



King's College

DOHA



Information Pack for the Position of

Bursar

Appointment for January 2020



01

KING'S COLLEGE DOHA

King's College Doha offers the international community of Qatar an outstanding UK-style independent school education in some of the best facilities that the region has to offer. After a hugely successful opening in September 2016, the School has established itself as one of the leading schools in Doha and is oversubscribed.

The partnership with our UK sister school, King's College Taunton, is a great source of strength. Significant collaboration in areas such as vision and ethos, curriculum planning, professional development and co-curriculum opportunities, ensures that we maintain high standards of education. Through our partnership, both children and teachers in Doha benefit from the expertise and reputation King's College UK has built over the past 150 years.

King's College Doha provides:

- a premium, diverse British curriculum in an international context;
- academic excellence for all;
- outstanding pastoral care and opportunities for personal development;
- a broad range of co-curricular activities as part of a fulfilling school day.

We combine an academic focus with a broad co-curriculum, offering all our pupils an extended and fulfilling day. Underpinning our curriculum is the value we attach to pastoral care. We understand that children fulfil their potential when they feel happy, supported and at ease in their surroundings. All members of staff work hard to build a strong sense of community and promote supportive relationships, ensuring that children know that they always have a peer or an adult to whom they can talk.



01

KING’S COLLEGE DOHA

King’s College Doha currently caters for 500 children, aged 3 to 11 (Pre-School to Year 6). Our first Year 7 cohort starts in September 2019, when we expect the number of children enrolled to increase to 580. Ultimately, King’s College Doha will offer iGCSEs and A Levels as the school plans to open a new campus that will accommodate 3 - 18 year olds (Pre-School to Sixth Form). The structure will mirror that of King’s College in the UK.

Pre-Prep	Pre-School (EY1) - Year 2
Prep	Year 3 - Year 8
Senior School	Year 9 - Year 13

The School is conveniently located in the district of Al Thumama, easily accessible from most parts of Doha and only a twenty-minute drive from the City centre. Our impressive campus houses some of the finest Prep School facilities in Qatar. These include a dedicated library, a central atrium, science labs, an art and design centre, music and drama classrooms and practice rooms, a mac lab, a sports hall, a brand new outdoor 25-metre pool with learner area, and outdoor games courts.

Recently, KCD had successfully achieved the Qatar National Schools Accreditation in record time and is a member of the British Schools of the Middle East (BSME). According to the Ministry of Education, KCD is already rated among the most outstanding schools in Doha after only three years of operation.



02

OUR FOUNDING SCHOOL - KING’S COLLEGE, TAUNTON



King’s College in the UK is a co-educational independent school in Taunton, the bustling county capital of Somerset in the South-West of England. The School’s history can be traced back as far as 1522. The current campus was established in 1880 to educate 750 boarding and day pupils between the ages of 3 and 18.

The College prides itself on being an outstanding educational establishment with a busy and purposeful school community. Children enjoy a challenging, holistic education in a progressive and stimulating environment. They benefit from first-class teaching facilities as well as from outstanding facilities for sports, music, arts and outdoor education. Children emerge from King’s as well-qualified learners who are able to progress through to the best British universities and become well-rounded, balanced individuals.

Our connection with King’s College UK permeates the School at every level from governance and management to classroom practice, co-curricular vision and the staff appointment process.

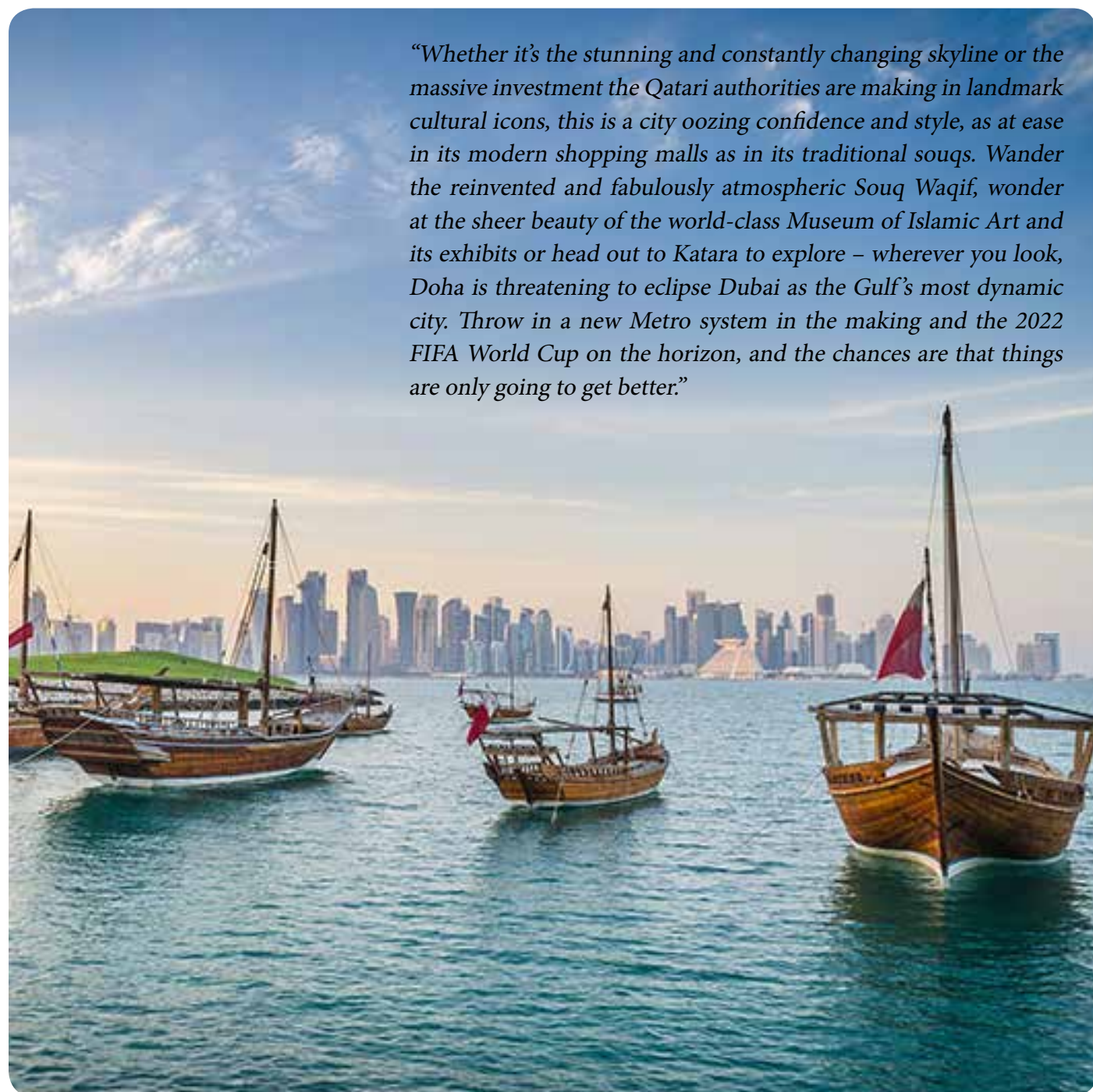
04

LIVING IN QATAR

Surrounded by clear, shallow waters on three coasts, Qatar is one of the smallest Arab states in the Gulf region. Despite this, it has a big heart, huge ambitions, and a reputation for hospitality that reaches far beyond its borders.

Qatar has seen rapid growth and development over the last two decades. Helped by its rich oil and gas reserves, Qatar now has one of the world's highest GDP per capita incomes. Much of the country's progress has been centred on Doha, and there are few signs of this slowing. Lonely Planet articulates the sense of the excitement and energy currently felt in Doha.

“Whether it’s the stunning and constantly changing skyline or the massive investment the Qatari authorities are making in landmark cultural icons, this is a city oozing confidence and style, as at ease in its modern shopping malls as in its traditional souqs. Wander the reinvented and fabulously atmospheric Souq Waqif, wonder at the sheer beauty of the world-class Museum of Islamic Art and its exhibits or head out to Katara to explore – wherever you look, Doha is threatening to eclipse Dubai as the Gulf’s most dynamic city. Throw in a new Metro system in the making and the 2022 FIFA World Cup on the horizon, and the chances are that things are only going to get better.”



04

LIVING IN QATAR



Doha has a significant expatriate population, drawn to the City for several reasons:

- Its growing status as a regional economic and industrial centre means there are a range of well-paid job opportunities in various sectors such as healthcare, education, financial services, engineering, and hospitality.
- It is complete with all the conveniences and luxuries you would expect to find in a developed western city: international restaurants, luxury shopping malls, coffee shops, well known supermarkets, an efficient health system, five-star hotels, to name but a few.
- Despite being a modern city, Doha retains many traditional elements, and, through its world-famous museums and cultural centres, is a regional hub for art and music.
- Doha has much to offer for those interested in playing sports and partaking in outdoor pursuits. The beautiful waters of the Persian Gulf offer excellent water sports opportunities and the surrounding desert provide great conditions for pursuits such as dune bugging and quad biking. Furthermore, Doha has invested in several outstanding green park spaces and has some of the finest sports facilities in the world.
- Doha is also a regular venue for professional sporting events. Amongst others, it currently hosts international competitions in tennis, athletics, cycling and squash, attracting leading athletes in all cases. Its reputation as a sporting hub will only be enhanced by the football world cup in 2022 and the national sides recent victory in the AFC Asian Cup.

There is then the rest of the world... Doha's location makes it an amazing point from which to travel the world during the holidays. Incredible destinations in Asia, Africa, Europe and the Middle East are only a short flight away. With Qatar Airways flying direct to over 160 destinations, Doha is truly an excellent staging post.



05

APPOINTMENT DETAILS

Post title: Bursar

Location: King's College Doha

Reporting Line: The Al Safwa Board, with a dotted reporting line to the Principal

Job Purpose

Working as a member of the school's Senior Leadership Team, the Bursar will be responsible for the conduct of all financial affairs, business management, and the material state of the school's campuses and buildings. Reporting to the Board with a dotted reporting line to the Principal, the Bursar will be the Clerk to the Governing Body and will work closely with the School's Principal on all matters relating to the day-to-day operations and administration of the school.

Key Responsibilities

Member of Senior Leadership Team

- Embrace the ethos of the school and ensure that all non-academic staff meet the standards and expectations as defined in all staff policies and handbooks.
- Ensure that all bursarial aspects of the school are led and managed efficiently and effectively.
- Liaise with the Principal and lead the Finance Team, all operations managers, and staff to ensure that all of the School's bursarial needs are met appropriately.
- Work with other members of the Senior Leadership Team over matters including policy development, human resource management including safer recruitment and selection, employee relations, health and safety and compliance.
- Contribute to the development of the School including contributions to the School's strategic planning activities and School Development Plan.
- Act in a manner which supports positive and productive working relationships within the School.
- Work with the leadership team to prepare for and achieve positive accreditation and inspection outcomes e.g. BSO inspection.

Finance and Accounting

- Oversee the work of the Finance Team.
- Establish and maintain all financial policies and financial management procedures in the School.
- Prepare annual estimates of income and expenditure to include the preparation of departmental budgets within the school, the latter in consultation with the Principal and senior academic staff.
- Monitor income and expenditure in relation to budget and presenting accurate and regular management reports to the Board and the Principal.
- Maintain cash flow projections for the current and future years.

05

APPOINTMENT DETAILS

- Keep analyses of costs and other statistical records.
- Prepare forecasts for the future financial performance of the school; usually over a period of ten years.
- Prepare financial appraisals of particular projects and proposals.
- Ensure that all everyday financial operations e.g. accounts payable, accounts receivable, staff payroll, supplier payments, etc are implemented accurately, promptly and effectively.
- Advise on school fee increases.
- Advise on scholarship and bursary funds and undertake assessments of parents' income and assets prior to making bursary awards.
- Purchasing, all goods and services for the school.

Health and Safety

- Formulate, monitor and implement the school's policy to comply with the requirements of health and safety legislation.
- Be the health and safety officer within the school and Chair of the Health and Safety Committee.
- Carry out risk assessments where appropriate and monitor all departments to ensure that they are carrying out risk assessments. Take professional advice as required.
- Ensure that the school has adequate insurance cover at all times to include public and employer's liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover. Professional advice should invariably be sought.
- Minibuses and transport - compliance with all regulations for the operation of minibuses; driver training and assessments; servicing and vehicle inspectorate tests.
- Oversee the work of the Services Manager and Facilities Manager.
- Maintenance of school buildings including the preparation of maintenance schedules and keeping of records.
- Advise on and take the appropriate physical security measures within the school for protection of both staff and pupils.
- Security (which is currently contracted out).
- Manage the installation and maintenance of equipment for the detection, warning, protection and escape from fire ensuring the necessary fire risk assessments are carried out.
- Maintenance and efficiency of the installations and plant for electric supply, water, etc. Promotion of energy conservation.
- Ensure that catering areas meet the requirements for hygiene and food safety.
- Manage the maintenance of the lighting, air conditioning and ventilation in all school buildings.
- Manage the maintenance of the swimming pool and its plant, with the need to ensure that proper safety procedures are enforced, particularly for out-of-school hours and during the holidays.
- Letting of school premises to outside organisations.

05

APPOINTMENT DETAILS

Housekeeping & Cleaning

- Oversee the work of the School's cleaning contract and its delivery.
- Ensure high standards are maintained, all information is logged into the facilities management software, daily, weekly and monthly checklists and inspections are conducted, and daily, weekly and monthly reports are submitted to the Head and the Board as appropriate.

Facility Manager

- Oversee the School's FM contractor and its delivery.
- Ensure high standards are maintained; all information is logged into the facilities management software; daily, weekly and monthly checklists and inspections are conducted; and daily, weekly and monthly reports are submitted to management.
- Ensure that all preventative and reactive work is carried out in a timely manner and to the highest possible standards.

School Grounds

- Oversee the School's FM contractor and its delivery.
- Upkeep of all outdoor areas, etc.
- Maintenance of boundaries, roads and rights of way

Security

- Oversee the School's Security contractor and its delivery.
- Ensure all security policies and procedures are implemented and monitored.
- Maintenance of boundaries, roads and rights of way.

HR

- Oversee the work of the HR Manager.
- Oversee all HR systems in the school.
- Ensure compliance with all relevant aspects of employment law.
- Advise the Principal and the Board on all HR and disciplinary matters. Take professional advice as required.
- Ensure that all relevant staff have contracts of employment with the government and keep the school's standard contracts up-to-date as new policy and legislation takes effect.
- Manage the employment, terms & conditions of service, supervision and welfare of all non-academic staff.
- Arrange for staff accommodation and dealing with all matters related to this.
- Liaise with the HR Manager to manage all employee HR requirements.
- Oversee the inductions, appraisals and training schedules for all non-academic staff.
- Deliver training yourself for particular departments like: Customer Service, Housekeeping & Cleaning, Facilities oversight, etc. as required.

05

APPOINTMENT DETAILS

Marketing and Events

- Oversee the work of the Marketing Manager.
- Contribute to the preparation and implementation of the marketing strategy in close liaison with the Board, Principal and Marketing Manager, to ensure that KCD is a well-known premium school in Doha with waiting lists.
- To ensure that all marketing activities promote the school and support admission applications and enrolments.

Admissions, Front of House and Administrative Team

- Work closely with the Principal who line manages the Admissions Manager, to achieve the school's annual enrolment targets.
- Ensure that the front of house and administrative teams operate effectively.
- Devise and deliver particular modules of training to staff, in customer service standards and operating procedures, to ensure a premium service.

Catering

- Oversee the School's catering contract and its delivery.
- Catering operations and quality (which is currently contracted out).

Uniform

- Oversee the School's uniform contract
- Ensure a premium quality service for parents

Transport & Fleet Management

- Oversee the School's bus contract.
- Ensure that the school's bus and transportation service for all aspects of the school's operations are safe, efficient and effective.
- Manage and train bus drivers and bus supervisors in school health & safety standards, procedures and policies in collaboration with the Principal.
- Oversee bus & vehicle maintenance and maintenance cost control.
- Manage student pick up and drop off routes and bus schedules in collaboration with the third-party contractor.

05

APPOINTMENT DETAILS

IT

- Ensure the efficient and effective use of IT including the School's MIS in collaboration with the IT Manager and the Deputy Head - Academics.
- Ensure timely troubleshooting of IT hardware and software by monitoring and managing the IT team.
- Ensure that the school's IT system is safe and secure for all users and is not being misused.

General Management

- Acting as clerk to the governors and secretary to the board.
- Correspond with the Ministry of Education (MoE) and be responsible for the records and returns required.
- Improve all areas of the non-academic team by leading, training, monitoring and providing feedback to each team.
- Prepare service guidelines, workflows and minimum standards / benchmarks.
- Prepare individual and department KPIs and accountabilities with the Principal and Senior Management Team.
- Maintain the School's Risk Management Register with the Principal and the Senior Management Team
- Serve on the Finance and GP Committee.



05

APPOINTMENT DETAILS

Person Specification

Qualifications and Experience

- A relevant accountancy qualification, e.g. CPA, CIMA, ACCA.
- A good, Bachelor's degree.
- At least 3 years of experience in a senior level operational position in a large scale, customer service environment.
- Evidence of post graduate study e.g. Finance qualifications, MA/MBA or equivalent degree.
- Evidence of significant leadership impact and/or change management.
- IT proficient.

Personal Qualities

- Must have presence and ability to lead and inspire people.
- Ability to take action to implement a vision and to drive execution.
- Excellent communication skills.
- Desire to collaborate and be comfortable working as a team leader and a team member.
- Possessing a high degree of initiative.
- Strong work ethic, ability to multitask, and passion for operations.
- Attention to detail with diligent follow up and ability to execute in a timely manner.
- Able to prioritise and handle pressure.
- Capable of influencing people and talented in networking with cultural sensitivity.
- Gravitas
- Integrity
- Inter-cultural awareness
- Well-developed inter-personal skills

Remuneration

The successful candidate will receive a competitive tax-free salary and benefits commensurate with their experience.

06

HOW TO APPLY

In order to apply, please read the details of the candidate information pack, complete all the sections of the application form, including the supporting statement that sets out your interest in this position, how you believe you meet the requirements of the role and your ambitions for the School.

King's College Doha is part of EduReach Education's network of schools. Completed applications should be sent to szetinglee@edureach.co.uk by the closing date, **Friday 23rd August 2019**.

Applications will be reviewed as they are received. Early application is advised with interviews possibly being arranged in advance of the closing date. King's College Doha reserves the right to make an appointment before the closing date.

To arrange an informal discussion about the role, please email Sze-Ting Lee at szetinglee@edureach.co.uk. Please visit our website at www.kingscollegedoha.com for further information about the School.

Safeguarding and Privacy

King's College Doha is committed to safeguarding and promoting the welfare of children and expects all the staff to respect this commitment. The post is subject to applicants providing a satisfactory Police Clearance Certificate from their home country that is less than 6 months old. Three satisfactory professional references will also be required.

If successful, for visa purposes applicants will need to supply relevant degree certificates, university transcripts and proof of being a 'full time' student. These documents will need to be attested by the Ministry of Foreign Affairs and Qatari Embassy in the applicant's home country.

By applying to this post, you agree to your data being held and processed by King's College Doha and its affiliates. If you are appointed to the post you also agree to additional information, including sensitive data such as bank details and medical information, being held by King's College Doha and its affiliates.



King's College

DOHA

