

**Bursar and Clerk to the Governors**  
**King's School, Bruton & Hazlegrove School**



**HAZLEGROVE**

*Deo Juvante*



**KING'S BRUTON**

*Deo Juvante*



# **Job Description**

## **Reporting Structure**

The Bursar and Clerk to the Governors is accountable to the Governing Body, working closely with the Senior Warden and the two Headmasters. The King's School, Bruton group comprises 2 operational schools; King's Bruton and Hazlegrove, plus a number of other entities; Bruton School for Girls, Crown and Dolphin Enterprises Limited, King's Bruton (International) Limited and other subordinate charities. The Bursar plays a key role in managing these entities and is the only member of the executive with responsibilities across all elements of the group. The Bursar has line management responsibility for a number of direct and indirect reports.

## **Job Purpose**

To provide day to day strategic and operational management of the non-academic and domestic affairs of all entities in the King's School, Bruton group ensuring efficient, compliant, and cost effective services. The role also provides administrative and governance support to the Governing Body and the Chair of Governors.

As a member of the senior management teams at both schools, the Bursar plays a pivotal role in contributing to the quality of education provided by the schools.

As a Director of Crown and Dolphin Enterprises Limited, the trading company of King's School, Bruton, the Bursar is also accountable for the trading activities undertaken by the schools.

## **Summary Tasks**

- Provide high-level advice to Headmasters, governors, and staff on operational, financial, and strategic matters.
- Support the Governing Body in its oversight of the schools' operations and governance.
- Oversee the financial, operational, and administrative functions of both schools.
- Ensure compliance with all relevant statutory and regulatory requirements, including Charity Commission, Companies House, Data Protection, Health & Safety, Employment Law, and safeguarding legislation.
- Line manage staff across Finance, Human Resources, estates, grounds, catering, domestic services, Information Technology, and administration.
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## **Responsibilities**

### **Financial Responsibilities**

- Advise on general financial policy within the schools.
- Prepare annual estimates of income and expenditure, including departmental budgets, in consultation with Headmasters and senior academic staff.
- Prepare financial forecasts for strategic planning.

- Monitor income and expenditure against budget; present regular management reports to the Governing Body via the Finance sub-committee.
- Maintain accurate accounts and prepare statutory accounts in line with the Charities SORP and statutory requirements.
- Liaise with auditors, ensuring timely completion of audits and compliance reporting.
- Prepare and submit annual returns to the Charity Commission; ensure adherence to all statutory reporting.
- Manage relationships with banks and other financial institutions; ensure adequate liquidity and credit facilities.
- Maintain cash flow projections for the current and future years.
- Ensure accurate bills are presented to fee payers on a timely basis and that fees are collected promptly. Negotiate payment plans where appropriate and conduct formal debt collection where necessary.
- Payment of all salaries and wages, including PAYE, pensions, National Insurance, and Benefits in Kind compliance.
- Manage pension schemes for teaching and non-teaching staff.
- Approve and process all invoices in accordance with school procedures.
- Advise on taxation matters including VAT, Gift Aid, and charitable status implications.
- Ensuring that VAT and other statutory taxes are correctly accounted for and paid over.
- Ensure compliance with all financial, fundraising, and procurement regulations.
- Monitor utility costs and negotiate competitive contracts.
- Dealing with the schools' rating and council tax assessments.
- Operate the Fees in Advance scheme.
- Implement scholarship and bursary policies; undertake assessments of parental income/assets.
- Implement procedures to prevent financial fraud.

### **Staff Matters**

- Recruit, appoint, and line manage non-academic staff across both schools.
- Ensure compliance with Auto-Enrolment pension legislation, Legal and General, and The Pensions Trust requirements.
- Oversee employment terms, supervision, appraisal, and welfare of all non-academic staff.
- Ensure recruitment aligns with DfE guidance, safeguarding, Safer Recruitment, and DBS requirements.
- Maintain Central Registers of Appointments at both schools.
- Oversee staff appraisal in accordance with school programmes.
- Maintain up-to-date employment contracts.
- Manage disciplinary, capability and grievance procedures.
- Ensure compliance with employment law including equal pay, minimum wage, working time regulations, and anti-discrimination legislation.
- Comply with statutory guidance on Gender pay Gap assessment and publication.

### **Estates, Buildings and Services**

- Maintain a Masterplan for both schools to ensure the long term suitability of the sites for the schools.
- Oversee the maintenance and upkeep of all buildings at both schools; maintain preventive maintenance schedules and records.

- Oversee fire safety: ensure risk assessments, fire drills, alarm systems, evacuation procedures, and training are in place.
- Manage building projects, including planning, specifications, tenders, contractors, and regulatory approvals.
- Oversee playing fields, gardens, sports surfaces, and equipment.
- Manage school transport and minibuses, ensuring regulatory compliance, driver training, vehicle inspections, and safety standards.
- Advise on and implement school security measures for staff, pupils, and property.
- Arrange staff accommodation, licences to occupy and tenancy agreements.
- Ensure compliance and efficiency of utilities and mechanical installations.
- Oversee domestic services, cleaning standards, and waste management.

### **Catering**

- Ensure provision of varied, healthy catering services at both schools.
- Set and monitor catering budgets; negotiate supplier contracts for value and quality.
- Ensure catering facilities meet hygiene, food safety, and health and safety standards
- Chair the Food Committee at King's School.
- Maintain catering equipment and oversee regular servicing and cleaning is conducted.
- Ensure that robust allergen policies are in place and applied in accordance with current legislation.

### **Pastoral Matters**

- Ensure staffing and effective operation of the Health Centre at King's, including management, development, and appraisal of nursing staff.

### **Commercial Activities**

- Oversee the letting of school premises to third parties; ensure all contracts are documented and compliant.
- Manage the operation of both school shops.
- Oversee the records and reporting requirements for Crown and Dolphin Ltd, the schools' subsidiary company.
- Manage the letting of surplus school houses to third parties ensuring all relevant statutory obligations are met.

### **Fundraising Activities**

- Oversee fundraising activities working closely with the Heads of King's and Hazlegrove and the Development Assistant.
- Provide advice and input into all fundraising activities.
- Provide advice and input into the legacy programme liaising with executors and solicitors where necessary.
- Ensure all donated funds are appropriately managed and accounted for.

### **Insurance**

- Ensure the schools and trading company have the appropriate insurance in place to mitigate risks at the appropriate level.

- Ensuring that the school has adequate insurance cover at all times to include employer's liability, buildings and equipment cover, personal accident, travel insurance, cyber insurance and other relevant cover.
- Maintaining the relationship with the insurance brokers and managing insurance claims

### **ICT and Digital Strategy**

- Manage the ICT functions at King's and Hazlegrove, including subcontractors and service providers.
- Ensure the school networks, digital systems, and infrastructure are fit for purpose, secure, and GDPR compliant.
- Advise on digital transformation and cyber security strategy.

### **Data Protection**

- Act as the schools' Privacy and Compliance Officer and ensure that the schools comply with all relevant Data Protection Legislation.
- Ensure any data breaches are investigated and reported to the appropriate authority where necessary.
- Ensure the schools have appropriate policies in place which are made available as necessary for the control and management of the personal data of staff, pupils, parents and alumni of the schools.
- Provide advice and guidance on Data Protection matters.
- Deal with Subject Access Requests and Freedom of Information requests as required by law.

### **Subordinate Entities**

- Act as Director of Crown and Dolphin Enterprises Limited ensuring reporting is conducted in line with current legislation.
- Act as Director of King's Bruton (International) Limited, which is currently dormant.
- Act as Director of the Martin Barber Trust ensuring compliance and reporting duties are met.
- Provide support to the charity Bruton School for Girls Trust as detailed in the Service Level Agreement between BSGT and King's School, Bruton.

### **General Management and Administration**

- Meet with Headmasters weekly during term-time; visit Hazlegrove regularly.
- Act as the schools' Data Protection Officer.
- Maintain governor records as the Clerk to the Governors.
- Acting as Company Secretary for King's School, Bruton, Crown and Dolphin Enterprises Ltd and KSB International. Ensuring annual and statutory returns made as necessary
- Produce papers, agendas, and minutes for governors' meetings, including Finance and Risk Management committees.
- Chair the Health and Safety Committees; implement and monitor Health and Safety policies and risk assessments.
- Liaise with solicitors, property consultants, insurers, and statutory authorities.

- Maintain membership of the Independent Schools' Bursars Association and attend briefings/meetings.
- Update the Terms and Conditions of the Parent Contract as necessary to remain compliant with emerging legislation.
- Maintain and update school policies in the Bursar's area of responsibility.

### **Clerk to the Governors**

- Provide professional and strategic advice to the Governing Body and Chair of Governors.
- Prepare agendas, papers, and minutes for all Governors' meetings and sub-committees.
- Maintain statutory and governance records, ensuring compliance with Companies House and Charity Commission requirements.
- Monitor and update governance policies, including The Governors' Handbook, Terms of Reference, Codes of Conduct, Registers of Interests, and standing orders.
- Advise governors on regulatory, compliance, and statutory requirements.
- Coordinate governor appointments, induction, and training.
- Ensure proper filing and retention of all governance documents.
- Support the Governing Body in evaluating effectiveness, risk management, and compliance.

### **Safeguarding and Child Protection**

King's School, Bruton and Hazlegrove are committed to safeguarding and promoting the welfare of children. All staff are expected to understand and comply with safeguarding policies and procedures, including safer recruitment and ongoing professional responsibilities.

### **Professional Expectations**

- The post-holder may be required to perform additional duties consistent with the scope of the role.
- Maintain professional development and awareness of best practice in school leadership, finance, estates, HR, ICT, and governance.

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