



SINCE 604 AD

KING'S SCHOOL  
ROCHESTER

VACANCY INFORMATION PACK

# BURSAR

BE PART OF  
SOMETHING  
*magnificent*





# THE SCHOOL

King's School Rochester is a successful and dynamic co-educational independent day and boarding school with 670 pupils between the ages of 3 and 18 years old, including 50 boarders. King's is a school for life where all our pupils benefit from a supportive and friendly atmosphere, excellent academic results, strong pastoral care and a rounded co-curricular programme to nurture the individual and celebrate diversity of talent.

The School is situated in the most historic part of Rochester, adjacent to the Cathedral and Castle. Rochester is 35 minutes from London on the high-speed rail link and enjoys excellent road connections to other parts of the country.

The School has a long and impressive heritage, having been founded in 604 AD and is part of the Cathedral Foundation. While candidates need not be Anglicans, it is important that they should feel sympathy with the Christian tradition of the school and, in particular, its moral values.

The Principal is a member of HMC and the school is also a member of IAPS, the Choir Schools' Association and the Woodard Corporation.





# OUR VISION & AIMS

## Our Vision

As the second oldest school in the world and a school firmly established in the Medway Towns, we honour the tradition of our 1400 year history, while offering our pupils a forward-looking preparation for a globalised future.

We wish the members of our community to be happy and fulfilled and our purpose as a school is to offer an outstanding all-round education that enables each individual to flourish.

Our founding forefathers, St Justus and St Paulinus, sent from Rome to England as part of a Christian mission in the early 7th Century, provide us with an ongoing sense of duty, moral purpose and resilience in the 21st Century.

In the spirit of our ancient Christian foundation, we encourage our pupils to 'Work Hard, Play Hard and Look After Each Other.'

At King's School Rochester, our vision is modern and our past is great.

## Aims for our pupils

- Be happy and fulfilled;
- Develop a love of learning through a unique breadth of experience;
- Be adaptable and resilient for a fast-paced changing world;
- Make an active difference to the lives of others in our community and beyond;
- Develop a sense of identity to lead purposeful lives as their own person.







# THE HEART OF KING'S

“‘Ere the heart of brave Paulinus...“(King's School Rochester, School Song)

...‘Justus (name of omen!)’

At the centre of everything we do is the HEART of King's. By being part of this community, each one of us aspires to the attributes and qualities of:

## Happiness

We want individuals to flourish and to be happy. We encourage everyone to be themselves and we believe that positive personal connections are powerful. By keeping kindness at the centre of our community we nurture a strong sense of personal and communal wellbeing and care.

## Endeavour

We strive to be the best we can be and we are determined to make the most of the breadth of opportunities available to us. We care about things that matter and we are committed to making an active contribution.

## Aspiration

We seek to foster a sense of aspiration in all that we do, built on an inner confidence and self belief. We aim to ignite our curiosity and encourage ourselves to develop lifelong passions that set us on a path to a fulfilled future in a fast-paced modern world.

## Roundedness

We seek a balanced approach to life at King's, ensuring that we educate the whole person. We celebrate everyone's achievements and appreciate that every one of us is unique and different. We recognise that as a global community it is better when everyone succeeds, not just a privileged few.

## Teamwork

We believe we achieve more when we collaborate together, and we seek to make a positive contribution to the communities within King's and beyond. We acknowledge that we must work together for a sustainable future ensuring that King's remains a school for life.



# THE ROLE

The School is currently seeking to appoint a new Bursar to join the Senior Management Team (SMT), leading on the formulation and delivery of the financial strategies and plans to ensure the business success of the School. This is an exciting opportunity to join a committed and aspirational SMT that aims to deliver a refreshed and forward-thinking strategy for this ancient and respected School.

Reporting directly to the Principal, the Bursar will establish a sound, effective and constructive working relationship, supporting the already strong leadership of the organisation, ensuring the financial health of the School and helping to drive the strategic development forward.

The Bursar is a lead member of the SMT, ensuring that the School achieves its financial objectives and with specific responsibility for Business Development Planning, Human Resources and financial oversight of Estates and Facilities.

Although it is not essential to have had previous experience working in independent education, the incoming candidate will be CCAB qualified with strong leadership experience, the necessary transferable skills required of a Bursar and a strong affinity to the independent schools sector.





# KEY RESPONSIBILITIES

The following list identifies the main areas of responsibility for the role. It may be amended in recognition of the specific areas of expertise and interest of the successful candidate:

## 1. Purpose and School Leadership

- occupying a position as the lead member of the School Senior Management Team with responsibility for the formulation and delivery of financial strategies and plans to ensure the financial health and business success of the School;
- being accountable to the Governing Body through line management by the Principal;
- working with members of the Senior Management Team, the Bursar will ensure the School achieves its financial objectives and will plan the annual budget whilst ensuring excellent financial monitoring systems are in place. The Bursar has specific responsibility for Business Development Planning, Estates and Facilities and Human Resources;
- holding the additional responsibility for leading the design and delivery of the School's capital investment projects and programmes;
- functioning as lead Senior Post Holder on Risk Management and Audit and will be accountable to the Governing Body for the effective implementation of risk management strategies. In addition, the post holder will assume responsibility for the School's annual business planning process, ensuring all of its constituent parts (curriculum, funding, people and budget) are joined up and accurate;
- leading on the development and implementation of financial strategies and plans to drive the development of the School; ensuring key financial and business aims and objectives are being delivered in accordance with School strategies and plans;
- providing a visible leadership presence across the School;
- working with the Principal on the formulation of plans to strengthen and develop provision across the School;
- collaborating with the Director of Teaching and Learning and other members of the Senior Management Team to ensure that School curriculum plans can achieve financial, funding and contract targets in the most efficient manner;
- working collaboratively with other members of the Senior Management Team to ensure the successful introduction of new working practices and methods in support of the School;
- supporting the work of the Governing Body and its members in order that they can meet their obligations as governors, including being the lead officer for the Finance & General Purposes and Audit & Risk Committees of the Governing Body.



## 2. Financial Strategy, Planning, Performance and Control

- formulating and implementing financial strategies and business plans to sustain the financial health and commercial resilience of the School;
- ensuring strong financial performance in order to deliver positive educational outcomes;
- establishing robust processes for setting the School's annual revenue and capital budgets and assisting budget holders in preparing budget submissions;
- ensuring the Governing Body is kept well informed of the financial health of the organisation on a regular basis through the provision of accurate and timely management accounts and other financial information;
- monitoring School financial and business performance against a set of key performance indicators that are designed to deliver efficiencies and value for money;
- ensuring that the Principal is fully informed through the provision of timely and accurate financial information and forecasts in order that they are able to carry out their role effectively;
- preparing the annual statutory accounts for the School and relevant regulators and liaising with external auditors to ensure the School is meeting its statutory and other obligations;
- leading the preparation and delivery of an ongoing and affordable capital investment programme in order that the School can continue to provide high quality resources and experiences to pupils;
- ensuring the effective operation of key financial controls, processes, systems and procedures and ensuring that budget managers are aware of their responsibilities;
- advising upon, and ensuring, effective cash flow and treasury management, and investment of School funds reporting to the Governing Body and School SMT;

- ensuring that budget managers receive accurate and timely information and development to assist them in their roles of managing School financial resources;
- guaranteeing full compliance with School financial regulations and funding agency rules and policies;
- ensuring the security of the School's assets and maintenance of an effective Assets Register; maintaining effective relationships with relevant stakeholders such as bankers, pensions providers and funding agencies;
- assuming responsibility for the line management of the Head of Admissions, ensuring that the School's pupil recruitment process is robust and secure.

## 3. Risk Management, Audit, Compliance

- assuming responsibility for ensuring the effective deployment of strategies to identify, manage and mitigate risks;
  - maintaining effective risk management processes and systems, ensuring governors and the Principal are fully informed on the key risks facing the School;
  - ensuring that risk management processes flow across the School, and key leaders and managers are fully engaged in the effective risk management practices;
  - ensuring that robust policies and procedures are in place for the implementation of debt management;
  - ensuring the School fulfils its duties under GDPR including the management and reporting of any issues to the relevant body;
  - acting as the reporting officer to the Audit & Risk Committee of the Governing Body;
  - working effectively and in a timely manner with internal and external auditors to ensure all audit matters are complied with to the satisfaction of funding body regulations, the Principal and the Governing Body;
  - agreeing the annual cycle of audit with the Auditors, Principal, and Audit & Risk Committee, and monitor its effective implementation.
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## 4. Leading People and Managing Change

- providing focused leadership to staff across the School ensuring the highest levels of standards and service are delivered;
- embedding a leadership culture based on responsibility and accountability where all colleagues play an active role in achieving the School's objectives as well as their own;
- being visible to staff, maintaining a culture of open communication, whilst ensuring colleagues deliver outstanding practice and performance;
- working with senior colleagues to build a culture where people operate with resilience and face change and challenge positively;
- adhering to the requirement that all staff ensure Equality and Diversity are core to the mission, values and strategic aims of King's School.

## 5. Human Resources

- assuming responsibility for HR working closely with the HR Manager to manage staff in accordance with the School's policies;
- engaging proactively in the performance review process.

## 6. Estates and Facilities and Operations

- providing strategic financial oversight of the School's Estates and Facilities working closely with the Director of Estates and Operations, enabling efficient and effective provision for estates planning, management and facility support services;
- overseeing the School's payroll provision, including payments to staff, casual and self-employed workers, ensuring accurate and timely payment of PAYE, NI, Pensions contributions and other deductions to third parties.

*The lists above are not intended to be exhaustive and the post holder will be required to undertake any duties commensurate with the role of Bursar and which may be reasonably asked by the Principal. The post holder will take part in an annual cycle of professional development (appraisal) which will be conducted by the Principal.*







# FURTHER DETAILS

## Person Specification

The successful candidate will be expected to demonstrate evidence of the following skills, capabilities and experience:

## Knowledge and Qualifications

- CCAB or equivalent qualified accountant with membership to an appropriate professional accountancy body and up to date CPD;
- excellent knowledge of accounting functions including accounts payable, accounts receivable and payroll;
- a good knowledge of current accounting software is desirable;
- an understanding of the education sector is desirable.

## Experience

- significant accountancy experience at a senior level;
- experience of managing a sizable budget;
- experience of successful implementation of an organisation's finance strategy to support its long term goals;
- recent experience of effectively managing a finance team;
- recent experience of financial planning for an Estates and Facilities function is desirable;
- recent experience of leading and managing capital investment projects and programmes;
- proven experience of budget preparation, setting, monitoring and financial forecasting;
- a successful track record of providing financial and management reports and data to stakeholders;
- experience of liaising with auditors, board members and statutory agencies;
- experience of leading commercial development to achieve business growth;
- experience of organisational change management;
- experience of working in the independent schools' sector is desirable;
- experience of fundraising is desirable;



## Skills, style and behaviour

- a strong financial strategist who can act swiftly to address issues and concerns;
- the ability to translate strategy into operational plans and provide clarity to others;
- excellent communication skills, including the ability to analyse and explain complex issues and data both verbally and in writing to a variety of audiences;
- a high level of attention to detail and accuracy;
- excellent organisational skills with the ability to plan and coordinate the work of a team;
- excellent interpersonal skills with the ability to work as part of a team;
- ability to meet demanding deadlines, including the ability to provide accurate and timely performance information in line with the School planning cycles;
- well-developed people management skills to support effective team work, the development of colleagues and the management of performance;
- excellent IT skills with proficiency in the use of MS Office packages, including the ability to use Excel to an advanced level;
- a demonstrable commitment to equality of opportunity, diversity and the wellbeing and safety of staff and pupils.





# APPOINTMENT

King's School Rochester is being assisted in this appointment process by the executive search firm Society ([www.society-search.com](http://www.society-search.com)).

Applications should consist of:

1. a concise covering letter (ideally no longer than two pages), addressing the criteria in the Person Specification;
2. an up-to-date curriculum vitae;
3. names and contact details of three referees (although referees will only be approached at the final stage of the process, and only with your express permission).

To upload your documents via Society's website, [click here](#).

The deadline for receipt of applications is midday on Friday, 8 September 2023.

For an informal, confidential conversation about this opportunity, please contact Monika Fryzicka ([monika.fryzicka@society-search.com](mailto:monika.fryzicka@society-search.com)) or Phoebe Brereton ([phoebe.brereton@society-search.com](mailto:phoebe.brereton@society-search.com)).

An appointment will be made subject to receipt of satisfactory references. The appointed candidate will be offered a salary that is commensurate with their experience and the seniority of their new role.

King's School Rochester is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

King's School Rochester is committed to safeguarding and promoting the welfare of children and fulfils all its responsibilities under current child protection and safeguarding legislation in accordance with good practice in the care of young people, especially those living away from home. We expect all staff and volunteers to share this commitment.

Candidates will be expected to undergo child protection screening appropriate to the post including disclosure and barring service checks, checks on background, identity, past employers and suitable referees.

The appointment will be conditional upon successful outcomes of these checks and also on a satisfactory enhanced DBS and Children's Barred List checks.

The School has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

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September 2023