



HAZLEGROVE

Deo Juvante



Hazlegrove School



KING'S BRUTON

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King's School

Candidate brief for the appointment of
Bursar of the King's Bruton Foundation

Welcome from the Senior Warden

Thank you for your interest in the position of Bursar of the King's Bruton Foundation. This appointment follows the planned retirement of our long serving Bursar, whose contribution to the Foundation has been exceptional. We now seek an outstanding successor to lead the financial and operational functions of both King's School, Bruton and Hazlegrove Prep School.



King's Bruton and Hazlegrove are two remarkable schools with deep historical roots and a shared ethos that places community, character and excellence at the heart of everything we do. Set in the beautiful Somerset countryside, the Foundation has grown into a thriving educational family, offering the opportunity for continuity of education from age 2 to 18 and a distinctive blend of tradition and forward looking ambition.

The next few years will bring significant operational, financial and regulatory challenges for all independent schools. They will also bring exciting opportunities for innovation, growth and strategic development. We are therefore seeking a Bursar who combines strong financial acumen with strategic insight, commercial awareness and the ability to lead complex support services across two busy schools.

The Bursar will play a pivotal role in ensuring the long term sustainability of the Foundation. Working closely with both Heads and reporting directly to the Governing Body, the successful candidate will provide the leadership, professional expertise and operational oversight required to support the Foundation's mission and values.

If you are an experienced senior leader with the vision, integrity and capability to guide the Foundation through the next phase of its development, we would be delighted to hear from you.

Nick Buckland

History and Overview of the Foundation

King's Bruton is a historic 13–18 co-educational boarding and day school founded in 1519. Its rich heritage, distinctive character and strong boarding ethos have shaped generations of pupils. Hazlegrove Prep School, located a short distance away, is a thriving 2–13 co-educational day and boarding school with an excellent reputation for academic achievement, pastoral care and breadth of opportunity.

Together, the two schools form the King's Bruton Foundation, a single charitable organisation with shared governance, shared services and a common set of values. While each school retains its own independence, identity and operational rhythm (approximately 40 – 50% of Hazlegrove pupils move to King's each year), both are united by a commitment to high standards, a strong sense of community and a culture that encourages pupils to be respectful, confident and ambitious.

The Foundation's structure enables strategic planning, financial resilience and the sharing of expertise across both schools. The Bursar plays a central role in ensuring that this structure operates effectively and sustainably.



Ethos and Values

The Foundation's ethos is rooted in:

- Community – a close-knit environment where every pupil is known and valued
- Respect and equality – a culture that celebrates diversity and fairness
- Ambition – a determination to achieve academically, culturally and in sport
- Character – modesty in victory, graciousness in defeat, loyalty to peers and pride in the schools
- Christian values – underpinning the pastoral and spiritual life of both schools

These values shape the expectations we have of our staff and the leadership qualities we seek in our Bursar.

The King's Bruton Foundation and Governance

The Foundation is governed by a single Board of Governors responsible for the strategic direction, financial oversight and long-term sustainability of both schools. The Bursar, who is also Clerk to the Governors, is a key adviser to the Board and works closely with the Chairs of all sub Committees.

Shared services across the Foundation include:

Finance, HR, IT, Estates, Compliance and Health & Safety,
Trading activities

The Bursar leads these functions and ensures that they operate efficiently, safely and in line with regulatory requirements. Both Heads work in close partnership with the Bursar, and the three senior leaders meet weekly to coordinate Foundation wide matters.



The Opportunity

This is an exceptional opportunity for an experienced and ambitious senior leader to take on a strategic Bursar role across two highly respected independent schools.

The successful candidate will inherit:

- A financially stable Foundation with strong pupil numbers
- A committed and experienced support staff team
- A well maintained estate with significant heritage assets
- A culture that values professionalism, collaboration and innovation

The Bursar will have the opportunity to:

- Shape the Foundation's long-term financial strategy
- Support both schools in adapting to changing market conditions
- Contribute to the Foundation's strategic vision and future growth
- Strengthen compliance, risk management and operational resilience
- Lead major capital projects and estate development

The role requires a leader who is commercially astute, operationally strong and able to inspire confidence at all levels of the organisation.





Finances

The Foundation benefits from the financial strength that comes from operating two schools within a single structure.

The Foundation has invested significantly in recent years, including:

- A Teaching and Learning Centre at Hazlegrove
- A new astro at Hazlegrove
- A Music School and Pavilion at King's
- Strategic property acquisitions in Bruton

The Bursar is responsible for:

- Financial management and reporting
- Budgeting and forecasting
- Cashflow and treasury management
- Statutory compliance
- Oversight of the Foundation's trading company
- Supporting fundraising and development activity

The Foundation offers a limited number of means-tested bursaries and scholarships at key entry points.

Senior Management

The Bursar and both Heads meet weekly to provide strategic oversight and planning for Foundation related issues.

The Bursar is a member of the Senior Management Team (King's) and Senior Leadership Team (Hazlegrove) and works closely with both groups.

The Bursar provides leadership to all support staff and ensures that operational functions align with the educational priorities of both schools.

The Role

The Bursar is responsible to the Board of Governors for the effective financial stewardship, operational leadership and regulatory compliance of the Foundation and can expect to liaise with the Senior Warden on a regular weekly basis. The role encompasses:

- Financial Leadership
- HR and People Management
- Estates and Capital Projects
- Catering
- Compliance, Risk and Health & Safety
- IT and Digital Strategy
- Trading Activities
- Leadership and Governance



The Person

Education and Experience

Essential

- Degree level educated
- Significant senior leadership experience in finance, operations or corporate services
- Experience of managing multi-disciplinary teams

Desirable

- Experience in the independent schools sector
- Experience of estates management or capital projects

Personal Attributes

- Integrity, discretion and sound judgement
- Strong interpersonal and communication skills
- Strategic thinker with operational grip
- Resilient, calm and solutions focused
- Collaborative and able to build strong relationships
- Commitment to the Foundation's values and ethos

Leadership and Management

- Ability to lead and inspire support staff
- Strong financial and commercial acumen
- Ability to manage complex operations
- Confidence in decision-making
- Commitment to continuous improvement





Employment Terms and Conditions

The successful candidate will be offered:

- Competitive salary commensurate with experience
- Defined Contribution Pension Scheme
- Private medical insurance
- Death in Service benefit
- Fee remission across the Foundation



How to Apply

The King's Bruton Foundation is being assisted in the recruitment of this key appointment by the **Independent Schools' Bursars Association (ISBA)**, from whom a Candidate Pack can be obtained by sending an email to recruiting@theisba.org.uk

Alternatively, if you would like to discuss the position with ISBA prior to applying, please contact **Lucy Wyatt** on **07817 038009**.

Closing date for applications is **1st June 2026**.

The appointment will be made by a panel chaired by the Senior Warden.

Screening interviews conducted by the ISBA recruitment team will be held for long-listed candidates and short-listed candidates will attend first stage interviews week commencing 15th June 2026, and, if invited, final panel interviews week commencing 22nd June 2026.

King's Bruton and Hazlegrove are independent co-educational boarding schools committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.





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