



The School

Wellingborough is a School that is keenly aware of its history and traditions, but not held back by them. Founded in 1595, it has always sought to make bold and timely decisions in order to ensure that the pupils are able to flourish and thrive, and that the nature of the School supports this aim.

The School moved to its current site in 1881 to support its growth, but leaving the town centre did not reduce the importance it places on its links with the local community. Our pupils and staff lead and support a number of initiatives, engaging with other schools, businesses and charities in Wellingborough and the surrounding area.

Girls were first taught here nearly 50 years ago, and the School became fully co-educational in 1979. Girls now make up more than 40% of the pupil body. We welcomed pupils below the age of 8 for the first time in 1990 with the introduction of a Pre-Prep in a purpose-built facility, just a few years before converting to a day school at the turn of the century.

Each of these changes has strengthened the School's ability to maintain its appeal to a diverse range of pupils, a feature which is part of its core and attracts families from across five counties. Academic achievement is important but we focus on adding value and look to accept every child who we believe will be happy in our environment.

We are extremely proud of our pastoral care, and believe that we are far ahead of most schools with regard to pupil welfare. Our Club system in the Prep School and the Senior School House structure, the dedicated team of two counsellors in our Wellbeing Department, frequent and regular liaison between colleagues: all of these play a part in ensuring that each individual pupil's needs are met.

We know that our pupils will need much more than exam results when they leave us, and we put an emphasis on developing softer skills through a breadth of co-curricular opportunities. Sport, Music, Drama and the CCF might be the 'big four', but there are so many other ways in which the pupils build confidence, leadership, flexibility, resilience and the ability to know what they want to do with their lives.

Wellingborough is a wonderful school. It has a warm, relaxed feel with a sense of partnership between pupils, staff and parents. There is a constant buzz created by a determined, purposeful desire to support each other and to fulfil the pupils' ambitions. The School is never still, as everyone in our community tries to get the most out of the opportunities that are provided. We look forward to welcoming someone new to join our quest to do the best for every child.



Project Chrysalis

As the next phase of its development, the School will be moving to a two-tier system from September 2020, the arrangements for which are well under way. This will mean that the Senior School will start from Year 7 (it is currently Year 9), and the Prep School will be home to the pupils from Nursery to Year 6.

The underlying philosophy for this change at this time is built around pupil outcomes. External pressures within our educational context, particularly those related to examination regimes, mean that our ability to oversee the learning and progress of our older pupils will be enhanced by extending oversight to the age of 11. This will also allow our Prep School to develop and enrich its curriculum, and we will be able to reinforce the cohesion between the two parts of the School.

Chrysalis has necessitated a review of roles throughout the School and, as part of this, new posts have been created and others are being restructured. Systems are being adapted to ensure that they are as effective and efficient as possible, and many other aspects are being appraised in order to support major decisions.

This is an extremely exciting time to be joining the School, with a number of opportunities to shape and guide the nature of the educational experience enjoyed by the pupils.

The Role

The Bursar will take the lead in all aspects of financial strategy and management, seeking to ensure the long-term vitality of the School, and to maintain and update robust structures to monitor performance and reduce risk. They will work closely with the Headmaster and the Governing Body in order to adhere to the aims of the School and to enable the School's Strategic Vision and its Development Plan. They will also work with a number of key Support personnel, including the HR Manager, Assistant Bursar and Estates Manager, providing oversight of the wider functions of the School.

Project Chrysalis will require a number of changes linked to the Bursar's role; the new incumbent will oversee the successful implementation of these.

Relationships

The Bursar:

- Reports to the Headmaster and, where necessary or appropriate, to the Chair of Governors.
- Maintains a working relationship with the Chair of Finance.
- Participates, as a member, in the management activities of the SLT.
- Line management of Support and Administration management roles including the Assistant Bursar, HR & Payroll Manager, Estates Manager, Wellingborough School Enterprise Limited [WSEL] Manager and Contract Catering Manager.
- Has overall responsibility for all Bursary, Support and Administration staff.
- Maintains a positive working relationship with teaching staff.



Key responsibilities

In consultation with the Headmaster, the Bursar shall be responsible for:

- Preparing the School's Business Plan, in support of the School Development Plan, presenting it to the Governors and working with the Headmaster to implement the plan after approval by the Governors, including obtaining professional guidance thereon as required.
- Allocating, controlling and accounting for the financial and material resources of the School in accordance with the policies of the Governors.
- Arranging the safety, security and effective maintenance of the assets of the School in accordance with the requirements of the Governors and, where applicable, the Charity Commissioners. Ensure that the School's fixed assets register is kept up to date
- Ensuring that proper books of account (including Statements of Financial Activity) and balance sheets in accordance with the Charity's Statement of Recommended Practice are kept.
- Ensuring the reports of the material and financial affairs of the School are produced to the Governors in accordance with their requirements and with the requirements of the law without prejudice to the generality of the above.
- Advising the Governors on general financial policy.
- Monitoring income and expenditure in relation to budget and presenting regular management reports on them.
- Liaise with the School's bankers, and other financial institutions, to ascertain the most suitable sources of funding and to advise the Headmaster and Governors accordingly.
- Advising on investments with the assistance of the school's appointed Investment Manager(s).
- Keeping analyses of costs and other statistical records.
- Preparing long-term assessments of future financial performance of the School.
- Preparing financial appraisals of particular projects.
- Providing information on taxation including Income and Corporation Tax, National Insurance, Capital Gains Tax, Value Added Tax and any other relevant tax with the assistance of the school's appointed advisors.
- Advising on financial implications of the Charitable Status of the School.
- With the assistance of the school's appointed advisors, deal with rating assessments.
- Liaise with the School's appointed insurance brokers concerning all aspects of insurance cover.
- Ensure maintenance and updating of Business Risk Matric, being an integral part of the School's Risk Management Systems.
- Managing Bursary and Scholarships Funds.
- Provide financial guidance for the Foundation Director.
- Oversee the management of the Catering contract
- Liaise with the School's auditors in the production of the Statutory Accounts including consolidated accounts (to include WSEL) and drafting of the annual Trustee/Governors' Report for inclusion therein within Company Law regulations.
- Leading the School's finance department to ensure:
 - The preparation of pupil's bills and collection of all fees and other dues.
 - The proper processing of all invoices and statements of accounts.



- The preparation of full year forecasts in income and expenditure, capital expenditure and cash flow.
- The preparation of annual budgets for income and expenditure, including capital expenditure in consultation with the Headmaster and SLT.
- The maintenance and update of financial protocols.

The Bursar, in the line management of the following departments: Bursary, HR & Payroll, Estates and WSEL, will have overall responsibility for:

- Contracts and services, the purchase of all goods and service for the School.
- High level service delivery of: Reception, In-house Housekeeping, Reproduction, Transport and IT teams.
- School compliance in relation to health and safety, risk assessments, data protection and requirements of all other relevant legislation and Independent Schools Inspectorate [ISI] guidance.
- Appropriate security measures within the School, both physical and for staff and pupils.
- School compliance in all matters of employment law legislation.
- School compliance across all areas of talent acquisition, safer recruiting, pre-employment checks and the school on-boarding process; ensuring HMRC and ISI requirements are met.
- School management of its performance management processes; including support staff annual appraisal, and capability, disciplinary and grievance matters.
- School compliance in its management and delivery of the Payroll and Pensions systems, including annual returns to the Teachers' Pensions Agency, and the School auto-enrolment pension scheme.
- Maintenance of School buildings, preparation of maintenance schedules and record keeping.
- School compliance with safety regulations and the maintenance and efficiency of the installations and plant. Installation and maintenance of equipment for the detection, warning, protection and escape from fire and for ensuring the necessary fire risk assessments are carried out.
- School environment, both indoors and outdoors, including the upkeep of playing fields, gardens, all weather surfaces, tennis courts and other sports facilities.
- Overseeing the financial aspects of reports of the Estates Manager in respect of Capital Projects which may include utilisation of external Quantity Surveyors, Architects or other professional advisors, delivering within the agreed budget and timescale. Such projects are signed off by the Headmaster and relevant staff at Design Stage, and ensure that no further variations are approved without full consultation and documentation.
- Management of the school shop; including the sourcing and supply of uniform and games kit.
- Letting of School premises to outside organisations.
- Providing services as required for School events.

Clerk to the Governors

Purpose: To provide procedural and legal guidance, prepare and circulate agendas, handle correspondence, deal with sensitive and confidential issues and co-ordinate appeal panels and hearings.



- Administer the charity and company on a day-to-day basis. Be the routine point of contact with the Charity Commission and Companies House and ensure that all statutory returns are completed and filed on time.
- Provide advice to the Chair of Governors on charitable and company law, recommended practice and procedural issues.
- Act as Clerk for all meetings of the Governing Body; ensuring the efficient functioning of governance.
- Maintain a training register for all governors; ensuring appropriate training opportunities and administer process as required.
- Ensure all governors are aware of their statutory responsibilities, especially their responsibility for the safeguarding of all pupils at the school.
- Governing Body and other Governors Committees as required by the Headmaster and/or Chairman of Governors.
- Organise and make appropriate arrangements for the establishment of any panels of the Governing Body, as and when required, to hear appeals or to deal with disciplinary matters, grievances or parental complaints (including the identification of independent members to join these panels where appropriate).
- Follow instructions from the Governing Body regarding processes for the appointment of the Head or Bursar when the need arises.
- Maintain full and appropriate records of all governance activity.
- Instigate and manage the preparation of papers for submission to the Finance Committee, full
- Provide financial input and reports for the Headmaster and Senior Leadership Team (SLT) as required.
- Ensure Governor's portal kept up to date.

The Person

The successful candidate will be a qualified and skilled professional, with a significant level of experience of financial management – not necessarily in an educational setting. They will be able to lead a programme of change, showing flexibility and foresight in response to internal and external factors.

The Bursar will understand and be sympathetic to the School's context and its ethos; they will recognise the educational imperative and the focus on improving outcomes for pupils. The Bursar will act as a visible role model to colleagues whilst developing positive relationships with all constituents of the School community.

This person will have a work ethic in line with their colleagues in Senior Leadership and a recognition that, as a team, everyone supports each other's role. They will enjoy the camaraderie that comes from working with a dedicated group of people.

Benefits

Working at Wellingborough School is hugely rewarding, albeit demanding and busy! Wellingborough School is a nice place to work. The School community is welcoming; there is mutual respect between

Post: Bursar



Wellingborough School

Founded 1595

pupils and staff; parents are engaged and supportive. These are some of the cultural reasons to want to work at Wellingborough School, but there are a range of other benefits.

The School has recently reviewed its appraisal system so that all staff can benefit from professional development, both internal and external. Staff input into INSET is encouraged, and the School is a member of the East Midlands Group of independent schools, which provides opportunities for collaboration and discussion. The Bursar also benefits from the collegiality of ISBA membership. All new staff profit from an induction programme that is tailored to their individual needs.

A competitive remuneration package, commensurate with the importance of the role and experience of the successful candidate will be offered.

Northamptonshire and the surrounding area is a lovely place to live, with a significant amount of countryside. Road links are excellent, enabling travel in all directions, and the area is served by two railway lines into London. St Pancras is only 45 minutes by train from Wellingborough, and Euston is under an hour from Northampton and Milton Keynes.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Person or to the Headmaster

The Process

The deadline for applications is midday on Friday 2nd August 2019, and should consist of a completed application form and covering letter. CVs are not required.

The first round of interviews will be on Wednesday 4th September 2019. Successful progression to the second round interview will be advised thereafter.

Applications by e-mail are welcome. Please send them for the attention of Mrs K Harrison, HR Manager, to recruitment@wellingboroughschool.org

