



St Augustine's

PRIORY

'Our Girls Will Change the World'

CATHOLIC INDEPENDENT SCHOOL FOR GIRLS AGED 3-18



Bursar

Applicant Information

'The quality of pupils' academic and other achievements is excellent'
ISI Inspection Report - November 2021



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Letter from the Chair of Governors & Headteacher

Dear Applicant,

Thank you for the interest you have shown in the post of Bursar at St Augustine’s Priory and welcome to our inspirational school! Our priorities are to deliver excellence in all aspects of school life and for each of our pupils to live out our mission of “our girls will change the world.

The position of Bursar is a role which will enable the candidate to make a significant contribution to the strategic direction of the school as a senior member of staff. We are looking for a dynamic, creative and highly capable individual to join our community. You will be professional, enthusiastic, full of innovative ideas, with a ‘can-do’ attitude and with a willingness to work with the existing business services team and the teaching staff to enhance further the excellent reputation of the school.

St Augustine’s Priory is a leading Catholic, independent day school for girls aged 3-18 (with boys in the Nursery). The four parts of the school (Pre-Preps, Preps, Seniors and Sixth Form) are located on the same site. We are an all-through school, and it is an enormous benefit to girls and parents that pupils who join us in the Prep School are able to move seamlessly up with us through to the Sixth Form years. As a Catholic school we hold the care of the whole person as central to what we do. In our most recent inspections, we were rated “excellent” in all areas by ISI and “outstanding” in all areas by the Diocese of Westminster.

We pride ourselves on professional development for staff and provide support for post-graduate programmes including Masters degrees, NPQSL and NPQH. Staff



enjoy numerous opportunities for progression and developing different areas of their expertise, modelling life-long learning. Members of the Senior Leadership Team have moved onto Headships and Bursar roles at prestigious schools.

We warmly welcome candidates from a range of backgrounds and the school and governors are committed to a diverse and inclusive community. Please contact Mrs Lauren Bhambra (HR Manager) at hr@sapriory.com if you have any questions.

Yours faithfully

Patrick D'Arcy
Chair of Governors

Mrs Christine Macallister BA ACA
Headteacher





Mission Statement

We are a Catholic community inspired by the vision of our founders and passionate about shaping a better future.

We empower pupils with outstanding results, a love of learning and an alternative way of thinking.

Augustinians are ethical leaders sowing joy, truth and courage.

In this school freedom and generosity of spirit flourish. We seek a sustainable and prosperous future for all the world's communities.

We cherish love for our neighbour, welcoming different faiths and cultures. Learning through dialogue we have hearts open to the whole world.

'Our girls will change the world'



About us

We have been in Ealing for over one hundred years and represent a continuity of expertise in educating women of the future. Our founders were exceptional, visionary women who strove to offer girls the best education possible, often in the most extraordinary of circumstances. We continue in this tradition and take great pride in the generations of staff and of families who continue to work and study here. Our examination results are outstanding, with exceptionally high value-added scores, and we pride ourselves on instilling in girls a love of learning and an alternative way of thinking. We offer a broad and varied curriculum with rich opportunities for personal development throughout the whole school, incorporating active community participation. Our pupils know that they are not defined by their grades and are valued and loved for who they are in the round. They also know we are preparing them to be people of courage and determination, agents of positive change through their words and actions.

Pupils are blessed with 13 acres of green space, unique in the heart of London and we have ambitious plans for continued development of the facilities. Our Farm with chickens, ducks, goats, sheep and more, allotment, Meadow, Astro-turf and Open-Air Theatre all utilise the natural setting and pupils love the physical freedom offered by our beautiful grounds.

Girls are assessed on initial entry and move automatically through to the Senior School. External candidates who join us at 9+, 10+, 11+, 13+ and 16+ sit entrance examinations. Scholarships and Exhibitions are highly sought-after and are available in a wide range of disciplines, showcasing the breadth of opportunity at the school.

In November 2021, we were inspected by the Independent Schools Inspectorate (ISI) which rated us “excellent”, the highest grade, in both Educational Quality and Personal Development, and we are committed to the highest standards in student safety, welfare and wellbeing. Inspectors noted that not only do pupils have “*outstanding attitudes towards their learning*” but also “*excellent levels of self-esteem and self-confidence which enable them to take the school's core values into the wider world.*” The Good Schools Guide describes us as “*quietly brilliant*” and the school’s most recent Diocesan Inspection Report graded St Augustine’s Priory as “*Outstanding*”, the highest grade, in all categories across both Classroom Religious Education and the Catholic Life of the school.



Please click on the pictures to watch our school videos:

Nursery



Preps and Pre-Preps



Seniors



Job Description: Bursar

Strategic Development of the School

- Support and promote the School's Mission Statement and distinctive Catholic ethos
- Promote high levels of achievement
- Contribute to the development of the School's strategic development plan and support its implementation
- Support the implementation and the evaluation of the effectiveness of the School's policies and procedures
- Support all staff in achieving the priorities and targets set by the School
- Have a sound understanding of regulatory, compliance and inspection requirements, and ensure adherence for areas of responsibility
- Foster and encourage networking and good relationship with other schools

Lines of Responsibility

The Bursar is directly responsible to the Head.

Line Management and areas of responsibility

The Bursar will be responsible for overseeing the smooth running and strategic planning of the non-teaching side of the school. Responsibilities include:

- Strategic Planning.
- Finance
- Estates (including Project Management of Capital Projects)
- Farm
- Operations including, IT, HR, Compliance, Health & Safety and Administration
- The Association
- Governance
- SLT member for Inclusion, Diversity and Equality
- As Clerk to the Governors and Company Secretary the Bursar provides support to the governing body, which meets formally three times a year, along with the finance, safeguarding, academic, health & safety and appointments sub-committees. This support includes advising the chairs of committees and preparing meeting documents.

Core purpose:

The role of Bursar at St Augustine's Priory is one of the most important positions in school. The Bursar is a member of the SLT as well as Clerk to the Governors. The Bursar is the Head's day to day strategic partner and is responsible for driving excellent financial and operational performance to agreed KPIs, leading and managing a sizeable team and is continually seeking to optimise the school's financial position, including for example, growing the non-fee income side of the business.

- Decisions made in this role will have a significant financial and organisational impact on the school with outputs relied upon by the Head and the Governors for strategic decision making.

Strategic planning

- With the Headteacher, shape and implement the school's strategic development.
- Refine and lead the school's financial strategy and continuously improve performance against measurable sector specific targets and key indicators
- Provide accurate and timely reporting of financial and operational data to allow for effective planning
- Establish measurable success criteria for strategic projects
- Refine and manage the Planned Maintenance Programme
- Refine and manage the IT Development Plan

Financial accounting and reporting

- Prepare financial management reports and accounts for reporting to Senior Leadership Team and governing body
- Plan, produce and control the annual operating budget
- Plan, forecast, manage and report on short- and long-term cashflows
- Prepare the annual accounts and liaise with auditors regarding the annual audit and throughout the year
- Oversee all aspects of financial systems and controls
- Initiate and implement cost efficiency and best practice housekeeping across the organisation

Estates management

- Oversee new major projects
- Oversee Building management and maintenance
- Develop Facilities and grounds management
- Liaise with Director of Operations regarding external catering and cleaning contracts
- Health & safety

Farm

- Work towards a self-funding commercial operation
- Ensure the farm is contributing to the school's curriculum, welcoming pupils, staff and the local community to become partners in the delivery of successful academic, pastoral and financial outcomes

Operations

- Ensure the school meets legislative and regulatory compliance criteria (including the school's policies and procedures)
- Oversee and implement agreed Marketing Initiatives and update strategy as necessary.
- Oversee the leadership of digital services
- Liaise with other professional advisers e.g. lawyers, insurers etc.
- Manage lettings and other non-fee income generating activities
- Oversee, manage and mentor non-academic staff to ensure that they are appropriately motivated and developed and so that they carry out their responsibilities to the required standard
- With the Headteacher, oversee all recruitment and other HR matters (including the single central register, employment terms and conditions of service, supervision and welfare of support staff)

The Association

- Oversee development of The Association which includes former pupils, current and former parents and staff

Governing body

- As Clerk to the Governors, provide administrative support to the Board and its sub-committees
- Liaise closely with Chair of Governors and the chairs of sub-committees
- Liaise with the St Augustine's Priory 1941 Trust – this is a separate charity that provides support for the school in a variety of ways including the ownership of the land and buildings that are occupied by the school

Performance Management and Professional Development

The Bursar will be part of the School's Performance Management Scheme. S/he will be assigned an appraiser (usually the Head) who will set agreed targets and monitor professional development. In addition, all new members of staff are provided with a comprehensive programme of induction in the first year with a full review in the summer term.

Person Specification: Bursar

In making an appointment we will look for the person who in the selection process best demonstrates the following skills and capabilities:

Requirement	Essential	Desirable
Qualifications and Experience		
Educated to degree level or equivalent, or significant experience in the field	x	
Professional accounting qualification e.g. ACA, ACCA, CIMA, or equivalent		x
Have knowledge and prior experience of financial management and accounting procedures and requirements	x	
Experience of working within the independent school or Higher Education sector		x
Experience of working with external regulatory bodies and stakeholders		x
Have experience of working in an education or charity environment		x
Have governance / compliance experience in a previous role	x	
Have some marketing experience in a previous role		x

Have knowledge of the charity SORP and of charity accounting and reporting together with an awareness of the effect of being a charity on other areas of the company's operation		x
Have knowledge and prior experience of Health & Safety management	x	
Skills		
Ability to manage staff at all levels and quickly establish effective internal and external working relationships	x	
Have excellent project management skills	x	
Have good analytical and problem-solving skills	x	
Excellent interpersonal, collaborative and relationship-building skills	x	
Excellent organisational skills with the ability to work methodically, prioritise and meet deadlines	x	
Be a person with an interest in, and aptitude for, the collection, analysis and communication of statistical data	x	
Outstanding written and verbal communication skills	x	
Excellent IT and data management skills	x	
Excellent problem-solving skills and the ability to find innovative ways of working, especially when meeting challenges	x	
Characteristics		
A warm, enthusiastic and professional attitude	x	
Personal and professional integrity, discretion and the ability to handle confidential information	x	
A commitment to supporting the school fully in its mission and purpose	x	
A willing attitude to explore new ways of working	x	
A genuine desire to help others and offer excellent customer service	x	
Hard working and emotionally resilient, able to prioritise and work to competing deadlines while maintaining good humour	x	
Willing to participate in further training and CPD opportunities	x	

Start date and Remuneration

The post holder will be paid at a level to reflect their skills and experience and the major responsibility and seniority that the post entails. This is a full-time, year-round role with a generous holiday entitlement of 30 days and options for working from home during the holidays.

The preferred start date is June/July 2024 for a handover.

Employee Benefits

 <p>PLACE OF WORK</p> <p>Close to Central Line, Piccadilly Line, Elizabeth and other main lines and local buses</p>	 <p>MEALS</p> <p>Lunches are provided free by the school during term time</p>	 <p>PENSION</p> <p>Contributory employer's pension scheme is available</p>
 <p>STAFF DISCOUNT</p> <p>50% Fee discount for pupils of staff</p>	 <p>BIRTHDAY LEAVE</p> <p>Half day paid birthday leave</p>	 <p>PARKING</p> <p>Free car parking is available on site & Plug in car charger points for electric cars</p>
 <p>PRIVATE HEALTH CARE</p>	 <p>CYCLE SCHEME</p> <p>Tax-free Cycle to Work Scheme is offered by salary sacrifice</p>	 <p>PROFESSIONAL DEVELOPMENT</p> <p>Strong commitment to support professional development with a dedicated people development budget</p>

An inclusive and diverse workplace

We are fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where staff can work collaboratively and productively together, and where all staff are equally valued and respected.

Through working collaboratively with Staff, Students, Parents, Volunteers and Governors we aim to remove barriers that you may face and promote equality of opportunity so that you can achieve your full potential at our School.

General

- The post is subject to compliance with:- School policies and guidelines on the curriculum and school organisation
- Local area safeguarding procedures

The duties and responsibilities detailed within the job description should be supplemented by those accountabilities, roles and responsibilities common to all school staff as set out in the Staff Handbook.

Conditions of employment:

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.

The post-holder must uphold the School's Policy in respect of all matters related to Safeguarding and Child Protection.

The post-holder may be required to perform any other reasonable tasks, after consultation.

This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This Job Description is not necessarily a comprehensive definition of the post. The job description will be reviewed and may be amended annually, within the terms of your Conditions of Employment.

The Application Process

For further information about the post and the school, please email the Headteacher at Head@sapriory.com.

The closing date for applications is midnight on Sunday 7th April 2024.

You should submit:

- The St Augustine's Priory Application Form, available from <https://www.sapriory.com/admissions-process/staff-vacancies/>
- A covering letter addressed to Mr Patrick D'Arcy Chair of Governors. The letter should explain your reasons for applying and the attractions of this role, the relevance of your experience, and how you relate your personal educational philosophy to your understanding of the school and role.

The recruitment process will proceed as follows:

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within three working days of sending it, please contact Mrs Lauren Bhambra (HR@sapriory.com).
- Due to the Easter holidays long list interviews will take place online week commencing 15th April 2024.
- Final round interviews will take place at St Augustine's Priory week commencing 22nd April 2024.
- Reference will be sought for all candidates invited to the final round of interviews prior to the interview date. Permission to take up references will be requested from all candidates on offer of the interview.

