

# Working with us



The National  
**Mathematics  
and Science**  
College

Role  
**Bursar**

September  
2021

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# Introduction from the Principal



Thank you for enquiring about working here at The National Mathematics and Science College. I hope that the information presented in this pack will enable you to understand the role and the College better, and I hope that having read these details, and visited the website, you will be excited about the prospect of working here.

It's our belief that Science, Technology, Engineering and Mathematics (STEM) subjects are more important today than they have ever been. For those students looking to excel in these areas the specialist education we provide is designed to enable them to thrive both at A-level and beyond. We recognise that a high-quality specialist education must go beyond the narrow confines of the curriculum, and must expose students to the breadth and joy contained within these subject areas in an integrated way which will allow our students to thrive at College, at University and beyond

Students of The National Mathematics and Science College go on to achieve at the highest levels, pushing the boundaries of our Mathematical and Scientific understanding. Our collective role is therefore to support them in establishing an effective foundation and help light the spark! We do all of this as part of a caring and supportive co-educational boarding and day community, which encourages students to think creatively about the links both within and outside of their subject domains. The ability for our students to live and study with people who share their interests and passions is priceless, and for many is truly transformative.

The National Mathematics and Science College is an inspiring place, where together we get to support the development of some exceptionally gifted young people!

A handwritten signature in red ink that reads "Andy Kemp".

**Dr Andy Kemp**  
Principal



General Information  
about the College:

**GO FURTHER,  
COME RUN WITH  
THE SWIFT!**





The National Mathematics College is an elite STEM college which opened in 2016. The College is small in size, with currently about 60 students but plans to grow to around 150 over the course of the next 3-5 years, but big in ambition! We are setup to teach a sixth form curriculum, focusing exclusively on STEM subjects. We do this through four programmes:

- 2 Year A-level programme
- 1 Year Pre-A-level programme,

designed to act as a bridge to the two-year A-level programme for those who need to develop a foundation in their practical skills or English language skills.

1 Year Fast-track A-level programme – this is designed for students who have completed their school level studies internationally and want to convert to UK qualifications to apply to UK Universities.

2 Year Medical Pathway programme – this takes the standard 2 Year A-level programme and augments it with specialist preparation to apply to medical schools in the UK and internationally.

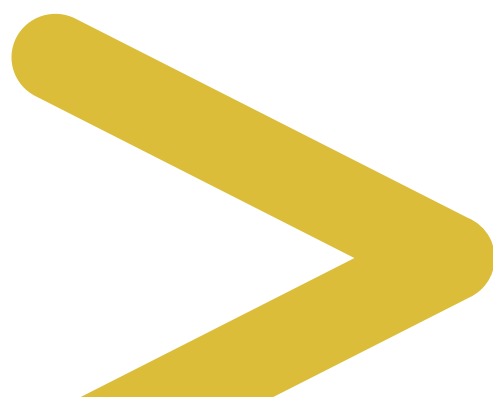
The College operates across the 15-19 age range, and is fully co-educational. The vast majority of our students are international, coming from over 13 nations at present.

Academic achievement of students at the College is exceptional. In 2020 they achieved 91% A\*/A grades at A-level with 63% of all grades being awarded the top A\* grade. All our students routinely take part in national and international competitions, where they achieve significant success. We believe the College to be the highest performing school in the UK in Olympiad competitions, on a per capita basis.

Students leave the College to study at the best universities in the UK and overseas. Since we opened every student has gained offers from Russell Group universities. Almost half our students have gone onto study at G5 universities (Oxford, Cambridge, UCL, Imperial and LSE), with 25% of students last year achieving offers for Oxford or Cambridge.

The College is situated in modern building on the edge of Warwick University's campus in Coventry. Our boarders currently live in a shared accommodation block situated directly opposite the College. This building is used by both the College and the University of Warwick. We have sole use of a section of the building which provides us with a collection of single en-suite rooms with shared communal kitchen/living spaces. From September 2022 they will move into our own purpose built building immediately behind the College building, which is being constructed to a similar specification to the one we currently use. We also have a small number of students who are placed in home-stay families in the Coventry area.

The College is a member of the Society of Heads (SoH), the Independent School's Council (ISC), and a full-member of the Boarding School's Association (BSA)



# Leadership at The National Mathematics and Science College

The leadership of The National Mathematics and Science College is currently made up of:

## Senior Leadership Team:

**Principal** – Dr Andy Kemp

**Bursar** – Tony Round

**Vice Principal** – Dr Penny Robotham

**Assistant Principal (Pastoral)** – Charlie Turner

**Assistant Principal (Academic)** – Jocelyn D’Arcy







# Working at The National Mathematics and Science College

## The National Mathematics and Science

### College Year

The College year operates on a three-term basis, roughly in-line with those in other schools.

Each term has a mid-term break which currently consists of a 4 day weekend (typically Thursday – Sunday or Saturday – Tuesday), where the College closes but the residence stays open.

The Christmas and Easter breaks are both typically 3 weeks in length, with the summer break covering most of July and August.

## The National Mathematics and Science

### College Week

Teaching in the College takes place Monday to Friday during term-time between 08:20 and 16:00, although staff are expected to contribute towards weekend and evening activities at points throughout the year. Lessons are 1 hour in length, and class sizes are typically in the 8-10 range, with an upper limit of around 12.

## Academic Matters

All full-time teachers will be in charge of a tutor group of around 8-12 students. Towards the end of each half-term a report or assessment is given to each student which will then be discussed in tutor groups. As well as teaching their own academic discipline, most teachers are timetabled to teach as part of the societies and activities programme.

## Life outside the Classroom

The College pays above the state sector salary scales in recognition for the extra commitment that is required by staff who work in an intense College environment.

The College runs an extensive co-curricular and super-curricular programme. There are a variety of clubs and societies run by staff and students that take place during the school day. There is also an extensive school trips programme both within the UK and to Europe and beyond.





# Job role

## Main Purpose

The Bursar is appointed by the governors and is responsible to the Principal for the non-academic administration of the College. They are a key member of the Senior Leadership Team. Whilst liaising regularly with the Principal, the Bursar is also responsible to the governors for the integrity of the College's financial management and protection of its assets acting as both Clerk to the Governors and Company Secretary.

### Strategic Roles

- Membership of the Senior Leadership Team.
- Advising on and implementing relevant sections of the College's Strategic Development Plan.
- Advising the Principal and governors on business planning.
- Advising on and implementing a Planned Maintenance Programme.
- Producing and reviewing policies and assisting with their implementation.

### Finances

- Financial planning, including the preparation of short- and long-term budgets and forecasts.
- Preparation of reviews of fees, salaries and wages.
- Cashflow management.
- Monitoring of financial performance and reporting thereon.
- Exercising financial control of all expenditure, current and planned.
- Preparation of annual financial accounts and statutory returns.
- Reporting as required to the Finance Sub-Committee of the Board of Governors and the full Board.
- Act as Company Secretary.

### Leadership and Management

- Line management (directly or indirectly) of all non-teaching staff.
- Monitoring the provision of all out sourced support services such as catering services and quality of food.

### Legal and External Accountability

- Overseeing Health & Safety policy and management.
- Overseeing all areas of legal compliance, in particular employment law and procedures.

### Licensing and Liaison with Statutory Bodies

- Ensuring compliance with all regulatory requirements typically falling within the remit of a bursar as outlined in the Independent Schools Inspectorate's documentation.

### Grounds and Buildings

- Overall supervision of major and minor projects.
- Direction and oversight of the in-year maintenance activity for buildings and facilities.
- Direction and oversight of the grounds and maintenance operations.

### Governance

- Act as Clerk to the Governors.
- Support the annual review of Governance.
- Advising and attending all governors' meetings, and subcommittee meetings as required.
- Preparation of agendas, in consultation with the Chair of Governors and Principal.
- Ensuring the taking of minutes and monitoring of follow-up action points.

# Job description

## Person Specification

This demanding and exciting role calls for an exceptional candidate who needs to be a good communicator and negotiator, an excellent organiser, a strong administrator and have a proven record of effective financial management and the leadership of teams within a services environment. The successful candidate will be flexible, energetic, creative and willing to go the 'extra mile'. He or she will be positive, open minded, team spirited, hardworking and be ready to develop and learn professionally.

### Qualifications

- A good general level of education will be essential with a professional accountancy qualification or equivalent.

### Knowledge and Experience

The successful candidate may emerge from within or outside the educational sector but must have a proven and successful background in finance/accounting, including planning and control, general management and revenue generation. He or she will also have an awareness of some or all of the following:

- company and charity law.
- contract, health and safety and employment law.
- project management.
- monitoring health and safety matters.
- leading a grounds and maintenance team.
- leading a domestic team, including cleaning and catering staff.
- HR management

### Aptitudes and Skills

The successful applicant should be able to present evidence of the following qualities either through their written application, their references or at interview:

- a high level of attention to detail.
- strong interpersonal skills and team-working abilities.
- excellent oral and written communication skills.
- a good level of ICT competence.
- flexibility with regard to working hours which may include some early evenings to attend meetings.
- the ability to meet deadlines.

## Job Description

The role of the Bursar at NatMatSci can be divided into five areas. The main tasks and responsibilities are as follows:

### Financial Management

The Bursar has overall responsibility for developing a financial strategy and managing the College's financial resources so as to meet the aims and objectives which will have been discussed and agreed with the Principal and the Finance Sub Committee of the Board of Governors before being adopted by the full board. The Bursar has overall responsibility for managing the detailed day-to-day running of the College's finances in consultation with the Principal. These responsibilities include:

- Preparing the College's business plans with the Principal.
- General financial policy advice.
- The preparation of the draft annual budget, including estimates of planned income and expenditure, in consultation with the Principal and its submission for approval to the Finance Committee and subsequently the main Board of Governors.
- Preparing forecasted annual management accounts and cash flow forecasts updated on a monthly basis for meetings of the Board of Governors.
- Preparing financial information for the Principal and governors in response to ad hoc requests and specific projects.
- Ensuring that proper books of account, including income and expenditure accounts, fees accounts, balance sheets and profit and loss accounts are kept.
- Ensuring that all staff are aware of their budgetary responsibilities and that the proper processes of decision-making and good financial management are met.
- Ensuring that value for money is obtained in the purchase of goods and services.
- Processing of supplier invoices, reconciliation to statements and payments.
- Managing and tendering for contracts for services such as grounds, transport, cleaning and catering.
- Financial management of capital and maintenance projects that have been endorsed by the Board of Governors.
- Processing the payment of wages and salaries,

# Job description

PAYE, National Insurance, pension contributions and other statutory deductions.

- Completion and submission of annual P11D forms.
- Preparing and issuing termly invoices and collecting fee income from parents.
- Dealing with HMRC, the College's bankers, accountants, insurers, lawyers, architects, surveyors and other professional advisers.
- Preparing limited company financial statements which are audited by externally appointed auditors.
- Timely completion of statutory returns to Companies House and pension providers.
- Management of the share register.
- Ensuring that the College's insurance cover meets the requirements of both the law and the Board of Governors. Specifically, to take professional advice in order to ensure that the College has adequate insurance cover at all times in respect of employer's liability, governors' liability, public liability, buildings and equipment cover, personal accident, travel and other relevant cover.

## Clerk to the Governors

The Bursar has the role of Clerk to the Governors where the position is accountable to the Chair of Governors and the Chairs of the various sub-committees. The Bursar is responsible for arranging and attending meetings of the full Board and all its Sub-Committees. The Clerk to the Governors is responsible for assisting the governors in the proper performance of the following responsibilities:

- The selection of professional advisers, including lawyers, accountants and bankers.
- Ensuring compliance with the law covering employment, Health and Safety, accounting, money laundering, copyright, data protection and Charities Commission.
- Dealing with legal matters that affect the College and dealing as appropriate with solicitors.
- Working closely with the Principal to ensure that the College has up-to-date policies in place in all areas specified by the Independent Schools Inspectorate.

## Human Resources

The Principal is in overall charge of personnel and human resource issues at the College. However, the Bursar also has significant responsibilities for Human Resources such as:

- Acting as adviser to the Principal and governors on all staff employment issues with specific responsibility for ensuring compliance with all relevant aspects of employment law and procedures. Preparing all documentation relating to disciplinary, grievance and connected legal matters.
- Keeping abreast of developments in Employment Law and advising governors and the Principal of any changes.
- Managing, with the HR Manager, the recruitment process and the preparation and implementation of contracts of employment for all staff.
- Overseeing the production of the Staff Handbook.
- Working with the HR Manager to ensure the Single Central Register is up to date and compliant at all times.

## Site Management

The Bursar has overall responsibility for the day-to-day management of the site, in particular, the following:

- Maintenance of the catering areas to ensure that all requirements for food and hygiene safety are met.
- Overseeing the cleaning arrangements to ensure a high-quality service is provided.
- The maintenance and efficiency of all plant and equipment and the placing of energy contracts.
- Upkeep of Buildings, gardens and grounds.
- Maintenance of student accommodation where the responsibility lies with the college.
- Taking appropriate measures to ensure the security of staff, pupils and visitors, and College property.



# Job description

## Health, Safety and Risk Management

The Bursar is the College's Health & Safety Officer, with the responsibility for providing the Principal and governors with advice on all matters relating to Health & Safety, and for ensuring compliance with statutory requirements. The Bursar is responsible for drawing attention to issues relating to Health and Safety and security to the Principal, other members of the SLT and/or governors as necessary. This includes the following:

- Ensuring that the College's policies on Health and Safety, Educational Visits, Fire Protection and Procedures and Risk Assessments are all reviewed and updated regularly and that procedures are in place for sharing them with staff.
- Ensuring the statutory evacuation simulations are carried out and recorded for both the College and for boarders.
- Ensuring that all the activities of the College operate in a safe manner and that adequate risk assessments are made before any new activity is undertaken, and that risk assessments are regularly reviewed, updated and recorded.
- Ensuring compliance with regulations for the operation of the minibus including insurance, right to drive, servicing and MOT testing.
- The Bursar is the College's Responsible Person for all matters relating to fire safety, fire policy, procedures and risk assessments and will be responsible for maintaining the Asbestos Register.
- The Bursar is responsible for the security of the College premises.

### Closing Date:

5pm on Wednesday 29th September 2021

### Interviews:

Week beginning Monday 4th October 2021

# Pay and Remuneration

**Salary:**

The salary will be competitive, and based on relevant qualifications and experience. It will reflect the importance which the Governors places on good leadership.

**Accommodation:**

We are unfortunately unable to offer accommodation to most staff, and, therefore, the opportunities for staff accommodation are tied to a small number of boarding roles. It is sometimes possible to combine a post with a boarding role which might include accommodation. If you are interested in exploring this possibility please ask us about this during the interview stage.

**Staff Development:**

The National Mathematics and Science College is an incredibly exciting, unique and transformational place to work, live and learn.

Staff are trusted and supported within an environment which places great emphasis on regular improvement and engagement in a broad range of professional development activities to suit individuals' needs. Initiatives are innovative, research-informed and, wherever possible, collaboratively designed and run. This all helps to keep College staff at the vanguard of international teaching and learning development and enable personal development to be a whole school, cultural, priority.



# Where is the College?

The National Mathematics and Science College is situated on the edge of Warwick University in the leafy and picturesque area of Westwood Heath. It is easily accessible by rail, bus and car.





# Safer Recruitment

The National Mathematics and Science College fully recognises its responsibility to safeguard and promote the welfare of the children and young people in their care. This responsibility encompasses the following principles:

- To protect children from harm (maltreatment).
- To prevent impairment of children's health and development.
- To ensure that children are growing up in circumstances consistent with the provision of safe and effective care, thus enabling those children to have optimum life chances and to enter adulthood successfully.
- Establishing a positive, supportive and secure culture in which children can learn and develop, together with a school ethos which promotes in all pupils a sense of being valued, listened to and respected.
- Including in the curriculum, activities and opportunities for PSHE which equip pupils with the skills they need to stay safe from abuse and radicalisation, and which will help them develop realistic attitudes to the responsibilities of adult life.
- Providing pastoral support that is accessible and available to all pupils and ensuring that pupils know to whom they can talk about their concerns.

The College addresses its commitment to these principles through ensuring all reasonable measures are taken to minimise the risk of harm to children's welfare. These include:

- Ensuring safer recruitment practice.
- Ensuring through training that all teaching and non-teaching staff are aware of and committed to the Safeguarding Policy and Child Protection Procedures.
- Adopting a code of conduct for all staff.

## Equal Opportunities

The National Mathematics and Science College is committed to providing equality of opportunity for all. The school will not discriminate either directly or indirectly on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age (please refer to separate policies for full details).



# Application and Recruitment Process

## Application form

Applications will only be accepted from candidates completing the enclosed application form in full. CVs will not be accepted in substitution for completed application forms.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.

Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. Where appropriate the successful applicant will be required to complete a disclosure from the Disclosure and Barring Service (DBS) and at the appropriate level for the post. We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although you may where appropriate answer not applicable if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or the DfE Children's Safeguarding Operation Unit.



# Invitation to interview

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the relevant awarding body.

All candidates invited to interview must also bring with them:

- A current driving licence including a photograph (where held), a passport and a full birth certificate
- A utility bill or financial statement showing the candidate's current name and address
- Proof of national insurance number (NI card, P45 or P60)
- Where appropriate any documentation evidencing a change of name
- Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

## **Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received)
- Medical questionnaire
- Verification of identity and qualifications
- A Disclosure and Barring service check will be initiated
- A satisfactory Enhanced DBS check
- Verification of professional status such as GTC registration, QTS Status (where required), NPQH
- (For teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7th May 1999)
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the school may require in accordance with statutory guidance
- Verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- A check that the candidate is not subject to a prohibition order issued by the Secretary of State and/or any European Economic Area;
- Confirmation from you that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009. Or Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009;
- Evidence that you have not been prohibited from participating in the management of independent schools;
- Satisfactory completion of the probationary period



# Contact details

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Principal

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