



Staines Preparatory School

Part-Time Bursar (2-3 days per week)

To start ASAP

Deadline for application

Wednesday 19 March 2025 @2pm

Interview Dates

Wednesday 2 April 2025

Thursday 3 April 2025

Thank you for your interest in applying for the position of Bursar here at Staines Preparatory School.

This pack will give you an insight into our school and why we think Staines Prep is an exciting and innovative place to work.

Our school is a forward thinking, diverse, inclusive school. I am proud that we celebrate children as individuals, acknowledging their unique characters, traits and skills. They are encouraged to embrace challenges and learn collaboratively, with effort being praised alongside achievement. Our latest ISI inspection rated us “excellent in all areas”.

We pride ourselves on having a real family feel with real family values, and dedicated staff lead by example. We provide exemplary pastoral support and continuously champion our dedication to wellbeing.

We are seeking an inspirational candidate who will join and lead our team of hardworking professional support staff whose dedication to our high standards makes the school a special place to work.

Staff enjoy working at Staines Prep and I hope you will see why from this brochure. We would encourage you to join us for a tour to see our amazing school for yourself. Please take the opportunity to read the information within this pack, and if you have any questions please do not hesitate to get in touch with us.

Samantha Sawyer B.Ed (Hons), M.Ed, NPQH
Headmistress





About Us

We are an innovative, friendly and caring independent preparatory school situated in the busy town of Staines-Upon-Thames. We have excellent transport links to London, Windsor and Reading via the adjacent train station, or a short drive to the M25. We have approximately 300 children between the ages of 3 and 11 in our academically non-selective, coeducational school. Classes run from Nursery through to Year 6, with children up to Year 3 enjoying a dedicated class teacher, while children in Year 4 to Year 6 work with specialist teachers in specialist classrooms to make the most of their learning opportunities. Sunflowers Nursery is part of Staines Preparatory School and is located within the School grounds. Children are accepted into Sunflowers from the term just before their third birthday. The pupil intake is multi-cultural and non-selective. Sunflowers Nursery supports children to develop a love of learning through delivering a well-planned programme of activities in a rich and stimulating environment.

Our aim is to provide an all-round education that encourages each child to reach their full potential in a caring and supportive environment which enables them to develop a sense of community and an understanding of the wider world. We take particular pride in our reputation for the pastoral care we provide and the personal development of the children and recognise that this is built very much on the commitment and skills of our staff. The success of the School and the well-being of the staff depend very largely on co-operation, trust and respect between all levels of the team.

Our pupils come from a wide range of backgrounds and the School is proud of the rich cultural and ethnic mix within our community. After Staines Preparatory School, pupils move on to a variety of senior schools, including competitive entry independent schools, grammar schools, other independent schools and local maintained sector schools.

We have exceptional facilities which include a Digital Learning Suite, a large sports hall, an excellent performance area with specialist lighting and sound, a food technology room, a trim trail and climbing wall, Forest School area and outdoor classroom, state-of-the-art cricket nets and a floodlit 3G all weather court. The Upper School all have brand new, large interactive smart panels which are facilitating the most cutting edge teaching techniques.

We have a strong school community, and new staff often comment on the strength of this partnership and how friendly and helpful they find the environment to be. Additionally, the School wishes to provide our staff with continual opportunities to develop to the benefit of both the school and themselves. At Staines Prep we take the welfare of our staff as seriously as we do the children in our care. Every member of staff is valued and respected.



Key Responsibilities

The Bursar is a Senior Leadership position. The Bursar is responsible to the Headmistress and is accountable to the Governing Body for the conduct of the financial affairs, business management and material state of the premises.

The Bursar will be responsible for the following:

Strategic Leadership

Supporting the Headmistress and Governing Body on the development of strategy and the management of strategic priorities as well as the production of business plans

Reviewing, leading and continuously improving the school's operational, commercial and financial strategy

Reviewing, leading and continuously improving risk management and the major risk register, including alerting Governors to current and potential opportunities, risks and threats

Finance and Accountancy

Advising and implementing financial policy within the school

Preparing annual forecasts of income and expenditure

Monitoring income and expenditure in relation to budget

Managing the accounts of the school and submitting Statements of Financial Activity (SOFA) and balance sheets in accordance with the charities Statement of Recommended Practice (SORP)

Predicting and managing cash flow projections for the current and future years

Duties as Clerk to the Governors

Report at Governor's Meetings including the Annual General Meeting and meetings of sub-committees where required

Providing information and advice to governors, liaising with outside agencies as necessary

Managing procedure, membership, election and re-election in line with the memorandum and articles of association

Completion and submission of statutory returns to Companies House, including trustees report, to Charities Commission and ensuring the statutory requirements are adhered to

Directing the Secretary to the Clerk of Governors as required



Key Responsibilities

Safeguarding Children

To be responsible for the Single Central Register

To have a sound understanding of the requirements of safeguarding employment requirements, having due regard to the relevant legislation and guidance from the Department for Education and the Independent School Inspectorate

General Management and Administration

Monitoring and implementing the school's policy to comply with the requirements of health and safety legislation. This includes acting on matters of health and safety within the school

Ensuring sufficient First Aid training across the school and onsite welfare office available

Ensuring that catering services are being provided efficiently and to a high standard, to include budgeting, management liaison and quality control

Acting as a point of contact for all legal matters

Managing whole school insurance requirements

Managing school accommodation lettings in conjunction with the Facilities Manager

Liaising with the Department for Education (DfE) and the ISC (Independent Schools Council) to including responsibility for the records and returns required

Maintaining contact with the statutory authorities and other organisations

Human Resources

Overseeing the HR function and ensuring that all systems, policies, and procedures are in line with legislative requirements, including safer recruitment and the Single Central register

Lead and oversee on personnel matters relating to staff performance and ensuring compliance with all relevant aspects of employment as directed by the Headmistress

Advising on HR related matters which could include staff contracts, job descriptions, performance management, grievance and disciplinary policies and procedures as directed by the Headmistress

Effective leadership and management of the various teams that encompass Support in the school

Managing the employment, terms and conditions of service, supervision, and welfare of all non-teaching staff, including conducting the appraisal process and team building

Management and monitoring of the teachers and support staff pension schemes. Managing the school sick pay scheme



Key Responsibilities

Estate Management

Management of school buildings and grounds including the preparation of maintenance schedules and keeping of records.

Ensuring there is a comprehensive forward-looking and budgeted plan for the maintenance, improvement of the existing academic and co-curricular and other facilities and ensuring agreeing on the priorities of the plan from the Headmistress and Senior Leadership team

Liaising with outside agencies to obtain tenders, planning permission, contractors etc.

Overseeing site security including fire protection

Compliance

To be accountable for the School's compliance with all relevant law and best practice and in particular:

Relevant financial legislation relating to charity accounting and accountability

Taxation law and guidance

Employment law

Health and safety legislation

Data protection legislation

Best insurance practice

Licences and local Council regulations

Safeguarding requirements and any other legislative requirements with regard to employment

Directions from Government that relate to the financial, human resources or support functions of the School

Professional Development

Participate in arrangements for appraisal and in the identification of areas which would benefit from training and undertake such training

Admissions and Marketing

Working closely with the Marketing Manager and Admissions Officer to drive up pupil numbers, as directed by the Headmistress.

This job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the Headmistress and/or Chair of Governors.



Person Specification

Essential Criteria:

Qualifications:

- Evidence of academic achievement – Undergraduate Degree or equivalent Qualification
- Successful recent and relevant finance experience
- Additional relevant educational and/ or professional qualifications e.g., NASBM qualification

Knowledge and Experience:

- Successful experience of managing and leading staff
- Successful recent and relevant finance experience
- Communicating at a Senior Management Team level
- Experience of budgetary management and control within an organisation at least equal in size and complexity to Staines Preparatory School
- Knowledge and experience of a variety of financial management systems, processes and procedures
- Successful HR experience
- A working knowledge of procurement, facilities management, contracts, risk assessment, health and safety and traded services in organisations
- Experience in running an administrative department and/or section.
- An understanding of school management and the role of the Governing Body
- Awareness and understanding of school/public sector finance/resources management information systems e.g., iSams and Accounts IQ

Skills and Abilities:

- Excellent financial skills
- Highly developed interpersonal skills
- Exceptional planning and organisational skills including management and deadlines
- Excellent written and verbal communication
- An ability to analyse data and evidence of higher-level IT skills
- An ability to use initiative and prioritise work
- An ability to follow instruction
- A high level of attention to detail
- Able to manage, motivate, inspire and lead large groups of staff, and to lead by example



Person Specification

Skills and Abilities Continued:

Lead effective Performance Management

Skills and confidence to coach and mentor staff and tackle underperformance

Knowledge and thorough understanding of the Freedom of Information and Data Protection legislation and of confidentiality issues

Able to present a business case and strategically influence decision making within the school.

Able to deliver services and systems applicable for effective school management

Understanding of educational issues

Personal Qualities:

A flexible, visible, hand-on and solution focused approach, combined with a keen eye for detail and the ability and the ability to manage a significant and varied workload.

An accomplished and charismatic communicator with the ability to balance robustness with discussion and diplomacy, as well as managing conflicting priorities.

Commitment to high educational, professional and personal standards

A clear appreciation of the school as an educational environment, a charity and a business with the understanding of the importance of delivering a first-class experience to all shareholders.

Other Requirements:

Excellent record of attendance and punctuality

Compliance with all safer recruitment checks (DBS) and Disqualification Disclosure

Able to evidence a career long commitment to personal and professional development

Smart presentation

Desirable Criteria:

Professional accounting/finance qualifications e.g., CSBM, ACCA or CIMA, AAT

A qualification in School Business Management

Understanding of promoting positive relationships within the wider school community



Why Work With Us

Staines Preparatory School is a great place to work. Not only do we offer everything you would expect, like excellent opportunities for career development, a great support network, a team of people dedicated to staff wellbeing and numerous staff training opportunities, we also offer extras which we hope set us apart from other schools. These include;

- Generous DC pension and benefits scheme
- Private Healthcare
- Fee remission
- Access to the Employee Assistance Programme, which offers free support on a range of issues such as work, wellbeing, money, health and legal advice
- Buddies - upon appointment you will be paired up with a suitable colleague who will be on hand to answer any questions and offer advice before you start with us.
- Secret Friend; participants are given a 'Secret Friend' to buy them gifts from a list of preferences, and you will receive them too!
- Social Events - we have a dedicated team to ensure we enjoy Christmas and end of year social events, along with additional get togethers throughout the year
- Allocated free parking on site
- Free lunch each day
- Opportunity to travel with school parties to France, Iceland, Italy and around the UK
- Book Club
- Staff Choir

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Salary

The salary will be commensurate with the level of the position and dependant on your skills and experience.

Application Process

The closing date for applications is 19 March 2025 @2pm, however we reserve the right to interview sooner for the right candidate, so please submit your application early.

If you would like to have a confidential conversation about the role, or if you have any questions, please contact the Headmistress via hmpa@stainesprep.co.uk.

We highly recommend a visit to our school. Please email Mrs Faulkner via hmpa@stainesprep.co.uk.