RUGBY SCHOOL
THAILAND

BRIEF FOR THE APPOINTMENT OF

BURSAR



ODGERS

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ABOUT RUGBY SCHOOL THAILAND

Founded in 2017, Rugby School Thailand (RST) is the first overseas sister school of Rugby School UK and has quickly established itself as one of the leading British international schools in Asia.

Set within 80 acres of landscaped grounds and open countryside in Chonburi Province, approximately 70 minutes from Bangkok's Suvarnabhumi International Airport, the School offers a distinctive environment that combines the space and tranquillity of the Thai countryside with world-class educational facilities. Since opening with 110 pupils, RST has grown rapidly into a thriving community of more than 1,200 students representing 47 nationalities. The School combines the traditions and educational philosophy of Rugby School with the opportunities afforded by a modern, purpose-built international campus. RST is a co-educational day and boarding school for pupils aged 2-18, structured along British independent school lines through its Pre-Prep, Prep and Senior School divisions. The School's vision is to be a world-class leader in day and boarding education, with a clear focus on improving outcomes for every individual student. Academic excellence is complemented by a strong commitment to personal development, wellbeing and character formation, captured by the School's ethos: *"The Whole Person, The Whole Point."*



ACADEMIC EXCELLENCE

The School delivers an enhanced British curriculum from the early years through to IGCSE and A Level. Smaller class sizes, specialist teaching and a broad academic offer enable pupils to develop strong foundations whilst pursuing individual interests and talents. Students typically undertake a broad range of IGCSE subjects before progressing to AS and A Levels. Graduates go on to universities across the UK, North America, Europe, Asia, Australia and New Zealand, with recent destinations including Imperial College London, University College London, University of Cambridge, University of Edinburgh, University of Melbourne, University of British Columbia and University of Hong Kong.

RST has earned significant external recognition for the quality of its educational provision. The School was judged Outstanding in all areas by British Schools Overseas (BSO), holds Gold Status from the International Schools Quality Mark (ISQM), and has been awarded COBIS Beacon Status for both its Boarding and Co-Curricular programmes.

PASTORAL CARE AND ENRICHMENT

A defining feature of the School is its commitment to educating the whole person. Alongside academic study, considerable emphasis is placed on character development, leadership, service, creativity, resilience and global citizenship. The School's award-winning enrichment programme offers a wide range of opportunities spanning sport, performing arts, outdoor education, technology, debating and community engagement. The longer school day allows academic, co-curricular and pastoral priorities to be integrated into a single educational experience.

Pastoral care is fundamental to life at RST. The School seeks to foster a culture of care, belonging and mutual respect, supported by dedicated pastoral teams, strong safeguarding practices and a House system that promotes meaningful relationships across age groups.





BOARDING

Boarding forms an important part of the School's identity and strategic proposition. Students may board from Year 6 onwards, with a range of flexible options available, including part, weekly and full boarding. The boarding community is centred around purpose-built houses designed to provide a supportive and structured environment in which students can develop independence, confidence and strong interpersonal relationships. Boarding plays a significant role in attracting families from across Thailand and the wider region.

CAMPUS AND FACILITIES

The scale and quality of the campus distinguish Rugby School Thailand within the international schools sector.

Purpose-built facilities support every aspect of School life and include a dedicated Science Centre, Sixth Form Centre, performing arts venues, specialist design and technology facilities, examination halls, libraries and modern boarding accommodation.

The sporting provision is particularly notable, reflecting Rugby's long-standing commitment to sport and physical wellbeing. Facilities include multiple swimming pools, extensive playing fields, indoor sports halls, tennis courts, a golf centre, climbing wall, water-sports lake and outdoor education facilities. Located within the wider Wisdom Valley development and surrounded by lakes, hills and extensive trail networks, the campus provides a unique environment for learning, recreation and outdoor pursuits.

LOOKING AHEAD

Having experienced rapid growth since its foundation, Rugby School Thailand is now entering a significant new phase of development. The School combines the heritage and reputation of one of the UK's most distinguished educational institutions with the ambition and dynamism of a young, high-performing international school.

For the successful Bursar, this represents an opportunity to contribute to the strategic, operational and financial leadership of a complex organisation that continues to evolve and expand.



THE ROLE

Role at a Glance

DEPARTMENT	Senior Leadership Team
POSITION	Bursar
REPORTS TO	Principal
GOVERNANCE ACCOUNTABILITY	The Owners, Board of Governors, Finance Committee, Audit Committee and relevant subcommittees
EMPLOYER	Rugby School Thailand
LOCATION	Chonburi, Thailand
CONTRACT TYPE	Full Time
JOB START	March 2027 or as soon as possible thereafter





ROLE PURPOSE

The Bursar provides strategic leadership for the School's finances and non-academic operations, ensuring that resources, people, systems and facilities enable outstanding educational provision and long-term sustainability. Working closely with the Principal, owners, Governors and senior leaders, the Bursar translates strategy into affordable, deliverable plans and provides clear evidence and advice on financial performance, investment, funding and risk so that decisions protect educational quality and long-term sustainability.

As a member of the Senior Leadership Team, the Bursar is accountable for the effective delivery of delegated services and serves as Clerk to the Governing Body. The role leads through relevant department heads and professional advisers, establishing clear objectives, robust controls and transparent reporting.

SCOPE AND KEY RELATIONSHIPS

The Bursar's portfolio includes Finance and Procurement; Estates and Facilities; Service Support; Information Technology; Medical Centre administration; Commercial Activities; and Governance administration. Line-management arrangements follow the approved organisation chart. Clinical decisions remain with qualified medical professionals, while academic and pastoral leadership remains with the Principal and designated senior leaders.

Key relationships include the Principal, owners, Governors, academic and pastoral leaders, department heads, parents, external auditors, banks, professional advisers, regulators, contractors and the local community.

AUTHORITY AND ACCOUNTABILITY

The Bursar reports to the Principal and has functional accountability to the Board of Governors, Finance Committee and Audit Committee for financial strategy, reporting, control, risk and assurance. The Bursar operates within approved budgets, policies and delegated authority. Fees, borrowing, major capital commitments, staffing changes and other reserved decisions are submitted to the appropriate approving body. Material financial, operational or safeguarding concerns are escalated promptly through the relevant School procedures.

KEY RESPONSIBILITIES

Strategic Leadership and Service Delivery

- Develop and implement the financial and operational elements of the School's strategic plan, aligning resources, reserves, investment and funding with educational priorities and long-term sustainability, with measurable priorities, realistic resource requirements and clear accountability.
- Lead department heads, including the finance team, through regular planning, performance review and professional development; establish clear responsibilities, service standards, ethical expectations, succession planning and continuity arrangements.
- Advise the Principal and Governors on opportunities, emerging risks and the operational implications of School development, enrolment changes and new initiatives.



Financial Planning and Control

- Lead annual budgeting and rolling financial forecasts, integrating enrolment, fees, staffing, departmental expenditure, maintenance, capital investment and commercial activities. Prepare financial models, business cases, scenario analysis and feasibility assessments for strategic initiatives, contracts and investments, providing objective recommendations on affordability, funding, risk and expected impact.
- Provide timely monthly management accounts, cash-flow forecasts, key indicators and variance analysis to the Principal, with regular reports to the Finance Committee and Board of Governors. Challenge assumptions constructively, agree corrective action with budget holders and monitor delivery against approved plans.
- Oversee the integrity of the general ledger, reconciliations, receivables, payables, fixed assets, provisions, payroll accounting, period-end close, billing, fee collection and payments. Maintain appropriate segregation of duties, access and approval controls, fraud-prevention measures, reliable transaction systems and audit trails.
- Manage cash, liquidity and working capital; maintain reliable cash-flow forecasts and contingency arrangements; develop funding strategies for major capital projects and strategic investments; manage banking relationships; and present borrowing, investment or other financing proposals for approval. Protect financial assets through access controls, payment approvals, fraud-prevention measures and segregation of duties.
- Ensure management and statutory reports are accurate, complete, consistent and issued to the agreed timetable. Coordinate external audits, statutory accounts and tax submissions with qualified advisers; maintain records required by the School, auditors, tax authorities and regulators, and ensure audit recommendations are addressed.
- Recommend tuition fees and other charges using market, enrolment, affordability and cost analysis. Lead the financial framework for discounts, scholarships, bursaries and advance-payment arrangements within School policy and delegated authority.
- Oversee student billing, fee collection, credit control and debtor reporting, including significant fee debt and credit risk, payment arrangements, provisions and write-offs, while ensuring a consistent, appropriate and respectful approach to financial hardship.
- Lead the financial assessment and due diligence of bursary and fee-assistance applications; prepare objective recommendations for the Principal and relevant governance bodies and protect sensitive family financial information.
- Review and authorise payroll outputs within delegated authority, including taxes, benefits and reconciliations, while HR remains responsible for approved employment data and employee records. Ensure all income streams are completely recorded, reconciled and reported.

Procurement and Commercial Management

- In conjunction with the Head of Procurement, lead transparent procurement and tendering and set financial controls for purchasing, commitments, contract approval, purchase orders, receipt of goods and payment. Document evaluation of cost, quality, safeguarding, service reliability, supplier due diligence, whole-life value and affordability; maintain contract records and monitor supplier performance.
- Negotiate contracts within delegated authority and review financial terms, exposures, due diligence, commercial terms, whole-life cost and affordability. Manage renewals, insurance requirements, conflicts of interest and contractual risks, obtaining legal, tax or specialist advice where required.
- Oversee the Commercial Coordinator and approved commercial ventures, including camps, external facility use and WeVenture (commercial arm of the School) activities where assigned. Set budgets and assess profitability, capacity, safety and impact on School provision.
- Ensure external users have appropriate agreements, insurance and supervision arrangements, safeguarding requirements and that commercial activity supports the School's priorities and reputation.

Estates and Capital Projects

- Lead the Estates Director in maintaining buildings, grounds, sports facilities, roads, drainage, utilities and equipment to the highest standards through condition surveys, thorough H&S audits and well-planned, preventive maintenance.
- Manage approved capital, refurbishment and maintenance projects from business case and specification through procurement, delivery and handover, controlling cost, quality, programme and site safety. Monitor capital budgets, commitments, cash requirements, accounting treatment, cost-to-complete and emerging variances.
- Oversee staff housing allocation and maintenance with HR and the Principal, and maintain effective relationships with Wisdom Valley, PGV and relevant neighbouring stakeholders.
- Improve energy efficiency, resource use and environmental performance through practical, financially-sound initiatives.





Campus Services and Operational Support

- With the Head of Service Support, oversee catering, cleaning, security, transport and domestic support for day and boarding provision. Monitor food hygiene, vehicle and driver standards, contractor performance and service feedback.
- Coordinate operational support for School events, sports, activities and community programmes, including safe access, setup and facilities use.
- Ensure the medical centres have suitable administrative support, staffing arrangements, equipment, procedures and insurance, working with qualified medical professionals and safeguarding leads.
- Maintain effective communication with parents, students and staff on service matters; resolve concerns through School procedures and use feedback to improve provision.

Information Technology and Data

- Work with the Director of IT and academic leaders on an affordable IT and communications strategy that supports teaching, administration and reliable service delivery.
- Oversee IT budgets, procurement, asset replacement, access controls, cybersecurity, backups and recovery planning, with appropriate staff training.
- Coordinate data protection compliance with the designated responsible officer and relevant leaders, including secure records, retention, supplier access and incident response.
- Maintain fit-for-purpose finance and transaction-processing systems with reliable interfaces, access controls, audit trails, master-data governance and recovery arrangements. Lead continuous improvement, automation and financial data analysis, working with the Director of IT on cybersecurity, backups, supplier access and incident response affecting financial systems.

Medical Centre Oversight

- Line-manage the Head of Health Centre, setting clear objectives and reviewing performance against agreed service standards.
- Ensure the effective management of the School nurses and medical centres, while preserving the professional independence of qualified clinical staff.
- Ensure that appropriate staffing, training, appraisals and standard operating procedures are in place.
- Ensure that appropriate student insurance cover is maintained.

Risk and Governance

- Maintain the School's risk register and coordinate risk assessment, emergency preparedness and business continuity. Chair the Health and Safety Committee and monitor agreed actions.
- Oversee operational compliance, School-licence obligations and relevant inspection requirements within the role's remit. Obtain specialist advice and report significant gaps to the Principal and Governors.
- Maintain appropriate School insurance and review contractor cover, claims and renewal requirements.
- As Clerk to the Governing Body, coordinate agendas, papers, minutes, action tracking, records, Governor induction and training with the Chair and Principal. Support governance requirements under the relevant School agreements.
- Coordinate required returns and governance administration for complaints or appeal panels, maintaining confidentiality, procedural fairness and appropriate separation from matters in which the Bursar is directly involved.
- Maintain the financial-risk and internal-control framework, including regular assessment of fraud, liquidity, credit, tax, funding, insurance and financial-reporting risks. Test key controls, investigate exceptions and ensure corrective actions are assigned, monitored and reported.
- Maintain effective relationships with external auditors and professional advisers, provide open access to records and explanations required for assurance work, and provide clear papers to the Finance Committee, Audit Committee and Board of Governors.



Safeguarding and Professional Conduct

- Promote and safeguard the welfare of children and young people in every area of responsibility. Follow the School's safeguarding and child protection policies, complete required training and report concerns promptly through the designated procedures. Ensure staff, contractors and external users understand and meet the safeguarding expectations relevant to their work. Model integrity, discretion, inclusion and professional conduct.
- Train to be the Operational Designated Safeguarding Lead (to complement the academic DSLs in the Schools).

Professional Standards and Additional Duties

- Act with integrity, discretion and transparency, maintaining confidentiality and declaring any actual or potential conflicts of interest.
- Build constructive relationships across the School community and with external partners, communicating clearly and respectfully.
- Undertake other reasonable duties assigned by the Principal that are consistent with the scope and seniority of the role.



THE PERSON

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- Hold a degree and a recognised professional accountancy qualification such as CPA, ACCA, ACA or CIMA, or an equivalent qualification accepted by the School.
- Substantial finance experience, including leadership of a significant finance function and senior responsibility across complex operations, with experience of providing direct support to senior executives or a governing body.
- Demonstrated experience of financial modelling, major contracts, capital investment and communicating complex financial information clearly to non-financial leaders and governing bodies.
- Sound understanding of employment, health and safety, safeguarding, data protection and regulatory responsibilities, with the ability to apply Thai requirements using appropriate professional advice.
- Strong analytical, digital, communication and negotiation skills; sound judgement, cultural awareness and the ability to handle confidential and sensitive matters.
- Excellent written and spoken English and the ability to work effectively with Thai-speaking colleagues and external stakeholders.

DESIRABLE QUALIFICATIONS AND EXPERIENCE

- A relevant postgraduate qualification; experience in an international or British independent day and boarding school; knowledge of Thai accounting, tax, regulatory and school operations; proficiency in Thai; and experience of school fees, commercial ventures, financing, insurance, governance committees or campus development.



HOW TO APPLY

Rugby School Thailand have engaged the services of Odgers to assist with the recruitment of the next Bursar of Rugby School Thailand.

The closing date for applications is 9.00am UK on **Thursday 22 October 2026**.

Shortlist interviews with the Selection Committee will take place online on **Thursday 29 and Friday 30 October 2026**. Candidates invited to the final round will have detailed briefings on **Tuesday 10 November**, following shortlist interviews, and final interviews will take place on **Wednesday 11 November** at Rugby School Thailand.

In order to apply, please submit a CV and a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include current salary details and the names and addresses of three referees.

The preferred method of application is online at: **www.odgers.com/96853**

All applications will receive an automated response.

For an initial discussion, please contact:

Freddie Dennis
freddie.dennis@odgers.com

Isobel Cufley
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PERSONAL DATA

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your expressed consent to process this information going forward.

REMUNERATION

A highly competitive remuneration package will be offered, commensurate with the successful candidate's qualifications and experience. Any performance-related incentives or future salary progression will be governed by the School's approved policies and review processes.

SAFER RECRUITMENT AND APPOINTMENT DETAILS

Appointment is subject to satisfactory references, verification of identity and qualifications, and relevant background checks in accordance with the School's safer recruitment procedures. Salary, benefits and contract terms will be set out in the approved offer. This job description will be reviewed periodically, and the postholder may be required to undertake other reasonable duties assigned by the Principal within the scope and seniority of the role.

Candidates invited to interview must provide evidence of identity and qualifications, including a notarised or otherwise duly attested birth certificate where required. Any offer is conditional upon satisfactory references and police or safeguarding checks. Candidates who have lived or worked in the UK must provide a current International Child Protection Certificate (ICPC), and the School will complete relevant prohibition checks. Candidates who have lived or worked in another country for more than six months may be required to provide an appropriate overseas police check. A minimum of two verified references is required, including one from the current or most recent employer. A health check self-declaration may also be required.

Rugby School Thailand is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people.



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