

Battle Abbey School 1912-2012

100 Years of Education, 1000 Years of History



Battle Abbey School

Bursar Recruitment Pack

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From the Chair of Governors: Mrs Janet Dunn

20th January 2020

Dear Potential Applicant,

The governors of Battle Abbey School welcome applications for the position of School Bursar which becomes available on 1st September 2020 for a comprehensive handover period at the start of the new academic year, on the retirement of the current incumbent.

Battle Abbey School is a highly successful small family school that seeks to deliver both excellent quality pastoral care and strong academic results while focusing on the individual needs and development of each child.

This is an exciting time for a new Bursar to join our Team. Over the last decade the School has been through a major period of growth, as well as reinforcing its position within the independent sector in terms of quality and recognition. We have recently approved a Strategic Plan to develop the School over the next ten years and as part of this, have set out key objectives and priorities to maintain our financial security and improve our teaching and pastoral facilities. The Strategic Plan has prompted us to undertake a wide-ranging space audit and plans are underway to extend our Preparatory School facilities in Bexhill and enhance our boarding facilities in Battle.

We established a trading subsidiary (BAS (Enterprises) Ltd) two years ago. The Bursar has specific responsibility for income generation and developing opportunities to utilise our estate, especially during holiday periods. Equally, we are developing our eco-friendly vision and implementing sustainable practices in harmony with the preservation of our historical buildings and grounds. We are also celebrating the centenary of the School occupying the Battle Abbey site in 2022, and aim to have a diverse programme of events to support this very significant occasion.

We are looking for a Bursar who will help to maintain this momentum and continue to develop the School whilst upholding its fundamental nature and ethos. We are therefore seeking to appoint a Bursar who will embrace the family feel of the School and its aims and vision, while being an innovative and dynamic member of the Senior Leadership Team and Clerk to the Governors. The successful candidate will therefore be a good communicator and team member with flexibility of mind and approach underpinned by strong interpersonal skills.

I look forward to receiving your application which should be accompanied by your CV and a short letter stating what attracts you to this post. Shortlisted candidates will be given the opportunity to visit the School prior to interview but if you wish to visit before submitting your application, please contact the current Bursar, Sue Bonell, on 01424 776813 or via email at bursar@battleabbeyschool.com.

Yours sincerely



General Information

Battle Abbey School is a thriving co-educational day and boarding school for children aged 3 months – 18 years old and it has a special niche in the local area. The Senior School (Years 7 – 13) is located in the historic market town of Battle, near Hastings, and is set in the stunning and prestigious surroundings of Battle Abbey, overlooking the famous 1066 battlefield. The School is housed in some of the original 13th century monastic buildings, which are leased from English Heritage, and also occupies other buildings in the town, including Martlet House (6th Form) and Marylands and Westnedge (boarding houses).

The Preparatory School (Reception to Year 6) is situated nine miles away in Bexhill-on-Sea and has superb facilities, including a 25 metre indoor swimming pool, playing fields and a floodlit astro pitch. A separate Nursery is situated in the grounds of the Preparatory School. The Nursery is open 0800 – 1800 hours for 50 weeks each year. The Preparatory School and Nursery properties are owned by the School.

There are currently 500 pupils on roll with about 50 boarders in the Senior School. The majority of pupils live in a 15 mile radius of the School whilst a substantial proportion of the boarders are from overseas. There are 150 full and part time staff employed across the sites. The school accepts pupils who have a wide range of ability but consistently enjoys excellent academic results.

Parents value the impressive number of extra-curricular opportunities available for their children at both the Preparatory and Senior Schools but above all they value the family ethos and caring atmosphere. Relationships with parents are good and there is frequent communication via the bi-weekly newsletter, regular meetings and events organized by the School and its active parents' committee known as Friends of Battle Abbey School (FOBAS).

The School was inspected by the Independent Schools Inspectorate in March 2017 and underwent both an ISI Education Quality and Compliance Inspection. Applicants are invited to view the School's latest inspection reports at <http://www.isi.net/school/battle-abbey-school-6229>.





Aims and Vision

Battle Abbey is a small family school with excellent pastoral care and sensitive discipline, accompanied by strong academic results, focusing on the importance of each individual child. The School's rich history and many of its traditions are based on Christian values but importantly, the School welcomes students from all faiths and none. Specific aims are:

- To continue to inspire pupils to aspire for excellence in all that they undertake and to acknowledge and reward the achievements of each individual according to his/her aptitudes and interests.
- To promote balanced social development through warm and sensitive pastoral care within our disciplined day and boarding community.
- To prepare pupils for life after school by providing an all-round education in which pupils of all ages are valued as individuals and develop the self-respect, self-confidence and empathy for the needs and desires of others that will enable them to contribute positively to our changing world.
- To continue to develop the facilities and resources of the school to ensure that they underpin the achievement of the school's aims.

The School's vision is that by 2040 it will be one of the best small family schools in the country acknowledged as offering academic excellence together with exceptional pastoral care and personal development to its pupils. This will include the promotion of soft skills, the breadth of opportunities for students and by developing the best possible environment in which to prepare students for life beyond the Abbey.

Governors have agreed strategic objectives to attain this vision and they are, in order of priority: maintaining financial security, achieving and then maintaining Academic Excellence, maintaining exceptional pastoral care and providing suitable and appropriate teaching, pastoral and then sporting facilities for the School.





Governance and Management

The School is run by B.A.S. (School) Ltd, a registered company limited by guarantee and registered as a charity. The company has a board of Governors (known as the Full Court) who meets at least once each term. The Finance and General Purposes Committee meets twice each term and the Academic Committee meets termly. A Remuneration Committee is also being established. The Governing body has over the last year or so welcomed a number of new members and currently comprises eleven individuals from a range of professional backgrounds.

The Senior Leadership Team comprises the Head, Preparatory School Head, Deputy Head, Director of Studies and the Bursar. Within the Senior School there is also a Senior Management Team which comprises the Head, the Deputy Head, the Director of Studies, two Key Stage Heads, Head of Year 12, Head of Year 13, Head of Boarding, Marketing Manager, Deputy Bursar (Estates) and the Bursar.

The School is financially sound and the annual accounts are available on the Charity Commission website at www.charity-commission.gov.uk (registered number 306998).



The Bursar's Role

The Bursar is responsible for the successful management of the finances, operations and support services of Battle Abbey, as well as making a leading contribution to the School's strategic direction and fulfilling the post of Clerk to the Governors and Company Secretary. The Bursar role is a complex remit spanning finance, HR, legal matters, IT, estate management, health and safety, etc.

The Bursar is a member of the Senior Leadership Team and is responsible to the Head, who is the Bursar's Line Manager, for day to day matters concerned with the running of the School. The Bursar is also responsible to the Governors for the financial and material state of the School and as Clerk to the Governors for supporting the various boards. As a result, the Bursar must work closely with and support the Chair of Governors and the Chair of the supporting F&GPC, Academic and Remuneration / Appointments Committees.

The Bursar line manages the majority of support staff including the Deputy Bursar (Estates), Accountant, HR Manager, Catering Manager, IT Manager, Office Manager, Registrar, Development Officer and Marketing Manager. The Bursar has the following responsibilities:

Finance

- Responsibility for all of the School's finances, including preparation of annual budgets, periodic forecasts and business plans
- Monitoring income and expenditure in relation to the budget and presenting regular management reports to governors
- Advising on annual changes to fee levels and salaries
- Advising on the development and allocation of scholarship and bursary funds
- Advising on general financial policy within the School
- Advising on taxation matters generally, including VAT, Business Rates and Council Tax
- Safeguarding the charity's assets and ensuring the overall business viability of the School over the long term
- Managing debtors and related matters
- Overseeing the development of alternative income streams
- Advising on the financial implications of the charitable status of the School
- Seeking 'best value' for the School
- Ensuring quality and fitness of all goods and services purchased for the school
- Ensuring that the school always has adequate and appropriate insurance cover
- Regular review and renegotiation of tenders and contracts
- Preparing accounts for audit
- Submitting Gift Aid returns

HR matters

- Advising the Head and Governors on all employment matters
- Ensuring compliance with all relevant aspects of employment law
- Introducing, developing and maintaining HR policies and procedures in line with strategic HR practices
- Recruiting all employees and determining their conditions of employment
- Ensuring that all employees are appointed according to best practice and the requirements of the Department for Education, and that all checks required by current legislation are made on staff before they are employed at the School
- Overseeing and ensuring the effective performance management of employees from induction, through probation and performance appraisal and development
- Ensuring that all support departments are efficiently structured and resourced to provide best support to the School
- Embedding an ethos of supporting the School's educational aims amongst support staff
- Briefing staff on pay, benefits in kind, pensions and conditions of service



Estate management

- Ensuring that the security, maintenance and development of the School's estate is managed effectively
- Overseeing major building projects, conversion and modernisation including planning applications, letting of contracts and quality control
- Compiling a Forward Maintenance Plan to inform the budget process and long term financial planning
- Installing and maintaining equipment for the detection, warning, protection of, and escape from, fire and ensuring that the necessary fire risk assessments are carried out
- Maintaining installations and plant for electricity and gas supplies, heating, lighting, water, etc and letting of utilities contracts at competitive rates
- Identifying and implementing sustainable practices in support of the School's eco-friendly vision
- Formulating, implementing and monitoring the School's policy to comply with the requirements of Health and Safety legislation, and ensuring that risk assessments are compiled where appropriate
- Ensuring the School is a place of work that is safe and healthy, and that all regulatory and statutory demands are met
- Ensuring the highest housekeeping standards are achieved and that the fabric and fittings within the School's buildings are kept in good order
- Ensuring that landlord and tenant obligations are fulfilled in accordance with the lease with English Heritage
- Ensuring that proper safety procedures are enforced in the swimming pool, particularly out of normal school hours
- Ensuring the minibus fleet is operated in accordance with current regulations, licensing and driver training requirements
- Ensuring that appropriate records are maintained to support all legal requirements

Clerk to Governors

- Acting as a Director of BAS (Enterprises) Ltd
- Acting as Company Secretary
- Servicing the board of governors, the AGM of trustees, and any sub-committees, including convening of meetings, the preparation of agendas, briefing papers and minutes
- Maintaining a register of governors and managing nominations, induction and training of new governors
- Acting as the routine point of contact with the Charity Commission and Companies House and ensuring that all statutory returns are completed and filed on time
- Providing advice to the Chair of Governors on charitable and company law, recommended practice and procedural issues
- Maintaining responsibility for the Memorandum and Articles of Association
- Drafting correspondence on behalf of the Board of Governors, including establishing and servicing Governors' Appeal Panels for hearings associated with disciplinary matters, grievances and parental complaints

Other Operations

- Delivering, in liaison with the Head, the Strategic Plan as agreed by governors
- Maintaining the School's risk register and business continuity strategy
- Ensuring the daily efficient running of all support services within the School
- Ensuring catering services are provided efficiently and to a high standard and in compliance with the Food Safety Act
- Managing the letting of the School premises and functions to outside organisations and maximising the income from such lettings
- Overseeing the ICT strategy and ensuring effective acquisition planning in terms of hardware and software
- Ensuring the School's compliance with appropriate legislation, such as General Data Protection Regulation (GDPR), Health and Safety at Work, Performing Rights and copyright



Person Specification

We are looking to appoint a person with strategic thinking skills, commercial acumen, empathy and the highest levels of personal integrity. The successful candidate will possess the following experience, knowledge, skills and personal attributes:

Experience

- A successful track record of leadership, management and strategic delivery
- Educated to degree level or equivalent
- A successful record of managing a range of support services to a high standard
- Evidence of a career-long commitment to personal professional development

Knowledge and skills

- Strong financial literacy with first class analytical skills and the ability to develop long-term financial plans
- Knowledge at an appropriate level of estate management, health and safety and employment issues
- A good understanding of legal issues, the handling of complaints and liaising with government, regulatory authorities and solicitors
- A working knowledge of company, charity and employment law
- Excellent IT skills
- A strong commercial intelligence and the skills to manage a school business

Personal attributes

- A natural leader who empowers their team and inspires trust and respect
- An excellent communicator, both written and oral, and a confident and capable public speaker able to present to a variety of audiences
- Be able to work intensively and under pressure, managing competing priorities and producing and delivering solutions that cut through complexity
- High levels of tact and diplomacy combined with absolute integrity, impartiality and a sense of humour
- Be able to resolve conflicts in a sensitive manner, make tough decisions and communicate them effectively
- A flexible, results-focused approach to work, combined with a keen eye for detail and the ability to manage a significant and varied workload
- An empathy with young people and a commitment to enhancing their educational provision and experiences



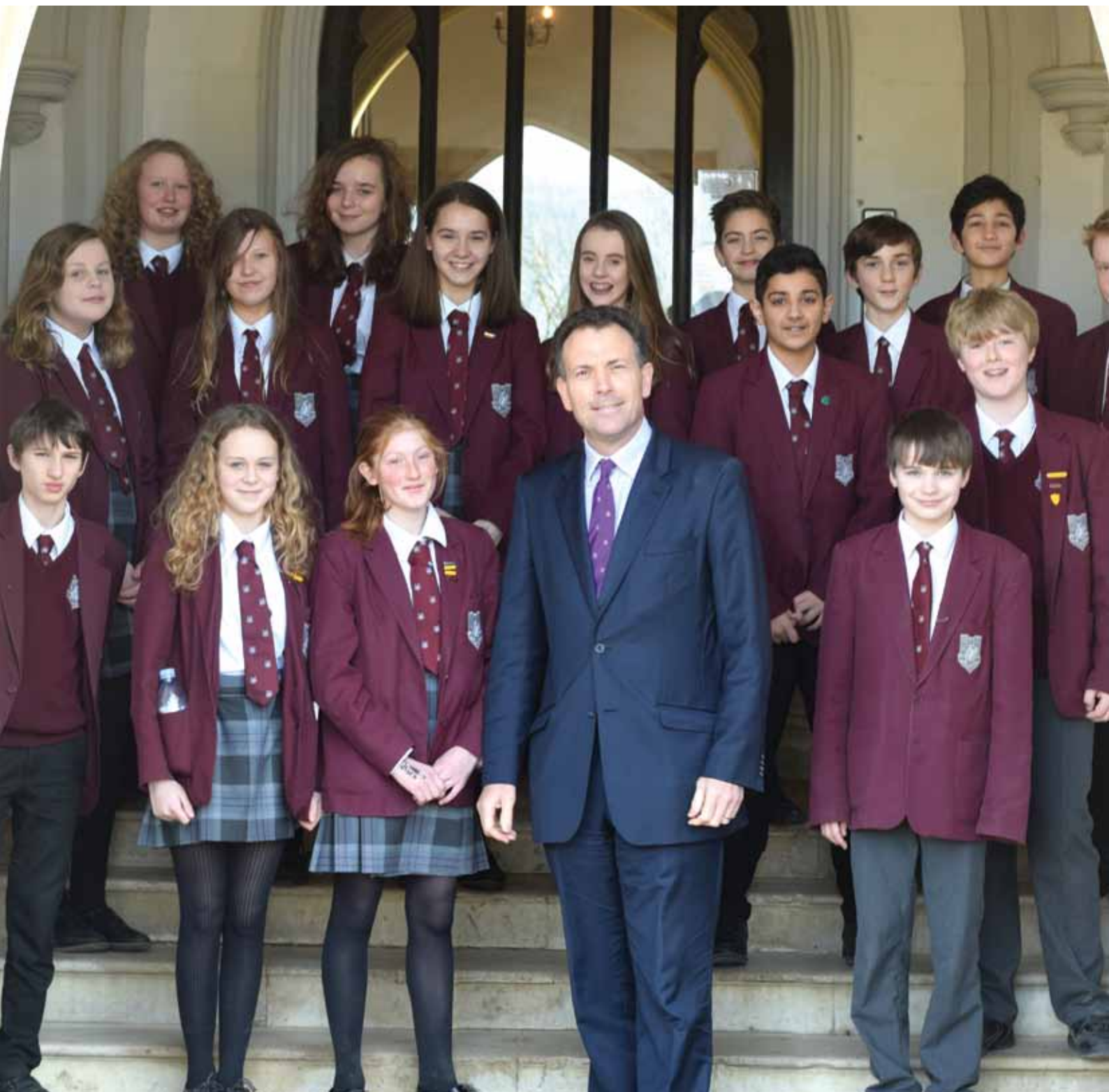
How to Apply

The closing date for applications is Monday 24th February

Initial interviews will take place on Monday 16th March

Final interviews will take place on Friday 27th March

In order to apply, please email the application form together with your CV and a short covering letter to bursar@battleabbeyschool.com



Battle Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced Disclosure and Barring Service (DBS) check.

