standard template contracts are kept up to date as new legislation comes into force.

Finance

- Provide strategic oversight of the school's financial function ensuring effective control systems and processes are in place
- Contribute to long term financial planning and sustainability discussions.
- Support the Financial Controller in budget planning, forecasting, reporting and compliance as required
- Working with the Financial Controller to ensure the preparation of termly management accounts, and termly reports to Finance and Risk Committee and Board meetings
- Working with the Financial Controller to ensure the preparation and timely delivery of annual audit, reports and accounts
- Supervising cash flow projections and forecasts for the current and future years
- Supervising the payment of all salaries and wages, including PAYE, Pension and National Insurance Contributions, and compliance with regulations for employee benefits
- Supervising the preparation of the School's fees invoices and the collection of all fees, incidentals and extras
- Effectively managing the School's position with regards to taxation and charitable status
- Working with external professional advisers to ensure compliance with accounting, audit, taxation, banking, insurance, legal and other similar requirements
- Overseeing the management of the School's capital expenditure programme by the Financial Controller, and proper recording of capital and revenue expenditure
- Acting as an escalation point on scholarship and bursary awards (managed by the Financial Controller) and undertaking assessments of parents' income and assets prior to making bursary awards as required.



Compliance, Risk & Governance

- In conjunction with the relevant members of SLT and external advisors, maintaining and updating the School's Policies and Procedures and ensuring these are submitted for timely review and Board approval
- Taking responsibility for disseminating any policy or process changes to the wider staff body.
- Manage relationships with the School's professional advisors
- Ensuring the school has adequate insurance cover at all times and seeking professional advice as and when required.
- Oversee statutory and regulatory compliance across the school, including ISI, HSE, data protection (GDPR), and safeguarding-related operational matters.
- Maintain the school's risk register and coordinate risk management activities.
- Advise the Governing Body and SLT on compliance, governance, and operational risks.
- Serve as Clerk to the Governors, ensuring the effective administration of all governance matters, including meeting preparation, minute taking, record keeping, and policy review schedules.
- Advising and updating the Board on charity governance and compliance matters, legislative changes and other relevant information
- Acting as Company Secretary and ensuring all statutory returns are completed and filed on time with Companies House and the Charity Commission
- Administering the procedure for the appointment of new Governors following guidance from the Nominations Committee and carrying out the induction process according to the School's policy





Additional Responsibilities

- Be a visible and proactive presence around the school, supporting daily operations and special events.
- Build effective relationships with staff, parents, governors, and external partners.
- Promote the school's values and play an active role in its ongoing success and development.
- Remain abreast of any relevant legislative changes and attend and complete training where appropriate.

Please note this job description is not intended to be all embracing and the post holder shall be required to carry out any reasonable requests by the Head.





What are we looking for?

<p>Qualifications & Experience</p>	<ul style="list-style-type: none"> • A relevant degree or equivalent professional qualification (e.g. Business Management, Finance, Facilities Management, or a related field). • Proven experience in a senior management role within a school, college, or similar regulated environment • Demonstrable experience overseeing estates management, including maintenance, capital projects, health & safety, and sustainability initiatives. • Strong track record of compliance management, ensuring adherence to statutory, regulatory, and safeguarding standards. • Experience managing financial operations, budgeting, procurement, and resource planning. • Substantial experience in leading and developing multi-disciplinary teams, including facilities, administrative, and support staff. • Familiarity with contract management, supplier negotiation, and service-level agreements. • An understanding of the law affecting Independent Schools and the expectations of ISI is advantageous.
<p>Skills & Abilities</p>	<ul style="list-style-type: none"> • Excellent leadership and people management skills, with the ability to motivate, support, and develop staff • Strong organisational and strategic planning skills, with the capacity to manage multiple, sometimes changing, priorities and meet deadlines. • In-depth understanding of estates compliance areas such as health & safety, fire safety, environmental sustainability, and risk management. • Financial acumen with the ability to interpret, manage, and report on budgets effectively. • Excellent analytical, problem-solving, and decision-making abilities. • Strong communication and interpersonal skills, with the ability to influence and engage colleagues at all levels. • Competent in the use of management information systems and digital tools to improve operational efficiency. • Proven ability to develop, implement, and monitor policies and procedures ensuring best practice and regulatory compliance.
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Professional integrity and sound judgement. • A proactive, solution-focused approach with a strong sense of accountability. • Resilient, calm under pressure, and capable of managing complex or sensitive issues. • Collaborative and approachable, fostering a positive and inclusive working culture, and interacting with colleagues with tact and diplomacy • Attention to detail combined with the ability to see the broader strategic picture. • Discreet and trustworthy, maintaining confidentiality at all times. • Friendly and personable with good sense of humour and ability to build a solid rapport with colleagues at all levels
<p>Expectations</p>	<ul style="list-style-type: none"> • Willingness to contribute to the wider school community, including extracurricular activities or school events. • Contribute to the overall success and smooth running of the organisation through professionalism, collaboration, and leadership. • Champion a culture of compliance, safety, and operational excellence across the organisation. • Lead by example in promoting the school's values, ethos, and sustainability objectives.



What can we offer you?

The benefits of working at Parkside School go beyond a competitive salary. School visits prior to application are warmly welcomed so you can experience for yourself our friendly staff team, engaged pupils, and outstanding facilities.



School Fee Remission

Opportunity for School Fee remission for children of staff



Meals

Catered lunches and refreshments during term time



Parking

On site parking and close to National Rail station



Working Hours

Full-time with flexibility to support working families/carers. Part-time considered for the right candidate.



Health & Wellness Benefits

All staff receive complimentary health benefits, with a range of everyday healthcare costs covered and access to wellbeing support services.

18%

Pension

Employer Pension Contribution for Qualified Teachers with QTS status (8% for all other staff)

Full details and terms and conditions of employment will be issued when an offer of employment is made. Any offer of post will be subject to completion of our pre-employment screening, including but not limited to, receipt of satisfactory references and relevant DBS checks.



How to Apply:

If you feel you have the necessary skills, qualities and experience, alongside a genuine drive to make a difference, then we'd love to hear from you.

To be considered for the post applicants should complete the Parkside Application Form (available on our school website [here](#)) by **Monday 17th November 2025** and return this to hr@parkside-school.co.uk

Please note that we reserve the right to appoint before the closing date for the right candidate.

If you have a disability and need any assistance with the application process please contact Human Resources who will be happy to help with this.

Parkside is committed to safeguarding and promoting the welfare of children and young people, and vulnerable adults and expects all staff and volunteers to share this commitment. Similarly, Parkside is committed to being an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion, beliefs, sexual orientation or age.

Applicants must be willing to undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service.





Thank you for your interest

If you would like any more information, please contact hr@parkside-school.co.uk or visit our website at parkside-school.co.uk



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