

HAMPSHIRE COLLEGIATE SCHOOL

HS Embley Park
Hampshire Collegiate School

PART OF UNITED LEARNING

HAMPSHIRE COLLEGIATE SCHOOL

Hampshire Collegiate School is a leading independent day and boarding school for children aged 2 to 18 on the edge of the New Forest National Park near Romsey in Hampshire. The school is expanding with almost 500 pupils on role in this academic year and an expectation that this will increase to 750 by 2022.

Growth is driven from both day and boarding pupils. The majority of day pupils come from within a 30-mile radius of the school and utilise our private home-school transport service which comprises tailored routes across Hampshire and Wiltshire. Approximately 10% of our school community are boarders, mostly from overseas and mixed nationalities. Boarders live in the historic Manor House and are cared for by our Heads of Boarding along with our boarding tutors and matrons.

MISSION

Hampshire Collegiate School exists to create an environment in which we work collaboratively to encourage academic ambition, creativity, enthusiasm and resilience through participation in a rich and diverse curriculum and co-curriculum. Everyone is valued as individuals at Hampshire Collegiate School and this is underpinned by a culture of respect for ourselves and others.

Our school motto 'vita studia una', life and learning are one, provides a succinct formulation of what we are involved in sharing with young people at Hampshire Collegiate School.

PURPOSE

Our core purpose is that each child is the best that they can be. We equip our pupils with the competence to master academic rigour, the confidence to live a life of value and self-worth in the world and the compassion to make a difference to the lives of others.

VISION

Hampshire Collegiate School will be the school of choice for 2-18 year olds across Hampshire and one of the best independent schools in the UK, providing an outstanding learning experience in an intellectually stimulating and supporting environment. We will be a nationally recognised centre for teacher training and a model provision for values-led education.



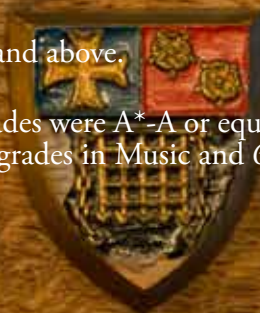
2018 ACADEMIC RESULTS

A Levels:

- The best set of A Level results for the school in years.
- 100% pass rate and 42% of all entries were A*-B.
- In a number of A Level subjects, 100% of pupils achieved A*- B. These include A Level Art, Craft & Design and Modern Foreign Languages, which bucks the national trend in grades for language subjects.
- Nearly half of all pupils went on to study at Russell Group universities, the greatest number in the school's history.
- There was continued 100% A*- A success with pupils taking the Extended Project Qualification, underpinning the school's commitment to research, intellectual enquiry and authentic learning.

GCSEs:

- An increase in the number of pupils achieving the top grades.
- One in three grades (36.8%) were A*-A (7+) and 91.8% of grades were C (4) and above.
- The school had excellent results across many subjects. In Biology 70% of all grades were A*-A or equivalent and in Chemistry and Physics 65% of all grades were A*-A (7+). 62.5% of all grades in Music and 60% in French were also the top grades.



PASTORAL CARE

We believe that the foundation of our pupils' competence, confidence and compassion lies in our dedicated focus on pastoral care. We do not compare our pupils to their peers or with so-called norms, and we strongly believe that every child is unique and deserves the support and recognition that they deserve as they grow.

Strong relationships are at the heart of effective pastoral care and we place great importance on every aspect of the home-school-child partnership. We run a number of programmes and initiatives which include talks, workshops and informal discussion groups that help equip our children with the life skills they'll need to make well-informed decisions. For parents too, we offer a programme of workshops which offer guidance and ideas of how they can support their children at home.

Our whole school engagement programme sees our Sixth Form pupils acting as role models to our younger pupils and you will have the opportunity to support the roll out of a number of curricular programmes, such as our Royal Institution Mathematics Masterclasses and co-curricular initiatives including sailing, golf and skiing, across the school.

CO-CURRICULUM

Our co-curriculum provides opportunities for pupil leadership and challenge; it enables our young people to uncover new interests and talents, explore subjects beyond the classroom and build resilience; and it nurtures the growth of intellectual curiosity, creativity and independent learning.



We offer a wide variety of sports and our aim is to provide all pupils with the opportunity to participate in as many of these as possible. We partner with Bath Rugby to deliver a professional coaching programme for pupils, we are the school of choice for Southampton Football Club's apprentice footballers and we are the hub for Hampshire girls' cricket. Alongside traditional sporting opportunities such as rugby, hockey, cricket, netball and rounders, we offer outdoor adventure activities. These include our Keelboat Programme which sees our fleet of Etchell 22s moored nearby at Lymington Harbour and a ski team which competes nationally and internationally.

Creative life at Hampshire Collegiate School is also very important. We have a purpose built Performing Arts Centre, a Music Department with rehearsal rooms and a recording studio and an exceptional Art Faculty covering conventional art techniques to textiles, ceramics and much more.

A large number of pupils also participate in the Duke of Edinburgh's Award Scheme.

CAREER COACHING & BUSINESS PROGRAMME

All Senior School pupils follow a programme which is designed to help them develop an understanding of careers and the skills that they will need to be successful in a higher education and/or commercial environment.

MBA Experience

In association with Winchester University, our MBA Experience is designed to help Sixth Form pupils understand the key factors that impact business performance, build commercial awareness and develop their fluency in the language of business. The programme is delivered through a series of practical and interactive workshops by leading business professionals.

Nightingale Lecture Series

Each term, Sixth Form pupils are invited to a formal dinner event where they listen to and reflect on the life stories and experiences of influential business leaders, pioneers and entrepreneurs. Past speakers include James Allison, technical director at Mercedes-AMG Petronas Motorsport, and David Millar, former professional cyclist and anti-doping campaigner.



Industry Careers Evenings

These events enable our pupils to interact with a range of successful business people and hear, first-hand, about their career paths. Pupils receive practical advice on the qualifications that employers look for as well as insightful advice about the skills and qualities that will help pupils lead successful careers.

International Universities Roadshow & Higher Education Conference

Our roadshows allow pupils to speak with and consider a number of highly regarded UK and international universities. The school also has significant links with a number of leading UK universities including Oxford, Cambridge, Warwick, Imperial College London, Edinburgh and the London School of Economics, and overseas institutions across Europe, Canada and the USA.

GROUPS & FACILITIES

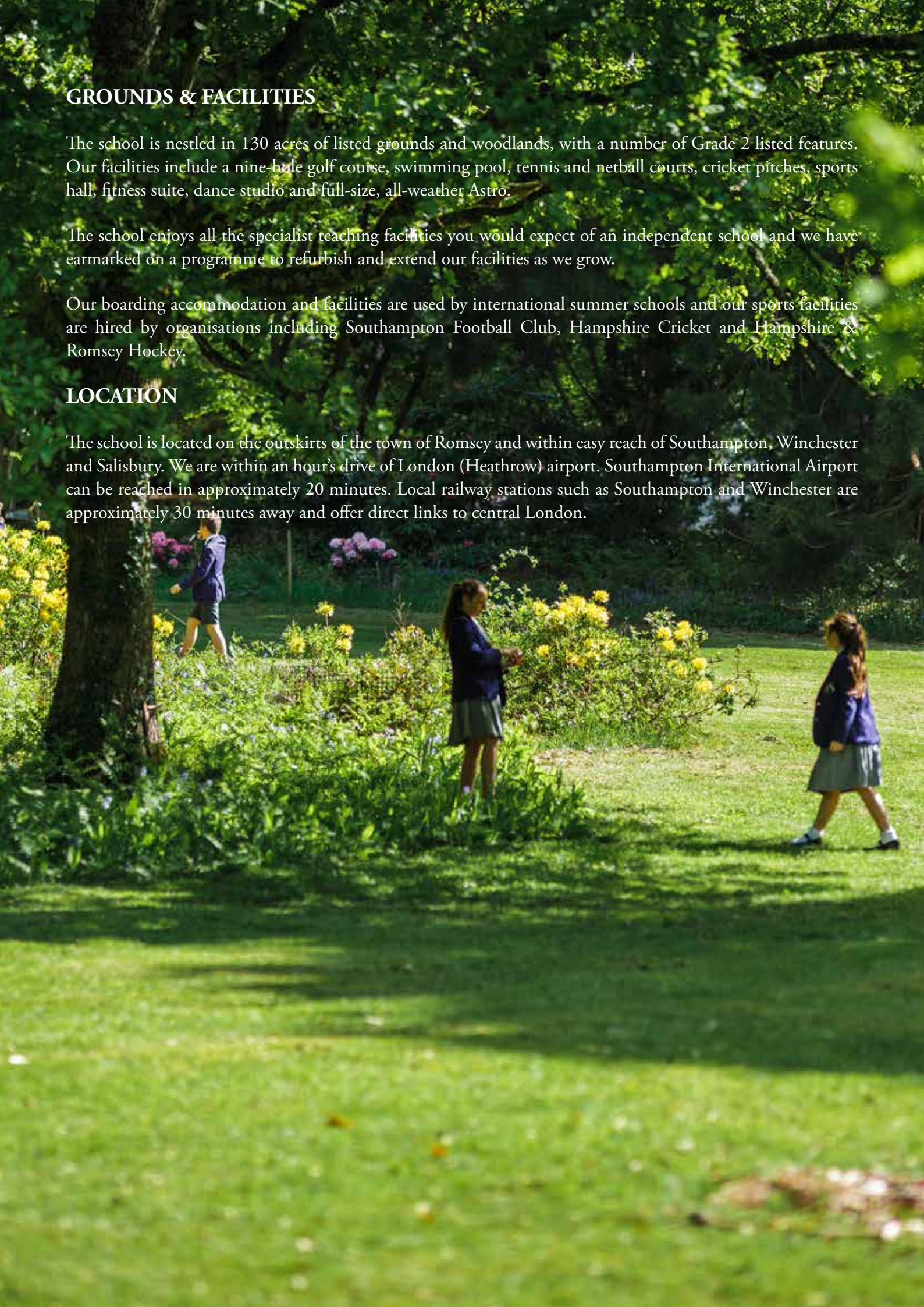
The school is nestled in 130 acres of listed grounds and woodlands, with a number of Grade 2 listed features. Our facilities include a nine-hole golf course, swimming pool, tennis and netball courts, cricket pitches, sports hall, fitness suite, dance studio and full-size, all-weather Astro.

The school enjoys all the specialist teaching facilities you would expect of an independent school and we have earmarked on a programme to refurbish and extend our facilities as we grow.

Our boarding accommodation and facilities are used by international summer schools and our sports facilities are hired by organisations including Southampton Football Club, Hampshire Cricket and Hampshire & Romsey Hockey.

LOCATION

The school is located on the outskirts of the town of Romsey and within easy reach of Southampton, Winchester and Salisbury. We are within an hour's drive of London (Heathrow) airport. Southampton International Airport can be reached in approximately 20 minutes. Local railway stations such as Southampton and Winchester are approximately 30 minutes away and offer direct links to central London.



UNITED LEARNING

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We seek to improve the life chances of all the children and young people we serve and make it our mission to bring out the best in everyone – pupils, staff, parents and the wider community. We are uniquely united across both the state and the independent sectors; we make learning and improvement our focus. Together, we are one of the country's leading education providers, currently educating over 40,000 pupils and employing over 6,500 members of staff including over 3,500 teachers.

Through being a group, we can offer more to both staff and young people than any single school could offer. The growing range of group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our group contains the most developed relationships and practical interactions between independent and state schools in the country, creating benefits for all the schools involved.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies.

To find out more about United Learning, please visit our website: www.unitedlearning.org.uk.

As part of United Learning, Hampshire Collegiate School shares the objective of bringing out 'the best in everyone', enabling each pupil to become a balanced, happy and articulate person with intellectual freedom, confidence, compassion, integrity and a lifelong love of learning.

BENEFITS OF BEING PART OF UNITED LEARNING

The professional development of Heads and Bursars is one of United Learning's key strategic priorities. Bursars are encouraged to attend courses and conferences run by ISBA and AGBIS as well as attend legal, charitable and compliance and safeguarding updates. United Learning has a track record of involving key staff with specific skills across the whole group as and when opportunities arise.



ORGANISATIONAL STRUCTURE

Governance

The Bursar reports to the Headmaster of Hampshire Collegiate School, with close coordination with the Finance Director at United Learning as well as the Hampshire Collegiate School Local Governing Body.

Leadership

The Bursar is responsible for a team comprising:

- Finance
- Facilities & Transport
- Housekeeping
- Maintenance
- Grounds
- Commercial
- Catering
- Health & Safety

The Bursar will be an active member of the school's Senior Leadership Team and will contribute at regular meetings and will act as Clerk to the Governors.



ROLE DESCRIPTION

The role of the Bursar is to support the Headmaster, SLT and Governors in the development and implementation of the school's strategic plan, in particular the elements which relate to the school's property and finances within the United Learning structure. Additionally, the role will be responsible for the professional leadership, direction and operation of a number of the school's support functions to include:

- Financial management and control
- Facilities management
- Estates management
- Health & Safety
- Commercial

KEY RESPONSIBILITIES

A. Managing finances

- To prepare the proposed annual budget in consultation with the Headmaster and Finance Officer in line with the school's Strategic Plan and United Learning Guidelines
- To be responsible for the management of the agreed budget ensuring the efficient operation according to agreed procedures and in conjunction with the Finance Officer to maintain those procedures by conducting at least one annual review.
- To be responsible for the monthly management accounts (although not their production) on ongoing in year forecasts
- To be responsible for the management of the accounting functions, ensuring the efficient operation according to agreed procedures and accounting standards.
- To produce financial models and analysis to support the Strategic Plan and decision making
- To advise the Headmaster of the financial consequences of options open to him.
- To maintain an Asset Register
- To organise relevant lease arrangements and obtain written approval from the Group Finance Director.
- To prepare all financial returns for Central Office.
- To manage and monitor contracts, tenders and agreements for the provision of support services, in cooperation with Central Office as necessary.
- Work closely with the Fees Department to ensure correct fee billing and effective credit control (both local and central)
- To monitor costs in relation to services provided in all areas and look for cost savings/operational improvements



B. Commercial

- To actively seek opportunities for additional revenue streams from commercial activity
- To manage the operation of all commercial activity
- In conjunction with the Marketing Department, to actively seek opportunities for site usage where the core objective is site visits and awareness from target market groups rather than immediate commercial revenue
- To negotiate contracts for commercial activities

C. Support services

To be responsible for school support service facilities in the areas of:

- Catering
- Transport
- Housekeeping
- To maintain efficient and cost effective support services with a focus on service level as much as cost
- To continue to review the insource/outsource agreement and make appropriate changes where necessary.

D. Estates and grounds

- To ensure the upkeep and gradual improvement of the school grounds and estate as one of the key assets of the school with a key focus on the “look and feel” of the site
- To ensure that outdoor school sports facilities are maintained and ready for use at the appropriate time
- To ensure compliance with the improvements highlighted in the landscape management plan and the Section 106 requirements







E. Estates and facilities management

- To plan and oversee all capital and improvement projects for the school
- To maintain a real focus on the overall look and feel of the buildings and site, maintaining a clean, tidy and attractive environment
- To oversee, in conjunction with the Maintenance Manager, the efficient maintenance management of the school site, buildings and grounds including:
 - Maintenance schedules and the efficient operation of all facilities on the premises
 - Lighting, heating, water, fire safety equipment, waste services, ventilation, energy services and other plans
 - To continue to work to improve energy efficiency of the buildings
- To agree in conjunction with the Headmaster and Maintenance Manager a five-year maintenance plan for both buildings and grounds
- To manage the school's defect reporting system
- To purchase and maintain all furniture, fittings and equipment; to organise repair as appropriate
- To manage and ensure the provision of an efficient and effective maintenance service

F. Health and safety

- To oversee the school Health and Safety Officer and the management of all Health and Safety on site
- To be the School Fire Safety Officer, overseeing the management of fire safety procedures, maintenance of fire protection equipment, fire drills and alarm tests

G. IT networks

- To agree in conjunction with the Deputy Head and IT Systems Manager the annual budget and monitor expenditure against budget throughout each academic year
- Together with Senior Leadership Team, to agree strategic development of IT systems within the school

Other duties

- To act as Clerk to the Governors
- To oversee the management of site security
- To adhere to published school policies and procedures
- To attend regular meetings with the Headmaster, SLT, Governors and United Learning representatives
- To actively seek out opportunities for continuing professional development and training
- To undertake such other reasonable duties as may be required from time to time within the overall scope of the post
- To adhere at all times to Safeguarding and Child Protection regulations
- To be aware and adhere at all times to the school code of conduct and confidentiality

It is the nature of the work of Hampshire Collegiate School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the job description.



PERSON SPECIFICATION

The Bursar will support the Headmaster as an active presence in all areas of school life to underpin the academic ethos of the School. The Bursar will be a strong communicator and manager of people. As part of this he/she will need to be highly visible throughout all areas of the school.

Previous schools' experience is not an essential prerequisite, and applications are invited from a range of backgrounds. The key requirements are financial and commercial awareness, staff management, project management and an ability to project manage a number of tasks concurrently. On top of this there needs to be a real empathy towards schools.

He/she will have most or all of the following qualifications, experience, skills, knowledge and personal qualities.

Qualifications and experience

- A good first degree and evidence of a commitment to continuing professional development
- MBA or equivalent professional qualification and experience in finance, facilities management or personnel management
- Delivering best value for money strategies in the provision of support services
- Developing management information systems
- Financial management and control, accountancy terminology and the ability to accurately interpret financial documents
- A knowledge of Health & Safety requirements and their impact upon the provision of a safe and secure working environment
- Previous experience of Bursar role
- Knowledge of site planning and buildings
- An understanding, and awareness of working within an academic environment
- An awareness of the importance of confidentiality and data protection

Leadership and management

- Demonstrable success in leading a multi-disciplinary team including substantial financial management in a comparable organisation and through significant periods of development
- Experience in leading and developing colleagues and effective teams
- Evidence of and ability to influence positively the work of individuals
- Have calm, authoritative and determined leadership with the ability to confront underperformance
- Demonstrate broad and strategic vision
- Initiative and the ability to plan and implement change
- Have experience of operating at a managerial level and overseeing the provision of a first class support service

Knowledge and skills

- An in-depth understanding of the commercial requirements needed to support the school to achieve all round success
- Experience of project management, ideally within a construction process
- The ability to create and implement effective management systems in which roles, responsibilities and accountabilities are clearly articulated
- Good project management and an ability to manage a number of activities concurrently
- An ability and understanding to manage the relationships with the Head, Governing Body and United Learning
- An ability to understand the structures within United Learning and how they can benefit the school

Personal qualities

- A clear understanding of and strong commitment to the values and ethos of the school
- A love of detail, an eye for quality and sophistication
- Demonstrate sound judgement and decision-making; be a problem solver
- An ability to prioritise and work to tight deadlines whilst retaining a professional composure
- An eagerness to identify and respond to new challenges
- Clarity of vision with the ability to communicate it in a compelling and engaging way
- An adaptable leadership style which encourages leadership from others and celebrates success
- Be proactive, flexible and versatile
- Excellent interpersonal skills, determination and resilience as well as sensitivity and wisdom in managing relationships within a school
- High level interpersonal and communication skills with the capacity to influence at all levels
- A commitment to collaborative working, both within the school and across the Group
- A commitment to safeguarding of children
- Openness, sense of humour, energy and enthusiasm, and a desire to enjoy working at Hampshire Collegiate School

TERMS AND CONDITIONS

The school will be offering an attractive salary package reflecting both the size of the school as well as the complexity of the role. Working within a school has a number of benefits including an attractive pension scheme, 25 days' holiday plus statutory bank holidays and other benefits that would normally occur within a high calibre organisation. There may be accommodation available for the successful candidate.

APPOINTMENT PROCESS AND HOW TO APPLY

Hampshire Collegiate School has retained the services of David Williams of BursarSearch to help identify the widest possible field of suitable candidates and assist in the assessment of candidates against the requirements for the role.

Applicants should download and complete an application form, submit a curriculum vitae and a covering letter of application which fully addresses the competencies outlined in the job description and person specification and outlines their interest in Hampshire Collegiate School.

The closing date for applications will be **Friday 1st March** at 12 noon

Completed applications should be emailed to the Headmaster's Executive Assistant at: recruitment.enquiries@hampshirecs.org.uk

Applicants are encouraged to call David Williams on 07713 091657 in advance of submitting their application to discuss the role in outline, and to answer any questions.

Longlisted candidates will be invited for interview at the school on **Monday 11th and Tuesday 12th March**. As part of this process there will be a short tour of the school.

Shortlisted candidates will be invited to visit Hampshire Collegiate School on **Monday 25th March** and as well as a panel interview, written task and a short presentation, candidates will meet a number of other staff members at this stage.

United Learning is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure through the Disclosure and Barring Service.





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