



MAGDALEN COLLEGE SCHOOL
INDEPENDENT DAY SCHOOL FOR BOYS 7 - 18 AND SIXTH FORM GIRLS



INFORMATION PACK

Bursar & Clerk to the Governors

Closing date: Midday, Monday 2nd March 2020

Interview date: 18th March 2020

Start date: September 2020 or by negotiation

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Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



Magdalen College School was founded in 1480 by William of Waynflete: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

H. C. Pike

The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. Today MCS is an independent day school in Oxford, England, for boys aged seven to eighteen and for girls in the sixth form.

MCS ranks among the top independent secondary schools in The Sunday Times Schools Guide 2020, placed sixth nationally and third in the Southeast.

The School is run by a Headteacher, known since the foundation of the School simply as "the Master", and controlled by a Board of Governors, which appoints the Master. It has both a senior school and a junior school.

Each year approximately a quarter to a third of the Upper Sixth gain offers for Oxford and Cambridge, and almost all pupils go on to prestigious universities in the UK and abroad.



MCS enjoys an exceptional academic reputation with outstanding annual results at A-Level and GCSE. In 2019, over 96% of A-Level results were at A* to B; with over 82% of grades at A* and A and just under 44% at A*. At GCSE, MCS achieved grades of 82% at A* and 93% at A* and A.

Shaped by its Christian Collegiate foundation and links with the university city of which it is part, MCS aims to inspire in all its pupils a desire to learn, flourish and to serve. These aims are as follows:

- To facilitate a full and rich intellectual and moral education in a liberal community, fostering a joy in learning which enables each pupil to develop an independent and searching mind.
- To nurture confidence and a willingness to embrace a challenge, developing each individual's participation in and enjoyment of a broad range of pursuits, both within and beyond the classroom.
- To provide a safe, friendly and supportive environment in which individuality is valued through mutual support, respect and toleration.
- To equip pupils to make a positive and lasting contribution to their communities, both now and in the future.



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Academic

Magdalen College School is unashamedly academic. The school is a community of bright and inquisitive pupils guided by intelligent and inspiring teachers. We are a school that values scholarship and a love of learning for its own sake. Our teachers know how to inspire bright young minds, and our pupils feed off each other's talents and enthusiasm.

Pastoral

Pastoral Care is central to everything we do at MCS, and is the responsibility of all staff. Our pastoral system is designed to ensure the welfare and happiness of every pupil.

Music and Drama

Music is at the heart of school life and all pupils are involved in musical activities during their time at MCS. We feel passionately that music is for everyone at every level and our music programme is ambitious, exciting and inclusive. Drama at MCS offers something for everyone, with a huge range of opportunities available for pupils of all ages.

Waynflete Studies

The Waynflete programme is our unique version of the extended project, in which every Lower Sixth former has the opportunity to research a topic of their choice, many under the guidance of an external university tutor.

Sports

"Sport plays a huge part in the life of all pupils at MCS and will provide some of their fondest memories in their time at the school. We hope to provide a sporting option for everyone and inspire each pupil to be the best they can be. There are now more pupils playing sport at MCS than ever before, which is something we hope to increase in the future. Please come along to a fixture and see our teams in action." A. Watts, Director of Sports

Clubs and Activities

Extra-curricular life at MCS is not just based on sport, music and drama – there are a wealth of clubs and societies that take place every week. The spirit of the place is such that, if there is an interest in setting up a new club, staff will volunteer to help it in partnership with pupils.

Grounds

MCS is lucky to enjoy some of the most spectacular school grounds in the country, including extensive playing fields, in the heart of Oxford. The school is famous for its enviable location on the banks of the River Cherwell, its iconic White Bridges and extensive Rose Gardens.



The Role

The Master and the Governors seek an outstanding Bursar to provide strong strategic, operational and commercial leadership, ensuring the efficient delivery of a range of services in support of the School's educational aims. For an exceptionally able individual, this post offers an exciting opportunity to play a key role in shaping the future of MCS's dynamic development.



The successful candidate will offer outstanding strategic and organisational abilities and a record of success in leadership and management gained in ambitious environments. An imaginative, humane and adaptable team player, s/he will possess robust intellectual abilities, the confidence to challenge appropriately and well-developed communication and interpersonal skills. A commitment to the ethos and values of MCS is essential.

The School is characterised by a strong sense of teamwork and friendly informal relationships, with which the successful candidate will need to be at ease. One of these important relationships is between the Chair, the Master and the Bursar and there are regular meetings between these three parties.

The Bursary team is composed of the Finance Director with a support team of four, the HR Director and the School Surveyor with sixteen grounds and maintenance staff, and a Personal Assistant. Cleaning and catering are provided by external contractors.

This post provides an excellent opportunity to make a real difference to one of the country's leading academic independent day schools.



Duties of the role will include, but will not be restricted to:

Strategic leadership and management

- To contribute, as a partner with the Master and the Governors, to the overall development and management of the School. The Bursar will play a key role in some significant strategic decisions in the coming years.
- To provide clear leadership to the bursarial and administrative staff ensuring that all team members are supported and challenged to deliver their remits to the highest standards.
- To lead by example and ensure a good working relationship between academic and non-academic staff.

Finance

- To develop a robust financial strategy for the School.
- To lead and develop a responsive, forward-looking Bursary team which is able to make a strong contribution to the future success of the School.
- To provide the Master, the Master's Advisory Committee and the Governing Body with timely and accurate financial information to aid effective decision-making.
- To produce for audit the annual Financial Statements of the School in accordance with relevant legislation (including the Charities Acts 2011 and the Companies Act 2016).
- To develop and maintain robust mechanisms of financial control and to provide appropriate systems for financial planning and reporting.
- To manage relations with external service providers including banks and auditors.
- To develop a commercial strategy for MCS with the Master, seeking new opportunities for diversifying income streams and developing robust systems of business continuity and future planning.

Estate and facilities

- To lead on the development and implementation of the Masterplan and associated major future building projects.
- To ensure that buildings and grounds are maintained to a high standard.
- To provide facilities support including the management of contracts for cleaning and catering.



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Human Resources

- To oversee the work of the HR Director in developing HR systems, policies and procedures that meet legislative requirements and best practice, and in managing contracts of employment and career paths of staff.

Service to the Governors

- To act as Clerk to the Board of Governors, providing clear advice on charity governance and compliance matters, and providing support in the regular meetings of the main sub-committees of the Board of Governors: Finance and General Purposes, Education and Estates.



The Candidate

The ideal applicant will have/be in possession of these essential criteria:

Qualifications

- A relevant professional accountancy qualification (ACCA/ACA/CIMA/CIPFA) or equivalent accounting or financial qualification

Experience

- A record of successful strategic and operational management experience in another major organisation.
- Demonstrable experience of leading teams including the recruitment, performance management and development of staff.
- Experience of managing support services and/or of major project management.
- Relevant financial management experience at a senior level.

Skills and knowledge

- Highly numerate with first-class analytical skills and the ability to oversee the development of long-term financial plans.
- Strong interpersonal skills with a demonstrable ability to relate successfully to people from all backgrounds and at all organisational levels.
- The ability to lead by example, empower others and command respect, both within the immediate school community and in the wider professional arena.
- A proven capacity to take a strategic overview and contribute to the wider development of the School whilst retaining a strong grasp of the operational detail.

Personal attributes

- A strong team player with a kind, collegial and adaptable leadership style.
- Significant energy, drive and commitment matched with patience, humanity and flexibility.
- A sympathy with the School as an academic environment and a genuine identification with the MCS ethos.



Remuneration and Other Benefits

This is a permanent, full-time post. The salary will be commensurate with the experience and qualifications of the successful candidate.

Non-teaching staff are automatically enrolled in the School's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

Death in service benefits are three times salary. Free private Medical Insurance is available for all staff on a permanent (not fixed-term) contract, with concessionary rates available for partners and dependents.

Holiday entitlement: 30 days plus all bank holidays. (5 days must be kept aside for Christmas for the annual school closure).

School fee remission for the children of full-time staff who pass entrance tests for the School is currently 50%. Headington Girls' School currently allows full time staff daughters who pass entrance tests for the school a 20% remission.

The school has a fully equipped gym, which is available for staff use, and staff may also enjoy access to the University of Oxford's Rosenblatt Swimming Pool. Tennis courts are available, and there is a comprehensive programme of staff sports clubs, including football, climbing, yoga, Pilates, and badminton. Staff also have the opportunity to join choirs and music groups, and to get involved in drama productions.

A free lunch is provided in the Dining Hall during term time.

Please note that MCS is an inner-city school, with limited parking. Candidates who have been offered a post will be invited to make representations in the preceding Trinity Term to the Usher (Senior Deputy Head) for a parking space.

MCS is a member of the Cycle to Work scheme.



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School Policies and safeguarding

All members of School staff are expected to support the School's vision and objectives and to adhere to the policies set out in the Staff Handbook.

There is an especial responsibility to support the School's Safeguarding Policy in respect of students: the



School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references and the school's pre-employment medical questionnaire, relevant original ID documentation and degree certificate(s).

Members of staff are expected to work within the School's Diversity Policy to promote equality of opportunity for all current and prospective students and staff. Also the School expects its staff maintain high professional standards of attendance, punctuality, appearance and general conduct.



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Additional Information

If you have any questions or require additional information, please contact the HR office on 01865 253401. If you would like to discuss the position informally, please contact the HR Director, Ms Ana Johnson, at anjohanson@mcsoxford.org.

Application Process

Candidates should submit the Application Form for Support Staff, which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access [click here](#). This should be emailed together with a CV and covering letter of application to the Recruitment Officer, Mrs Sarah Hunter, (applications@mcsoxford.org). All documentation should be sent no later than **midday on Monday, 2nd March 2020**. Interviews will be held during the week of 16th March 2020. *We reserve the right to change the interview dates if necessary.*

References may be taken up in advance. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.

The School's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

