

# Bursar Candidate information



**ST CHRISTOPHER'S**  
HAMPSTEAD

## Welcome

Dear Prospective Candidate,

Thank you for your interest in this exciting opportunity at St Christopher's School. We are seeking seeking to appoint a strategic thinker and team player with outstanding business and financial acumen to become the new Bursar and Clerk to the Governors.

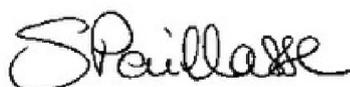


We hope that this information pack gives you a flavour of our school, the role and our community. It is a very special school with a distinct ethos, which is in no small part due to its enthusiastic and committed staff.

The School was founded in 1883 by an enthusiastic educationalist, Miss Roberts, based in her father's drawing room. It started as a mixed school; by 1950 it had become primarily a girls' school. It became known as St Christopher's School in 1919 when it moved to its current site. It has evolved continuously over its 140 years. Pupil numbers have grown in recent years. With 250 pupils on roll, and an exciting masterplan for the years to come, the School has never been busier and more vibrant, making it a very exciting time to join its team.

It is an exciting time to join our buzzing school; we are on the cusp of completing the expansion of our Reception classroom (September 2024) and the creation of our Tool Shed, a place for pupils to brainstorm solutions to any pastoral or social problems they may have. It is also the end of my tenure, as I step down as Head in August 2024, and hand over the reigns to Mark Maddocks, Interim Head from September; an exciting cross roads for St Christopher's School.

Thank you in advance for considering an application for this role. We look forward to meeting you.

A handwritten signature in black ink that reads 'S Paillasse'.

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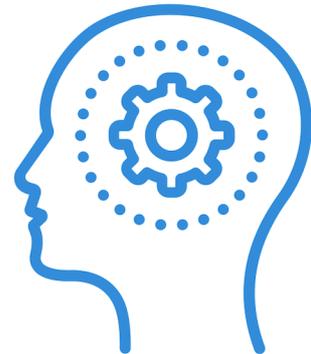
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Owlwyn is our School mascot.  
He lives in the Head's study and  
has his own termly Assembly



250 pupils  
73 staff

Pupils learn Philosophy from  
Reception. Our pupils find joy in  
understanding.



100% success rate in 11+  
assessments



Every colleague receives a book  
at October half-term; one of the  
initiatives of the staff wellbeing  
team.

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### The School

St Christopher's School is an independent day prep school for over 250 girls aged 4 to 11. It was founded in 1883 by an enthusiastic educationalist, Miss Roberts, based in her father's drawing room. It started as a mixed school; by 1950 it had become primarily a girls' school. It became known as St Christopher's School in 1919 when it moved to its current site.

Anyone who has stepped through the gates of St Christopher's School knows that with its grand wooden staircase, bright open classrooms and constant sense of creativity and warmth, it is, quite simply, magical. There is a welcome balance between the girls reading and singing in the cosy halls of this Victorian house and playing and experimenting in our modern outside classrooms, mud kitchen and playgrounds.

Our staff aim to achieve a balance between creative imagination and academic thinking that spills out from our structured classroom environment into all elements of school life. We not only teach the girls to learn new concepts and problem-solving skills, but enable them to become analytical thinkers who, in all subjects, confidently push the boundaries of learning by asking questions that perhaps have yet to be asked.

### Our Community

Kindness, thoughtfulness and inclusion are key values in our school. St Christopher's is an ambitious and warm community created through an equal love of intellectual fascination and freedom of creativity. Just like our pupils, our staff are celebrated as individuals; they feel supported and challenged, they thrive and are encouraged to be the best version of themselves today and tomorrow. We have an extensive professional development programme and actively encourage colleagues to seek new challenges and training opportunities.

All staff contribution is valued and encouraged at St Christopher's, whether in staff meetings, Equity, Diversity and Inclusion forum, or the Staff Consultative Committee. Admin and teaching staff work closely together, supporting our ethos of inclusion and transparency.



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## **THE ROLE**

The Governors of St Christopher's School Hampstead invite applications for the post of Bursar and Clerk to the Governors from January 2025 or earlier.

## **PERSON SPECIFICATION**

The Governors are seeking to appoint a Bursar who is well-organised, flexible, hands-on with a can-do attitude, with strong management and first-class accounting skills, personal empathy, a collegiate style, and the highest standards of integrity.

Candidates should have a strong financial and commercial background, with experience of human resources management, Health and Safety and risk management, buildings and project management, and legal and compliance issues at senior level, possibly gained in a small or medium-sized business.

Candidates will ideally but not necessarily come with experience in the educational sector, but in any event must be able to understand and support the strategy and management issues of such a well-established and successful independent day school. It is essential that candidates demonstrate empathy with the particular creative and child-centred ethos of the School (described in more detail above).

The successful candidate will have strong operational and multi-tasking skills, able to fulfil the specified role and also solve ad hoc practical and technical issues hands-on or delegate or outsource as needed, and operate within a controlled budget and the constraints of daily school life. They must be prepared to carry out detailed work themselves rather than rely on delegation.

They will be expected to build close working relationships with all members of the School community, participate in the 'family' culture among staff, be a team player and offer a supporting hand to the current priority.

They will need to be energetic and enthusiastic with resilience and humour, working closely with the rest of the Senior Leadership Team and with the Governors to realise the aims and strategy of the School and the best possible outcomes for pupils and staff.

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### **The successful candidate will be:**

- A professional who may not necessarily have an accounting qualification but will have excellent financial, accounting and business experience.
- Someone with experience of working in a small organisation, where roles are broad, adaptable and hands-on. This Bursar will need to manage a defined role while dealing with a wide-range of daily issues, whether practical, technical or personal. An ability to prioritise tasks is essential.
- A 'people-person' with a collegiate style and a warm sense of humour.
- Someone with a passion for high-quality education (though it is not necessary for candidates to have worked in a school previously). The Bursar will be a member of the Senior Leadership Team, participating in education meetings.
- A person of integrity, discretion and a strong sense of confidentiality, consistent with the sensitive and regulated nature of a primary school.
- A commercial person with a clear understanding of business and experience of steering long and short-term strategies and day-to-day operations.
- A skilled communicator (oral, written and digital) with the ability to engage with all parts of the wider School community with tact and diplomacy.
- A leader who understands change management and has a firm belief in the need for continuous improvement, capable of building and leading teams, recognising and encouraging the strengths and contribution of others.
- A leader who is approachable and friendly and, though caring and understanding in resolving conflicts, is decisive and firm in upholding high standards and the School's aims and policies.
- A hard-worker with energy, efficiency, enthusiasm, dynamism, flexibility, resilience, commitment, and the ability to work under pressure for sustained periods.

### **ROLE SUMMARY**

The Bursar is appointed by the Board of Governors.

The Bursar is also the Clerk to the Governors and reports to the Governing Body on matters of finance and governance but, on a day-to-day basis, is accountable to the Head for operational matters within their remit.

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## **ROLE SUMMARY (ctd)**

Responsibilities include accounting and financial planning, maintenance and improvement of the school's buildings and external play areas, oversight of HR, IT and legal administration (the School has a dedicated HR and Compliance Manager), compliance and Health & Safety.

Key members of staff who report to the Bursar include the Assistant Bursar, the HR and Compliance Manager, the School Secretary, the Welfare Coordinator, the Chef Manager and the Caretaker. The Bursar is also chiefly responsible for liaising with the outsourced provision of IT support, catering and cleaning staff.

## **Accounting and Financial Responsibilities:**

- Preparation of income and expenditure and cash-flow reports;
- Monitoring of income and expenditure in relation to the budget and presenting regular reports to the Board of Governors;
- Preparing forecasts for the future financial performance of the School;
- Arranging for the preparation of year-end accounts and audit;
- Advising on investments in consultation with the Governors and the School's external advisors;
- Overseeing the invoicing and collection of school fees and extras;
- Compliance with regulations for benefits in kind;
- Leading authority, and obtaining advice as necessary on the financial implications of an educational organisation with charitable status;
- Assessing bursary applications with the aid of BAL and making recommendations to the relevant sub- committees of the Board of Governors as to which merit further consideration for an allocation of bursary funds.

## **Legal and Administrative Responsibilities:**

- Ensuring, in conjunction with the School's lawyers and the School's HR and Compliance Manager, compliance with all relevant aspects of employment law;

### **Legal and Administrative Responsibilities (ctd):**

- To act, with advice from the School's lawyers and the School's HR and Compliance Manager, as the Head's advisor on employment matters, including disciplinary and grievance procedures;
- To employ and be responsible for all non-teaching staff;
- Ensure that the School has adequate insurance cover at all times, to include employer's liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover;
- Arrange for the purchase of all goods and services for the School;
- Letting of the School premises to external parties;
- Advise on appropriate security measures within the School;
- Responsible for contract management of outsourced Catering, Cleaning, and IT support

### **School Buildings and Grounds:**

- Maintenance of School buildings. Overseeing the maintenance schedules and ensuring appropriate records are kept;
- Oversee the installation and maintenance of fire detection and warning equipment and fire escapes;
- Review of gas, electricity and other supply contracts to ensure competitive pricing;
- Ensure, in conjunction with external catering company, that catering areas meet the requirements for hygiene and food safety;
- Maintenance of lighting and ventilation in all School buildings;
- Draw up outline specifications for building work, obtaining tenders, planning permission and liaising with the School's architects and contractors;
- Maintenance of boundaries, gardens, play areas and the netball court.

### **Human Resources Management:**

- Line manage the HR and Compliance Manager and cover her responsibilities where necessary.
- Keep up-to-date with HR issues
- Advise Head of any HR issues and consult lawyers if necessary.

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## **Compliance and Health & Safety:**

- Advise the Head and others on ISI updates affecting School compliance;
- Ensuring risk assessments are carried out by suitably qualified persons in all areas of Health & Safety and reviewed annually;

## **School Strategies:**

- Support Governors in devising strategies for long term financial sustainability of the School including financial modelling;
- Devise and lead on the implementation of a whole school Sustainability Plan;
- Work with the Head and Head of Admissions and Marketing, provide input into the School's fundraising strategies, whether through alumnae giving and events, legacies or sponsorship etc.;
- In consultation with the Head of IT and Digital Innovation, liaise with the School's outsourced IT providers, oversee the development of the School's future IT strategy.

## **GDPR:**

- Ensure the school has relevant GDPR policies and procedures;
- Ensure the monitoring and reporting of data breaches is recorded;
- Ensure staff are aware of the procedures to follow before they share data with a third party and should a data breach arise;
- Review data sharing agreements.

## **CLERK TO THE GOVERNORS**

As Clerk to the Board of Governors, the Bursar's duties shall include:

- Providing advice to the Governing Body and its individual members on governance, constitutional and procedural matters, trustee duties and company law, and drafting terms of reference, thereby ensuring the Governing Body meets its statutory requirements.
- Providing administrative support to the Governing Body, its committees and individual Governors to facilitate effective and efficient meetings and strategic governance.

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## **CLERK TO THE GOVERNORS (ctd)**

- This will include agreeing and circulating agendas for meetings, attending and taking minutes of Board meetings and meetings of committees, and maintaining records of attendance;
- Managing information effectively and in accordance with legal requirements, observing confidentiality where necessary, and ensuring that appropriate filings and notifications are carried out;
- Facilitating and co-ordinating governance review and the induction process for new Governors and promote Governor training, succession planning and recruitment based on the skills required to fulfil the Governing Body's roles.

## **Personal Development**

- The Bursar will be expected (and encouraged) to keep abreast of developments in the administration of schools and accounting principles and, when possible, to attend relevant meetings and professional development courses.
- The Chair of Governors and Chair of the Finance Committee are responsible for the Bursar's annual appraisal, which will be carried out in accordance with the School's appraisal policies and procedures.

## **Terms and Conditions**

- A formal contract detailing terms and conditions will be drawn up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions.

## **General Notes**

- A competitive and negotiated remuneration package is available, with a salary commensurate with the seniority and responsibilities of the post and the experience of the successful candidate. The Governors review the salary annually.
- The School will contribute to a Pension Fund for the Bursar.
- The appointment is subject to a probationary period of six months.
- The appointment is subject to three months' notice.

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### General Notes

- The post is full-time throughout the year, normally Monday to Friday, but with occasional out-of-hours events.
- The Bursar is entitled to five weeks' annual leave plus public holidays. Holidays are taken by arrangement with the Head, but will normally be taken during school holidays.
- The Bursar's performance will be subject to regular review.
- The School will be supportive, whenever possible, of external professional activities such as professional body activities, as agreed with the Chair of Governors.
- Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Full details are given on the application form.
- Shortlisted candidates will be asked to undertake identity and qualification checks which conform to the School's Safeguarding Policy. They must also agree to references being taken up at that stage and checks made with current/past employers.
- The successful applicant will be required to complete a medical form before any appointment is confirmed to show there are no medical reasons why the applicant may not be able to take up the post.

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## **Your other professional responsibilities**

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment and responsibility.

All staff working in the School during the school day will have some contact with children and will therefore be in regulated activity. In your role you are likely to be regularly working directly with, and be responsible for, children in your care.

You are expected to act in accordance with the aims, policies and administrative procedures of the School.

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

- Child protection, discipline, health and safety
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- Participating in any arrangements that may be made for professional review and development

- Participating in arrangements for your professional development
- Participating in meetings at the School which relate to the administration or organisation of the School
- Participating in administrative and organisational tasks related to such duties as described above.
- Being fully conversant with and adhere to school policies carrying out all responsibilities and procedures (e.g. Health and Safety), working within imposed restrictions.
- Undertaking professional duties and responsibilities necessary to the smooth running of the school, as may be reasonably assigned by the Head
- Attending meetings, INSET (staff training) days
- Attending and supporting school events, within school and out of school hours, including the Summer Fair

You may be required to undertake other reasonable duties from time to time as the School may reasonably require. This job description is subject to review.

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## Application

Please read the recruitment pack carefully, including the School's Safeguarding Policy and Staff Code of Conduct. Fully completed application forms should be returned to Philippa Flint at [hr@stchristophers.london](mailto:hr@stchristophers.london)

Please note that neither CVs alone nor late applications will be accepted. Applications must be made on the School's own application form. The School reserves the right to interview candidates ahead of the closing date.

**Closing date for applications is 10:00am Monday 24 June 2024.**

## Equal opportunities

The School is an equal opportunities employer.

## Safeguarding

The School is committed to safeguarding children within its welfare, and safeguarding is the responsibility of everyone who works there.

The appointment is subject to at least two satisfactory references, receipt of Enhanced DBS (Disclosure and Barring Service) disclosure, verification of identity and qualifications, satisfactory medical fitness, evidence of the right to work in the UK and DfE prohibition checks. Additional overseas checks will be required for candidates who have lived or worked outside the UK.

St Christopher's School adheres to the General Data Protection Regulation (2018). We will obtain information about you including any criminal convictions you may have. All information will be kept confidential and it will only be used to process your application. If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure manner.

## Charitable status

The School is a registered charity (registration number 312999) administered by a Board of Trustees who also act as the School's Governors.

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