



Brief for the position of

# Bursar of the Pocklington School Foundation

For October 2021

The role of Bursar arises at an exciting time for the Foundation as we move towards a new working week, and the successful candidate will have the opportunity to build upon existing achievements whilst developing and implementing our ambitious Strategic Education Vision for this successful co-educational day and boarding Foundation.



# Background

Pocklington School was founded in 1514 by lawyer and clergyman John Dolman, a visionary who understood the value of education. Dolman established a guild in the local parish that gave support to the poor and also provided a school.

Steeped in the values of truth, trust and courage, the School is one of the oldest in the country and has inspired pupils for over 500 years.

Whilst Pocklington is proud of its rich heritage, it is by no means complacent and continually seeks to identify innovative ways to enthuse and inspire. Tradition, a strong sense of community and an individualised approach to education makes Pocklington what it is today. As the School continues to evolve, its focus is also on preparing its pupils for the future by encouraging independence, broadening horizons and instilling them with our unique set of Pocklington Values and Virtues.

The atmosphere across the Foundation is happy and supportive and pupil and parent satisfaction levels are very high.

January 2020 saw the introduction of the Foundation's new Strategic Education Vision and set the school on an ambitious course for the next five years.

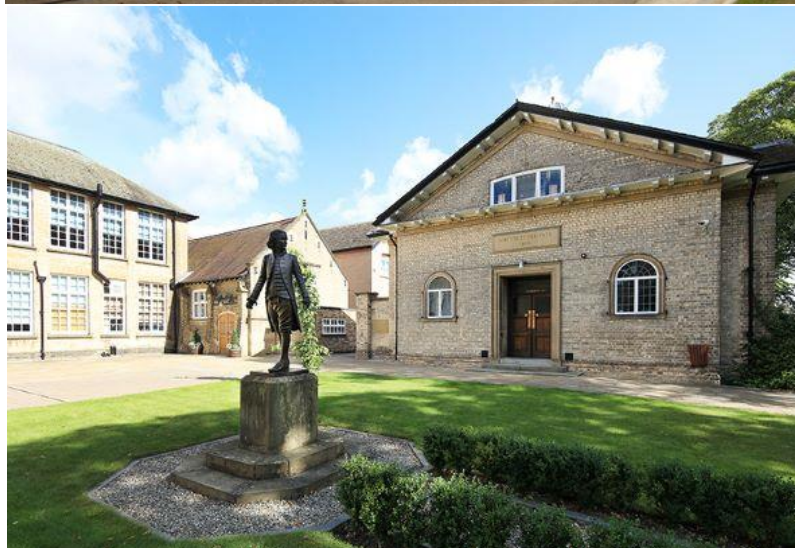
## Leadership and Governance

The Foundation Management Group establishes and drives the strategic direction of the whole Foundation, and Pocklington School and Pocklington Prep School are managed by bespoke management groups. The Bursar is a member of all and chairs the Bursarial management group.

Governors are highly committed and engaged in overseeing the strategic direction of the Foundation and draw upon a wide range of skills. In addition to the full board, Governors' Committees currently include:

- Education
- Estates
- External Relations
- Finance
- Nominations and Governance
- Prep School
- Pastoral and Safeguarding Committee

The overwhelming majority of Governors have strong connections to the Foundation and the local area. The Chair is supported by a Vice-Chair and Governors take responsibility for the different Committees, supported by secretaries who come from the management groups. The Bursar reports to the Headmaster and is also responsible for supporting the Board as Clerk to the Governors. The Clerk also acts as company secretary to the Corporate trustee and to two trading entities.



# STRATEGIC EDUCATION VISION 20-25



## ETHOS AND VALUES

We offer incredible experiences inside and outside the classroom and believe in challenging and encouraging our students to seize opportunities that we go the extra mile to provide. These activities and our personalised approach to teaching and learning help to form the bedrock of our students' individual characters. We are a day and boarding Christian foundation that is academic and inclusive

and a family school whose togetherness, care for each other and pride in our community is evident in our outstanding pastoral provision. At the very heart of our ethos lie our "Values and Virtues"; they drive all that we do at Pocklington and mean our students leave with a strong sense of personal and social responsibility along with the ability to shape their own future.



Have the confidence to behave truthfully and honestly, treating others fairly and completing tasks to the best of my ability.

Be curious about the world around me, asking questions to develop my understanding and solve problems.

Persevere with things I find difficult, seeing mistakes as an essential part of the learning process.

Think flexibly, forming my own ideas, trying different approaches and applying what I have learned to new situations.

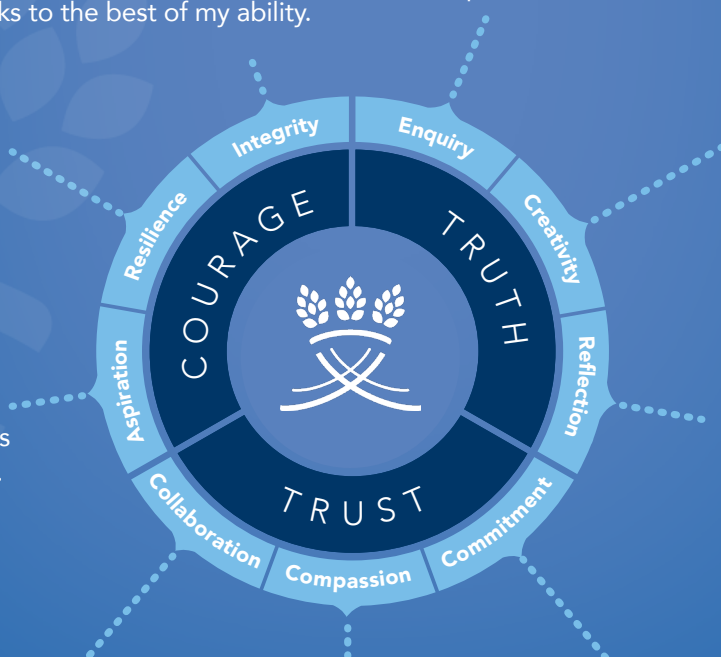
Work with motivation and increasing independence, setting myself high standards and taking pride in my work.

Consider information from a range of reliable sources to draw reasoned conclusions and reflect on what I have learned.

Work effectively with staff and pupils, and use their support to help me make progress.

Be kind and respectful of the skill, talents and viewpoints of others and celebrate their successes.

Play an active part in the school community, participating in a range of activities.





# AIMS AND STRATEGIC OBJECTIVES



## WE AIM TO:

- Embed our Pocklington Values and Virtues into all that we do
- Broaden our pupils' horizons and elevate their ambitions
- Work and engage with families in educating their children
- Embrace innovation and be conscious of tradition
- Ensure our Foundation's future as a provider of excellent education

## OUR STRATEGIC OBJECTIVES ARE TO:

- Foster and deliver learning of the highest quality
- Retain and develop our first class teaching and support staff
- Optimise our pupil recruitment
- Nurture a culture of giving back and increase accessibility to the school
- Enhance our sustainability and efficiency
- Seek national prominence for innovative practice
- Extend and deepen our links with our local, national and international community
- Develop our boarding provision in line with the highest of standards
- Use new technologies to their full potential and grow a digitally capable community
- Maintain excellence in our
  - Pastoral care and provision for mental health and wellbeing
  - Programme of co-curricular activities



Pocklington School, West Green, Pocklington, York YO42 2NJ

The Pocklington School Foundation - registered charity no 529834

## The Pocklington School Foundation

The Foundation comprises Pocklington Prep School (ages 3-11) and Pocklington School (ages 11-18). The schools combine to provide an outstanding, inclusive, co-educational, boarding and day school experience for 700 pupils (including c. 200 in the Prep School) as they move through each stage of their educational journey. Pocklington values individual respect, and throughout the two schools relationships between pupils and staff are excellent. All staff are committed to delivering the very best pastoral care and to creating an environment which supports learning and self-development. All pupils are members of a house through which regular competitions and assemblies take place.

## Pocklington Prep School

To ensure a distinctive experience at each stage of development of its pupils, Pocklington Prep has two divisions: the Pre-Prep (including Pre-School) and Prep.

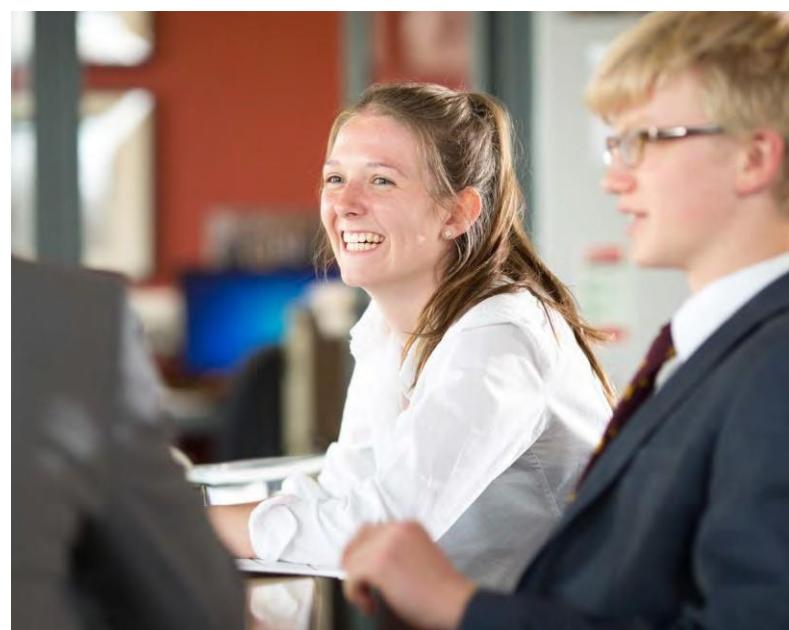
The focus of the Pre-Prep (Pre-School – Year 2) is on ensuring that every child becomes confident in the fundamentals of early learning. Dedicated, enthusiastic form teachers nurture and care for each pupil and specialist subject teachers are committed to providing a creative, positive and warm environment. Children in the Pre-Prep have access to their own outdoor area as well as benefitting from the facilities across the wider campus.

Alongside providing an outstanding academic education, pupils are guided in developing the Pocklington School Values and Virtues, so that they become confident, independent learners.

As pupils move into the Prep School (Year 3-Year 6), the emphasis on specialist teaching grows through a topic-based curriculum which allows for imaginative and creative discovery in the classroom. Pupils are afforded the opportunity to explore and develop their learning through the school's recently introduced programme of Thematic Learning. Pupils also benefit from a broad co-curricular programme, ranging from competitive sporting fixtures to playing in the orchestra. Facilities in the Prep School support its core aim to deliver the highest educational standards and pupils have access to a dedicated IT suite, library, science room and individual music practice rooms.

## Pocklington School

As Prep School and pupils from feeder schools enter the Lower School (Year 7-Year 8), pupils are exposed to a broad curriculum which aims to develop their academic interests and talents.



Pupils in Years 9, 10 and 11 belong to the Middle School which provides specialist attention to pupils' particular academic and pastoral needs as they prepare for IGCSE and GCSE examinations. A wide variety of subjects is offered and the Middle School is proud of its academic achievements which regularly place Pocklington School amongst the country's highest performing schools for its value-added contribution.

As they move on to Sixth Form, students are encouraged to take greater responsibility for their own learning and have the flexibility to structure their own programme, making decisions in order to balance their workload with other commitments.

Almost 50% of pupils leaving the Sixth Form go on to attend Russell Group universities with others choosing a variety of alternative pathways including apprenticeships, the Armed Forces and study abroad schemes.





## Life at school

### *The Arts*

A vibrant and exciting music and drama programme is designed to be inclusive and affords pupils many ways to perform and be involved. Musicians and singers of all levels can join a musical ensemble or perform solo at the mini concerts which take place throughout the year. There are in excess of 100 instrumental lessons taking place each week. The music department regularly enters competitions and has been highly successful in recent years at Pontefract Music Festival.

Art at Pocklington extends well beyond the curriculum with opportunities for pupils to develop their interests and skills in painting, drawing, and sculpting. The art department enters competitions with recent success in the Walker Morris Calendar Competition.

The Tom Stoppard Theatre is Pocklington's state-of-the-art, 300 seat auditorium dedicated to the performing arts. The theatre hosts a number of productions and public exhibitions throughout the year including the Pre-Prep Nativity, as well as productions by years 3 & 4, and years 5 & 6.



### *Sport*

Sport plays a central and formative role in the personal development of pupils at Pocklington and all are encouraged to participate whatever their aptitude and ability. Pupils are taught to play the traditional sports – rugby, hockey, cricket, and athletics for boys and hockey, netball, athletics and rounders for girls. The school also provides a comprehensive fixtures list across all the major sports through all three terms for years 3 to 6. Pupils receive weekly P.E. and swimming lessons.

In addition, we support our pupils in other sports such as equestrian, shooting and trampolining. Through their experience of competition, some pupils go on to compete regionally and at national level.

### *Outside the classroom*

Throughout their time at Pocklington, pupils are encouraged to participate in a diverse range of co-curricular activities which are designed to build self-confidence and hone leadership and teamwork skills within a supportive and safe environment. A structured programme of activities is offered to pupils in the Prep School. There are also active School councils and an Eco-team.

## Boarding

Pocklington offers flexibility in its boarding provision to meet a variety of different needs. Through providing some of the best boarding facilities in the country, Pocklington is able to genuinely offer a home from home experience, with many pupils choosing to board. Boarders are placed in one of four single sex boarding houses located on campus: Orchard and Faircote for girls, and Dolman and Fenwick-Smith for boys.

## The campus and local area

In addition to four boarding houses and specialist teaching facilities for music, science, and other academic subjects, the School's 45 acre rural campus includes the Tom Stoppard Theatre, the new Art and Design Centre, as well as 21 acres of grass rugby, cricket and hockey pitches.

There are also two full-sized Astroturf pitches, one of them floodlit, which can be used for hockey and netball in the winter and are transformed in the summer into 18 tennis courts. The School also has an indoor swimming pool and a sports hall.

The small and friendly town of Pocklington is in the East Riding of Yorkshire, 12 miles east of the historic city of York. The town is surrounded by beautiful countryside close to the Yorkshire Wolds and a short distance from The North York Moors National Park and the Yorkshire Dales. The Foundation regards itself as a key part of the surrounding community and plays an active role in its development.

## Old Pocklingtonian Association (OPA)

The OPA was established over 100 years ago for former pupils of Pocklington School and today boasts more than 4,000 active members. It continues to play a pivotal role in the school community, offering a wide range of social, sporting and careers events and opportunities.

Recently, the OP careers network joined forces with Pocklington School to form the Pocklington School Foundation Careers and Business Network, with aims to help each other thrive in a highly competitive world.





# The Role

The Bursar is responsible for the delivery and efficiency of support services, as well as making a leading contribution to the Foundation's strategic direction and acting as the Clerk to the Governors.

The scope of the role spans finance, strategic planning, HR, facilities and risk management. The Bursar reports to the Headmaster and, as Clerk to the Governors, directly to the Chair of Governors.

The Bursar is a member of the Foundation Planning Group and the two school management groups, and has direct line management responsibilities for the Deputy Bursar, the Domestic Bursar, the Estates Manager, the Head of HR & Compliance, the IT Network Manager, the H&S Advisor and their respective teams.

The post holder will ensure:

- The business of the Foundation is managed as economically, efficiently and effectively as possible in accordance with its aims; and
- Full compliance with the regulatory/legislative framework and that this is reflected in Foundation policies.

## Key responsibilities:

### *Strategic Leadership*

- Work in partnership with the Headmaster and Governors to shape and implement the Foundation's Strategic Education Plan.
- Seek continuous improvement in operational, financial, risk management and contingency planning and thinking.
- Prioritisation, planning and delivery of the Estate Development Plan.

### *Staff Leadership and Management*

- Provide leadership and management of most support departments, deploying and managing the staff.
- Oversee the appraisals, performance management and professional development of support staff.
- Ensure that all bursarial staff are aware of our vision, aims, values and strategic objectives and that they are motivated to work in a united fashion to deliver them in an excellent fashion.
- Support the development of HR policies in respect of the Employment Cycle and other policies that meet current compliance standards including safeguarding.

### *Financial Management*

- Plan, produce and control the annual operating and capital budgets, and recommend fee levels.
- Initiate cost management measures and initiatives
- Ensure robust systems of financial control and that the financial accounts are prepared in accordance with statutory and regulatory requirements.
- Oversee the administration of fees, salaries, payroll and pensions.
- Advise on general financial policy, taxation and the implications of charitable status.

### *Operational Matters*

- Ensure that every aspect of the Foundation support functions is compliant with the legal and regulatory requirements.
- As lead for Information and Management Governance, support the Head of HR & Compliance in their role as Data Protection Lead, the IT Network Manager and the Head of Digital Learning, to ensure compliance with DPA 18 and GDPR.
- Ensure that the School's estate and facilities are maintained and operated at the highest possible standard.
- Maintain the highest standard of security provision to protect pupils, staff, visitors and property.
- Ensure compliance with all relevant aspects of Health and Safety Regulations and employment law.
- Provide advice in respect of HR policy, case work and practice.
- Ensure that appropriate commercial use is made of the assets of the Foundation.
- Take a central role in the management of risk, arrange appropriate insurances and oversee the critical incident plan arrangements, business continuity and disaster recovery.

### *Clerk to the Governors*

- Ensure that governance is carried out in accordance with the Memorandum of Association and in addition to matters of statutory compliance and in accordance with instructions of the Charity Commission and Companies House.
- Ensure that governance is carried out effectively, providing timely meeting schedules and supporting the board and committee meetings with papers and minutes.
- Support the appointment, induction and ongoing training of governors,
- Maintain appropriate records of all governance activity.



# The Person

It is expected that the next Bursar of Pocklington School Foundation will be a committed and inspirational leader of the highest calibre. Applications are invited from candidates with the following key skills, experience and attributes:

## Qualifications and experience

The successful candidate will have:

- A degree with an additional qualification such as ICSA, Accountancy or Management an advantage.
- A proven track record of success in the leadership of multi-disciplinary teams.
- Strategic planning experience.
- Outstanding business and administrative expertise gained from senior executive management roles.
- Experience of project management and delivery, budget management, financial reporting and IT Management.
- Experience of the delivery of organisational change, facilities and events management and working with a Board of Governors or similar body would be desirable.

## Knowledge, skills and ability

The successful candidate will have:

- Outstanding communication skills (both written and verbal).
- High level decision-making abilities.
- Strong leadership skills.
- Strong commercial, financial and business acumen.
- Project management skills.
- Strong IT skills.
- Good knowledge of HR & people management.
- Commitment to meaningful engagement and working in effective partnership with the local community.
- Knowledge of charity law, Health & Safety, safeguarding and pensions would be desirable.

## Personal

The successful candidate will display:

- Evidence of sharing the Pocklington values, with a strong commitment to the vision of the School whilst also being in sympathy with our Christian Foundation.
- Commitment to and support of the welfare of all staff and pupils.
- An ability to inspire trust and confidence in all stakeholders: parents, governors, staff and pupils.
- Attention to detail and 'finishing'.
- Stamina, patience and diplomacy.

The successful candidate will be:

- Authentic, genuine and resilient with excellent judgment and integrity, vision and intellectual breadth.
- Charismatic, confident and assured with a palpable enthusiasm for all areas of school life.
- Energetic, adaptable, and decisive.
- Self-aware with a willingness to seek advice and ask for support.
- Willing to play a wider role in the life of the Foundation than the formal job description lays down; and to help out in a crisis.



# How to Apply

Candidates are requested to complete an online application form via the TES website, the link for which can be found at [www.pocklingtonschool.com/Job-Vacancies](http://www.pocklingtonschool.com/Job-Vacancies), or through the TES website directly at [www.tes.com/jobs/](http://www.tes.com/jobs/)

No other form of application will be accepted unless under exceptional circumstances. If you are unable to apply online due to a disability, then please contact the Foundation's Human Resources Team on 01759 321212 or e-mail [recruitment@pocklingtonschool.com](mailto:recruitment@pocklingtonschool.com)

*The Pocklington School Foundation is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection training and screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

For an initial discussion, please contact Toby Seth, Headmaster, on 01759 321200

The closing date for applications:  
**9.00am GMT on 22<sup>nd</sup> January 2021.**

Shortlist interviews with the Selection Committee will take place remotely on 29<sup>th</sup> & 30<sup>th</sup> January 2021, followed by briefing visits to the School on 4<sup>th</sup> & 5<sup>th</sup> February 2021 for those invited through to the final stage.

Final interviews will take place w/c 8th February 2021.

*The Pocklington School Foundation, Registered Charity No. 529834 comprises Pocklington Prep School and Pocklington School, Pocklington School Trustee Limited, Registered in England and Wales, Company No. 6560143 administers the Charity. Registered Office: West Green, Pocklington, York YO42 2NJ*





