



APPOINTMENT OF BURSAR INFORMATION PACK



January 2018

INTRODUCTION



Working closely with the Principal, Mr Stephen Oliver (pictured left), and the Chairman of Governors, Mr Edward McCabe, the Bursar plays a pivotal role within our thriving co-educational day school. The post holder has responsibility for the management of finances and property, acts as Clerk to the Governors and oversees non-teaching staff and contractors.

The successful candidate will have strong financial and organisational skills and an appreciation of the legal and regulatory framework within which schools operate. Experience of managing both staff and facilities are essential. The Bursar is directly responsible and accountable to the Principal and through him to the Governing Body.

THE SCHOOL

Founded in 1860 by the Sisters of Mercy, Our Lady's Abingdon is a thriving and highly regarded independent co-educational day school for pupils aged 3-18 years. Located in pleasant grounds within walking distance of the centre of Abingdon, just south of Oxford, we warmly welcome children of all faiths and none.

As a Catholic School, OLA aims to develop the individual talents of each pupil, believing that every human being is created as a unique person with gifts that need to be recognised and valued. Although relatively small (approximately 430 pupils in total, 100 being in Junior School and Nursery), we offer a broad and balanced curriculum. Pupils take nine or ten subjects at GCSE, while in the Sixth Form students usually take three A Levels and benefit from a curriculum Enrichment Course. Pupils achieve excellent examination results and almost all go on to Higher Education. A wide range of out-of-School activities complements the curriculum.

Building programmes over recent years have provided excellent teaching facilities for subjects across the curriculum. A refurbished Sixth Form Centre and Design & Technology Centre have been opened in the last few years, along with additional classrooms for the RS and PE departments. Café Mall, an additional dining facility for senior students, is another recent development alongside the refurbishment of our main pupil and staff dining areas.

OLA's Junior School, which takes children from the age of three, is on the same site and shares some of the Senior School's facilities. Almost all of the Junior School pupils move on to the Senior School at the age of eleven. The rest of the Senior School intake is drawn from a range of state and preparatory schools from across Oxfordshire and beyond. An extensive bus service transports pupils to Abingdon to facilitate this.

MAIN RESPONSIBILITIES

- Management of all the school's financial and domestic matters, including catering, transport and facilities.
- Management of external contractors and oversight of a team of non-teaching support staff.
- Administration and oversight of building projects, repairs and maintenance.
- Ensuring that the school is fully compliant with all relevant legislation and regulations and keeping up to date with such.
- Taking an active role as part of the Leadership Team; able to contribute to the school's strategic vision.
- To act as Clerk to the Governing Body.



THE IDEAL CANDIDATE

This is an outstanding opportunity for the right individual to take on an important and exciting position at OLA. We are looking for someone who can work effectively with staff, parents, pupils, alumni and other OLA stakeholders, showing warmth and a sense of humour. An understanding of, and sympathy for, the aims and ethos of a Catholic education is essential in enabling the successful candidate to act as a credible ambassador for the school to the wider external community. Whilst a relevant professional qualification is desirable suitably experienced candidates will still be considered.

The ideal candidate will be able to demonstrate:

- Leadership and Management abilities.
- Business or administrative experience commensurate with running an organisation such as an independent school.
- Ability to produce budgetary estimates, reports, cash flow and financial and statistical summaries.
- Knowledge of the principles and methods of book-keeping and their adaptation to various purposes, including the preparation of final accounts. Familiarity with standard accounting packages in use in schools would be advantageous.
- Knowledge of procedures at meetings - notices, agenda, minutes, conduct of meetings and secretarial practice. As Clerk to the Governors, the Bursar is expected to organise, attend and minute all meetings including sub-committees, and to deal with all administration relating to the corporate and charitable obligations of the school, such as annual returns.
- Working knowledge of law and practice in the following areas:
 - income Tax, PAYE, benefits in kind, VAT and business rates
 - pensions
 - leasing of school properties and landlord responsibilities,
 - employment law, including staff contracts
 - health and safety law and regulations
 - contracts (parental and commercial)
 - copyright
 - data protection
 - charity law as it applies to independent schools
- Some familiarity with the processes involved in carrying out building projects, including obtaining planning permission, seeking tenders from building contractors and monitoring the works.
- Ability to draw up specifications for general repairs, minor alterations and decorations.
- Some knowledge of principles and practice in relation to: electrical and gas installations, metering and supply; central heating and hot water supply; protection of personnel and buildings from fire; domestic sanitation and sanitary fittings; energy management and conservation.
- Familiarity with using external professional advisers where necessary.
- Evidence of ability to build successful relationships with colleagues and stakeholders.
- Evidence of willingness to keep up to date with personal and professional development.
- Willingness and flexibility to work outside normal school hours as and when required.
- An understanding of and sympathy for the aims and ethos of Catholic education.
- The ability to act as a credible ambassador for the school.

SALARY AND BENEFITS

The post is full-time. A competitive salary is offered, dependent upon experience and qualifications. Free lunches are available during term time and free car parking is available on the school site.

INTERVIEW ARRANGEMENTS

Applicants are asked to submit a completed application form via the school (www.olab.org.uk) or TES website (www.tes.com/jobs)* no later than **12.00 noon on Wednesday 7th February 2018**. Interviews will be held on Tuesday 20th February. References will be taken up prior to interview. Should you require any further information please contact the Principal's PA, Mrs Julie Braley, at principalspa@olab.org.uk. Visits to the school are welcomed by prior arrangement. The successful applicant will be required to undergo an Enhanced DBS check for this post.

*The on-line equal opportunities monitoring form is not seen by anyone involved in the shortlisting process.

Our Lady's Abingdon is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

