



PRESTFELDE

**BRIEF FOR THE POSITION OF  
ASSISTANT BURSAR**

**PRESTFELDE PREPARATORY SCHOOL**



Dear Applicant,

Thank you for your interest in our vacancy for the position of Assistant Bursar.

The role comes at a crucial time as we evolve our operations to support the new ways of working within the current independent school landscape. The introduction of VAT on school fees as well as the changes being seen in the sector are drivers for the development work the Assistant Bursar will support.

The School published its 2029 Centenary Strategy in September 2023 which aims to further enhance its position as a leading UK Prep School. We are looking for an outstanding individual who is passionate about support staff functions and the importance they play in ensuring the smooth and effective running of a school.

The successful candidate will be a team player with ability to bring people together, and able to work in a busy and high-pressure environment. If you have experience in developing systems and procedures in finance, HR, estates, health and safety or governance then this may be the ideal opportunity you are looking for.

The pupils' academic successes along with their achievements in so many areas of school life, in and out of the classroom, only tell part of the story at Prestfelde. Children are genuinely happy here and the quality of relationships is a cornerstone of our community. The staff team are crucial in achieving this.

Prestfelde offers the opportunity to work in wonderful surroundings within a supportive community. It really is a fantastic place to work with staff encouraged to be lifelong learners, innovative in their thinking and reflective in their practise.

In this pack you will find the following information:

- The Role
- Background Information
- ISI Inspection Summary Document
- How to apply

I hope that you will find this information useful in compiling your application, but should you wish to discuss the post, please contact HR in the first instance.

Once again, thank you for your interest and I look forward to receiving your application.

Amanda Allott

Bursar & Clerk to Council



## THE ROLE

### PRINCIPAL ACCOUNTABILITIES

The Assistant Bursar will be accountable to the Bursar & Clerk to Council, working effectively with the Bursary teams, and with the Headteacher, Governors, wider staff group and external contacts. The Assistant Bursar will be responsible for providing the Bursar & Clerk to Council with support across a broad area of responsibilities to include operational, finance, HR, estate management, risk management, health and safety, legal and contingency planning.

### BURSAR SUPPORT

Provide support to the Bursar & Clerk to Council in the following areas:

- Assisting with the priority work across a broad area of responsibilities, dependent upon postholders areas of expertise these are likely to include operational, finance, HR, estate management, risk management, health and safety, transport, contingency planning and project work.
- Day to day responsibility for the catering contract provision and transport services.
- In line with the priorities identified by the Bursar & Clerk to Council undertake reviews of business processes.
- Administering the systems for the bursaries and debtors.
- Assisting with:
  - Preparation work for insurance renewals and risk assurance work.
  - Legal activities and associated compliance, and monitoring and advising on Health & Safety matters.
  - Data returns.
- Undertaking data protection activities in relation to, but not exclusively, subject access requests, cyber threats, privacy notices.
- Deputise for the Bursar & Clerk to Council, as required.
- General administrative support.

## **CLERK TO COUNCIL SUPPORT**

Provision of secretarial support to the Clerk to the Council:

- Assisting with the annual review and update of the Governance Manual.
- Administration of the recruitment, training of Governors, annual declarations etc.
- Attending Governors' committees, as required.
- Administration of governance activities such as, but not exclusively, agendas, minutes, supporting reports and the monitoring of follow-up actions.
- Assisting with the review of the delivery of Charity Commission requirements.

## **GENERAL**

- Where required, to represent the School at internal and external events.
- Contribute to the overall ethos / work / aims of the School.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- To undertake such other tasks relevant to the needs of the School or the role as these arise.
- To work towards and support the School's vision and objectives outlined in the School Development Plan.
- To work within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors.
- To work within the School's Diversity Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality and appearance and to conduct positive, courteous relations with pupils, parents and colleagues.
- All staff are required to adhere to the School's Child Protection & Safeguarding Policy and Procedures at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School, these concerns must be reported to the School's Designated Safeguarding Lead.
- This job description is not exhaustive and will be reviewed as part of the appraisal process. It may be subject to modification or amendment at any time after consultation with the post holder.

## **PROFESSIONAL DEVELOPMENT**

- To participate in INSET days and attend courses as requested.

## **PERSON SPECIFICATION**

### Qualifications/ Training/ Knowledge

- Educated to degree level, desirable.
- Professional qualification, preferably business related, desirable.
- Qualification by experience will also be considered.
- Educated to NVQ Level 3, essential, Business Administration desirable.
- An understanding of how an independent school operates, desirable.
- Knowledge of finance management, HR management, estates management, or governance processes.
- Knowledge of Health & Safety / Risk Assessment regulations and procedures.
- Knowledge of regulatory framework applicable to independent schools, desirable.

### Experience:

- Significant administrative experience, developing systems and procedures.
- Proven experience in a finance, HR, estates, H&S or governance role.
- Proven experience of working in an organisation with a diverse range of functions and multiple stakeholders, desirable.
- Customer facing role experience, desirable.

### Skills

- Can do attitude.
- Strong organisational skills, able to prioritise effectively and meet deadlines.
- Excellent attention to detail.
- Excellent verbal and written communication skills.
- Team player with ability to bring people together.
- Ability to maintain confidentiality.
- Robust with the ability to work in a busy and high-pressured environment.
- Strong IT skills.
- Ability to devise and introduce new procedures and systems.

### **ADDITIONAL INFORMATION**

**Start Date:** As soon as possible, therefore early application encouraged as interviews will be held with shortlisted candidates as soon as practicable.

**Hours:** Monday to Friday, full-time (37.5 hours per week) between 8 am and 6 pm (half hour unpaid lunch). For candidates who are an exceptional match part time working, flexible patterns of working will be considered.

**Salary:** Gross £40,000 pa. We will also support the Assistant Bursar with an employer's contribution towards their pension which is with The Pensions Trust.

Outstanding lunches are provided during term time only and are free of charge.

All employees benefit from the ability to use the School's sporting and recreational facilities. Fee remission for children accepted at Prestfelde School is available in accordance with the Governing Body's policy for staff.

## BACKGROUND INFORMATION

Prestfelde School is a thriving, fully co-educational day and boarding school for children aged between 3 and 13 years. The school has around 325 pupils and has three main sections: Little Prestfelde for pupils aged 3 to 7 (Nursery to Year 2); Middle Prestfelde for pupils aged 7 to 10 (Years 3 to 5); and Senior Prestfelde for pupils aged from 10 to 13 years (Years 6 to 8).

In 2021 the school was shortlisted for both Prep School of the Year in the Independent School parent magazine awards and the Pre-Prep School of the Year in the TES independent awards.

The current Head Mr Nick Robinson took over in 2022 having previously been the head of West Buckland School. In the last two and a half years he has developed not only the strategic aspects of the school but also our operational and commercial activities. His 2029 Centenary Vision & Strategy emphasises an exciting time for Prestfelde with the plan launched from a position of strength, following a number of years of growth, investment and outstanding pupil success.

Our latest ISI inspection report confirmed our reputation for excellence, and we continue to be ambitious for the future.

Founded in 1929, the school is a member of the Woodard Corporation of schools, a charity founded to provide high quality education in an actively Christian School environment.

From starting with 10 boys on roll, the school has grown to 325 pupils, becoming fully coeducational in 1997. Set amidst 30 acres of beautiful grounds on the edge of Shrewsbury, Shropshire, the campus has also seen some ambitious development, with the outstanding facilities complementing the natural environment. The school has always been successful in preparing pupils for their next stage in their educational journey and life beyond school.

### The Woodard Corporation

Prestfelde is a member of The Woodard Corporation. This educational charity was founded in the mid nineteenth century and inspired by the vision of Canon Nathaniel Woodard. An exponent of the Oxford Movement and the Catholic revival in the Church of England, the Founder's concern was the transformation of his contemporary society through the provision of an education founded on "sound principle and sound knowledge, firmly grounded in the Christian faith."

All Woodard Schools have an outstanding reputation for providing academic excellence coupled with unrivalled pastoral care. Woodard is the 18th largest charity in the UK, educates more than 30,000 pupils and employs over 2,500 teaching staff in a mix of schools, independent and maintained, senior and prep, co-educational and single sex, boarding and day. While the Incorporated Schools have a responsibility to the Woodard Board, they all operate with their own governing body, which is fully responsible for their own school's performance, governance and finance.

## Ethos & Values

The Prestfelde Mission Statement is to:

‘Enable all children to develop their love of learning academic potential and individual talents in a caring Christian community which fosters sensitivity, confidence, a sense of service and enthusiasm for life.’

As for our 2029 Centenary Vision, to further develop our position as a leading UK preparatory school, our focus is:

- Academic excellence and individual pupil progress and success.
- Inspiring co-curricular programme for all pupils.
- Culture of positive well-being & inclusion for pupils and staff.
- Forward thinking leadership & governance.
- Community engagement through positive and enduring relationships.
- Sustainable investment to deliver inspiring and high-quality facilities.



## Facilities

The School's facilities are a mix of attractive and grand Victorian buildings (reflecting their heritage) together with modern purpose-built teaching facilities, outdoor play areas, extensive sports grounds and a swimming pool which was fully renovated in 2019.

Over recent years the school is undergone considerable development and is equipped with excellent facilities that include its own Chapel and Theatre, Music School, Dining Hall, Design and Technology Department, Gymnasium, indoor Swimming Pool, Library, ICT suite, fully equipped modern Science Laboratories and Art Department. There is also a boarding house and medical centre, recently

modernised in 2024, which has enabled the development of the regular weekly boarding, and we are exploring further developments for full time boarding, with the support of guardian arrangements. We have wonderful playing fields and a Forest School.

The School is the leading provider for 11- to 13-year-olds in the area, through its broad curriculum offer and the quality of teaching and learning delivered by the highly specialist teaching staff. Continued Professional Development is prioritised at Prestfelde which is a reflective community in which all are empowered to be the best that they can be.

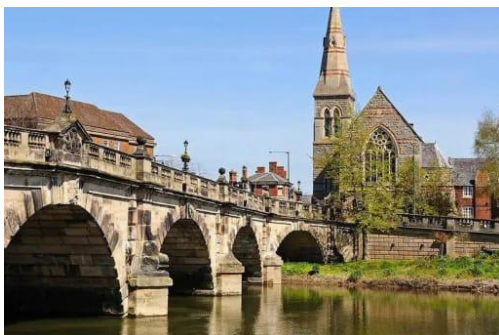
The Schools Strategic Development Plan has identified a number of future projects. As part of our ambition and vision for 2029 we are in the process of fundraising for not only our Astro Pitch, which has just been granted planning permission, but also developing a concept for a Sports Hall for school and community use, which will also provide opportunities to redesign other areas of the campus. The refurbishment project at Highfield House which will bring an additional income stream to the school.

## Living in Shrewsbury & Shropshire

Shrewsbury is a cultural and commercial hub serving the whole county and parts of mid-Wales. It is an historic and very attractive town with striking architecture and more than 600 listed buildings almost completely surrounded by the River Severn. Shrewsbury, the county town, has an award-winning covered market and has recently been recognised by The Telegraph as Britain's best high street. Its blend of historic charm, independent shops, and thriving community makes it a perfect place to call home. A vibrant local culture, beautiful surroundings and a welcoming community, Shropshire has it all. Fresh food and homemade crafts are sold four days a week at Shrewsbury's famous market, whilst the stunning Quarry Park is host to the annual Flower Show and Food Festival - it's also a venue that stages a number of concerts and plays produced by Theatre Severn throughout the summer.

Shropshire is a beautiful county and the Shropshire Hills Area of 'Outstanding Natural Beauty' cover almost a quarter of Shropshire - fantastic for walking cycling and other outdoor pursuits. Shropshire has been named one of the top 10 global destinations to watch this year by travel organisation ABTA — the only UK location to earn this prestigious recognition. Celebrated as a "rural gem," the county is renowned for its stunning landscapes, historic towns, and picturesque villages, offering an unrivalled quality of life.

National parks such as Snowdonia, the Peak District and Brecon Beacons are within a 90-minute drive. There is a direct train service from Shrewsbury and London Euston, with the commute time of two hours thirty minutes. Within around an hour in the car, you can be in Chester or Birmingham or even the coast in one hour forty minutes.



# ISI INSPECTION SUMMARY DOCUMENT

Please see the link below relating to the School's most recent inspection.

[Executive Summary Document - ISI Inspection 2023](#)

Further information on Prestfelde can be found on the School's website: [www.prestfelde.co.uk](http://www.prestfelde.co.uk).



## HOW TO APPLY

To apply, please complete an Application Form and a Recruitment Monitoring Form, which can be found on our website here: <https://www.prestfelde.co.uk/vacancies>

*Early applications are strongly encouraged. The School reserves the right to conclude the recruitment process before the closing date should the ideal candidate be identified.*

Candidates selected for interview will be required to provide proof of ID and any relevant qualifications.

Please return completed application forms (CVs alone will not be accepted) together with a covering letter to:

HR Officer  
Prestfelde Preparatory School  
London Road  
Shrewsbury  
SY2 6NZ

Email: [hr@prestfelde.co.uk](mailto:hr@prestfelde.co.uk)

School Website: [www.prestfelde.co.uk](http://www.prestfelde.co.uk)

Tel: 01743 245 400

*Prestfelde Preparatory School is committed to safeguarding and promoting the welfare of children and we will check the suitability of staff to work with children. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see the School's Safeguarding & Promoting Welfare of Children Policy for full details of its safer recruitment procedure.*

*Prestfelde is committed to Equal Opportunities and welcomes applications from all sections of the community.*

