



Candidate Information Pack | Bursar

Welcome

Thank you for your interest in the position of Bursar at Holme Grange School.

This is a truly exciting opportunity to join the Senior Leadership Team of a thriving and innovative independent school, which educates pupils from the age of 2 to 16.

Following the planned departure of our current Head of Finance, we are seeking a highly capable and forward-thinking individual to support the continued development of Holme Grange. The Bursar will be central to the effective running of the School, and working in close partnership with the Headteacher and the Board of Governors, to ensure the smooth operations and strategic direction of all non-teaching aspects of school life. This role is accountable for the conduct of financial affairs, business management, and the material state of the premises. The Bursar attends Governance meetings and is a key partner for the Headteacher in shaping the School's strategic future.

We are proud of our strong sense of community, where relationships, values and high expectations underpin everything we do. Holme Grange has been twice rated 'Excellent' by ISI and is one of only four schools nationally to be recognised as a NACE (National Association for Able Children in Education) Ambassador School, reflecting our commitment to ambition and excellence for all learners. Holme Grange recently expanded provision to include a 50-week nursery.

This post offers the opportunity to contribute to a dynamic and values-driven school community and to work with a talented and dedicated team in a setting where your work will make a visible and meaningful difference.

If you believe you have the experience, expertise, and strategic insight to thrive in this role, we would be delighted to hear from you. Holme Grange offers not only an exciting professional opportunity, but also a warm and collaborative working environment, where every member of staff is valued and supported.

Sue Northend
Chair of Governors, Holme Grange School





History & Overview

Holme Grange School is a thriving co-educational independent school situated in Wokingham, Berkshire. Set in over 20 acres of beautiful countryside, the school provides an idyllic setting for our pupils to learn, grow, and flourish.

Established in 1945 when 40 boys were transferred from Eaton House School, London. Nestled in a beautiful Grade II listed building designed by Norman Shaw in 1883, the school has grown and evolved while maintaining its core ethos of family values, traditional principles, and a nurturing environment.

The School has transformed into a vibrant, innovative, and forward-thinking institution. Significant milestones include the development of modern facilities, the introduction of co-education, and the expansion of its educational offering.



HOLME GRANGE SCHOOL

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| 1 Main School and Pre-Prep, Headteacher's Study and Offices | 14 Small Astro Turf |
| 2 The Den | 15 Swimming Pool |
| 3 Netball Court and Playground | 16 Polytunnel |
| 4 John Graves Wing - Prep School | 17 Showlawn |
| 5 Scott Wing - STEAM Block | 18 School Farm |
| 6 Langton | 19 Willow Village |
| 7 The Grange - Senior School | 20 The Shed - ICT |
| 8 Sports Hall | 21 Changing Rooms |
| 9 Caudwell Hall | 22 The Hive - Reception |
| 10 Main Field | 23 Eaton Grange - Senior School |
| 11 Front Field | 24 Bus Shelters |
| 12 Back Field | 25 Recording Studio |
| 13 Large Astro Turf | 26 The House - Staff Area and Lawnside |
| | 27 Little Grange Nursery |



Our Vision & Goals

At the heart of Holme Grange is our mission:

“For our pupils to be **brave, bold** and **believe**, in themselves and their ability to succeed. We want our pupils, staff and families to feel valued, respected, engaged and empowered. Our community will contribute towards a more sustainable, equitable and healthy society.”

Our vision is to be an authentic, ambitious, courageous, and inclusive learning community. These values are reflected in every aspect of school life and guide our approach to education, ensuring that every child receives a personalised and inspiring learning journey.

The Holme Grange Way & Partnership

The ‘Holme Grange Way’ provides a framework for living the values we promote, and our Learning Habits equip pupils with skills that extend far beyond their time at the school. Our School Parliament ensures that every pupil has a voice, with councils dedicated to learning, service, sustainability, and wellbeing. International partnerships with schools in Kenya and Japan further enrich our curriculum, promoting global awareness and humanitarianism.





What Makes Holme Grange Special?

- **A Holistic Approach to Education:** At Holme Grange, we believe education is about more than just academic achievement. We nurture the emotional, physical, and spiritual development of each child, helping them grow into confident, compassionate, and well-rounded individuals.
- **Excellence for All:** Uniquely, Holme Grange is a school where the needs of the more able and those with SEND are catered for with a level of excellence. High expectations, paired with personalised support, ensure that every pupil thrives. This balance of academic rigour and pastoral care allows all pupils to excel and feel supported.
- **A Broad and Balanced Curriculum:** Our innovative curriculum combines academic rigour with opportunities for creativity, critical thinking, and practical learning. We provide a seamless 2 to 16 educational experience, preparing pupils for the challenges of the future.
- **Outstanding Pastoral Care:** The wellbeing of our pupils is at the heart of everything we do. Our dedicated staff work tirelessly to ensure that every child feels safe, happy, and supported.
- **Outdoor Learning, Forest School and the Farm:** Forest School and the farm are cherished aspects of Holme Grange. We embrace outdoor learning to inspire awe and wonder, build resilience, and reconnect pupils with nature. Our working farm and Forest School offers unique opportunities for hands-on learning, fostering responsibility and a deep connection to the environment.

What Makes Holme Grange Special?

- **Staff Development and Forward-Thinking Leadership:** At Holme Grange, we recognise that the strength of our school lies in the quality of our staff. We are committed to professional development, ensuring our educators are equipped to deliver excellence in teaching and leadership. Our innovative approach and commitment to continuous improvement has helped Holme Grange punch above its weight in all areas.
- **A Commitment to Sustainability:** Holme Grange is a leader in environmental stewardship, with sustainability initiatives embedded into our curriculum and school operations. We empower our pupils to be responsible global citizens who make a positive impact on the world around them.
- **Excellence Recognised:** Holme Grange is proud to be a NACE Ambassador School, demonstrating our commitment to sustained improvement and excellence for all pupils. Our excellent ISI inspection reports reflect our dedication to providing a high-quality education.
- **A Thriving Community:** We are proud of our strong relationships with parents, alumni, and the local community. Holme Grange is a place where everyone feels a sense of belonging and shared purpose.





Leadership Structure

Holme Grange School has a robust and collaborative leadership structure designed to ensure the highest standards across all aspects of school life.

- **Headteacher (CEO):** Responsible for all aspects of Strategic, Co-Curricular, Pastoral and Academic Leadership, School Management and External Relations.
- **Bursar:** Responsible for all aspects of the school's non-teaching services including Finance, Estates and Facilities, Administration, Compliance, HR, IT (Operations) and Catering.
- **Deputy Head (Operations):** Managing the operational and compliance aspects of the school, ensuring its smooth and efficient running.
- **Deputy Head (Safeguarding):** Focussing on the welfare, safety, and pastoral care of all pupils, with safeguarding at the forefront.
- **Head of Prep School:** Responsible for the seamless delivery of academic and co-curricular activities for pupils in Key Stage 1 and 2 and overseeing the exceptional early years provision and ensuring the youngest members of our community have a strong foundation for learning and development.
- **Head of Senior School:** Leading the provision for pupils aged 11-16, ensuring excellent outcomes and preparation for future pathways.
- **Head of Communication and Administration:** Driving the school's marketing, admissions, and communication strategies, ensuring Holme Grange's vision is effectively shared with the wider community.
- **Head of Estates:** Managing the school's facilities, infrastructure, and long-term development of the campus.

The Role

The Bursar plays a vital leadership role in the school, overseeing all non-teaching functions and ensuring the effective management of Finance, Estates and Facilities, Administration, Compliance, HR, IT Operations, and Catering. Reporting to both the Governing Body and the Headteacher, the Bursar supports the strategic development of the school and attends all governance meetings, working closely with senior leaders to maintain operational excellence and long-term sustainability.

Key Responsibilities: Financial Strategy and Operations

- Develop, lead and maintain a robust financial strategy and long-term financial plan, working with the Headteacher and Board of Governors to enable the school's successful financial development and resilience.
- Monitor the school's financial position, analyse trends and compile recommendations and reports for the Headteacher and Board of Governors.
- Produce accurate and timely financial reporting, including cash flow forecast, statutory accounts and Key Performance Indicators (KPIs).
- Lead on the annual budget process in consultation with the Headteacher.
- Prepare, monitor and review annual and departmental budgets with budget holders.
- To lead and oversee the preparation by the finance team of all fee and sundry invoices and the collection of fees and other dues.
- Manage debt collection and liaise with parents and other debtors regarding outstanding accounts.
- Oversee VAT planning and compliance in light of recent HMRC changes.





Financial Strategy and Operations continued

- Design and implement school fee strategies that reflect market pressures, affordability and future enrolment trends.
- Ensure the school's finance policies and procedures for financial reporting of transactions operate in accordance with statutory guidelines, Companies House and Charity Commission financial regulations.
- Devise appropriate accounting procedures to ensure effective operation of financial controls within the school including the management of the school's assets.
- Manage relationships with auditors, banks and advisers, preparing all supporting documentation, lead investment and loan strategies in line with policy.
- Prepare the monthly payroll for all school staff, including PAYE, pension, National Insurance contributions and ensure compliance with regulations for benefits in kind.
- Oversee effective procurement arrangements to ensure value for money.
- Maintain a rigorous and compliant approach to the grant of allowances and bursaries in collaboration with the Head.

Estates and Infrastructure

- Oversee the maintenance and strategic development of the school estate, responding to the changing needs of the school and aligning to environmental sustainability goals.
- Lead capital planning, procurement, contract management and oversee facilities compliance.
- Ensure health and safety, fire safety, insurance and statutory inspection compliance across the sites.

Income Generation and Fundraising

- Support fundraising and commercial activity.
- Maximise and manage non-fee income opportunities through lettings, events and partnerships.
- Lead the strategic development of non-fee income streams to diversify school revenues.

Governance and Compliance

- Serve as primary financial adviser to the Board of Governors, preparing strategic reports and risk assessments.
- Prepare reports for the termly Finance, Administration and Estates Committee, identifying forecast income and expenditure outturns, cash flow forecasts and variances requiring prompt corrective action.
- Arrange appropriate insurance cover on an annual basis.
- Lead internal audit and risk management processes, including maintenance of the Risk Register.
- Lead a robust compliance control system to ensure compliance in policy and practice with all regulatory and legislative requirements including: health and safety, employment law, GDPR, ISI, Ofsted, safeguarding protocols, and fire and energy management.
- Ensure proactive compliance monitoring regarding the VAT treatment of school fees and partial exemptions.

ICT and Systems

- Provide strategic oversight of operational ICT provision, including digital infrastructure, cybersecurity and MIS development.
- Champion the digital transformation of finance and operational processes.
- Oversee, in conjunction with the Head of Data and Systems, the governance and security of data management systems in line with best practice and regulatory requirements.





Operational Leadership

- Support and oversee the work of all staff working in the support function of the School including:
- the Head of Estates and Facilities including Catering
- the Head of Communication and Administration
- HR Manager
- IT (Operations)
- Finance Assistant Staff
- Ensure the smooth and efficient running of non-teaching operations.
- Develop, support and appraise departmental leads to foster a culture of high performance and accountability
- To oversee the outsourced catering and cleaning contracts, focussing on the level of service and value for money.

Human Resources and Legal Compliance

- Oversee HR policies and procedures including recruitment, retention and contracts.
- Ensure compliance with safer recruitment, employment legislation and staff development frameworks.
- Ensure SCR is up to date at all times.
- Provide strategic advice on organisational structure, remuneration and workforce planning.
- Ensure HR strategy supports staff recruitment, retention, development and operational efficiency.

Please note that this Job Description is not exhaustive and the employee may be expected to undertake additional duties if required.

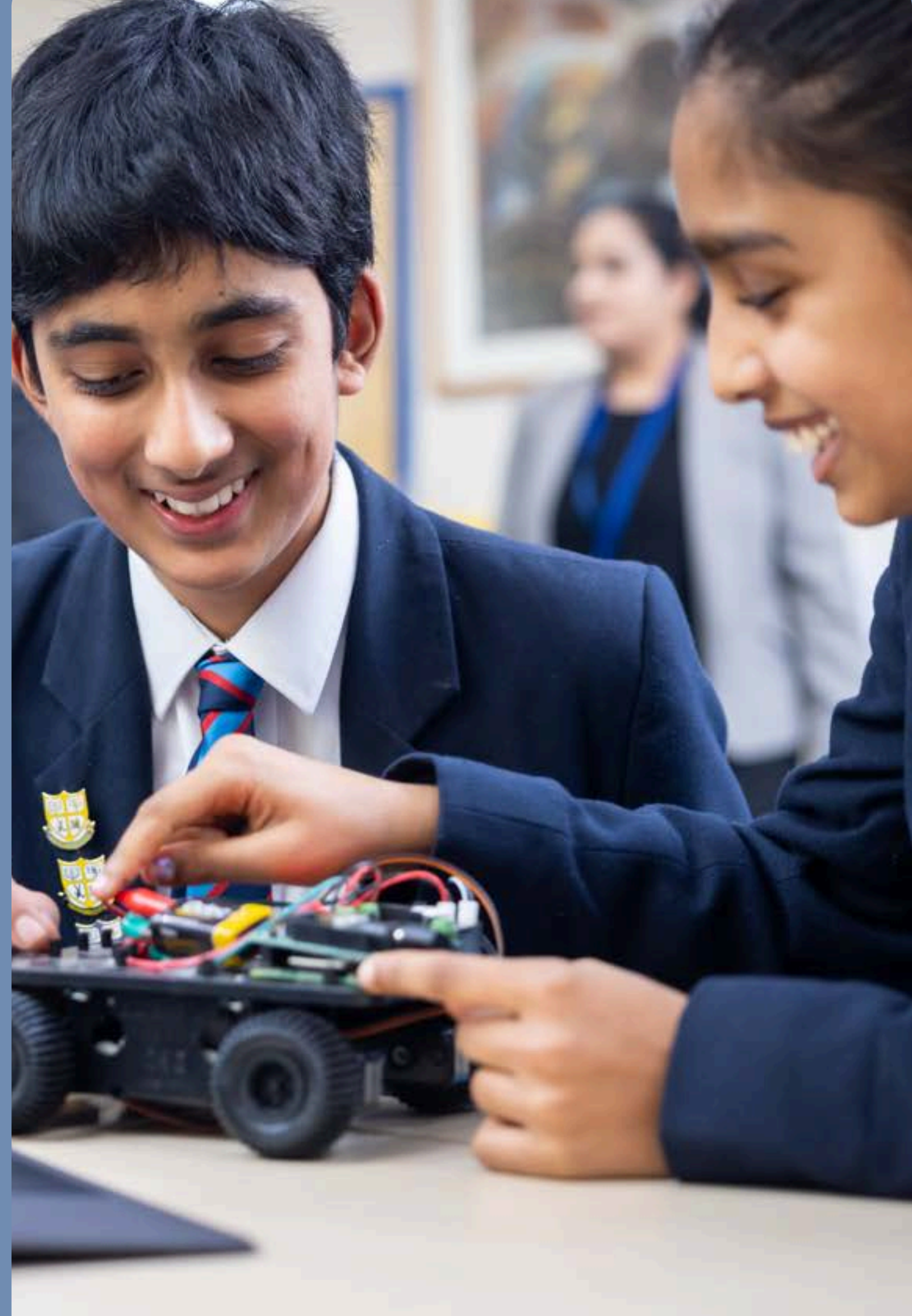
Person Specification

Essential Knowledge/Qualifications

- Right to work in the UK
- Qualified Accountant (ACA, ACCA, CIMA, CIPFA) or significant experience
- Strong understanding of general business operations, including financial management, HR, compliance, and estates and facilities management
- Knowledge of relevant financial regulations, including the Charity SORP, and financial reporting standards (FRS 102)
- Understanding of the legal and regulatory framework for independent schools including the ISI and Ofsted frameworks as well as HMRC, Companies House and Charity Commission requirements
- Good understanding of GDPR and data protection requirements
- Excellent user of Microsoft Office – including Office 365, Word, Excel, PowerPoint & Microsoft Teams
- Knowledge of KCSIE (Keeping Children Safe in Education).

Essential Experience and Skills

- Senior leadership experience within an educational or other complex/multi-disciplinary environment
- Proven track record of managing finance at scale, ideally in a multi-site organisation
- Significant experience producing management accounts, forecasting and budget setting
- Significant experience of leading and managing compliance, including complex regulatory frameworks and audits
- Experience of managing and mitigating risk
- Strong analytical and problem-solving skills, with a data-driven approach to decision-making
- Technical/IT literacy and aptitude
- Excellent written and verbal communication skills
- Excellent stakeholder management skills, with the ability to build strong relationships
- High level of accuracy and attention to detail.





Person Specification continued

Professional attributes

- Adherence to the Nolan Principles of Public Life
- Alignment with values, aims and ambitions of the school
- Strong commercial acumen
- Approachable, collaborative and collegial
- The ability to interpret legislation and explain requirements in simple, practical terms
- Ethical leadership and setting standards for others
- Ability to exercise good judgment and make evidence-based decisions
- Promotes Equality, Diversity and Inclusion
- Demonstrates personal and professional integrity
- Proactive, solution-focused, and able to take initiative
- Organised and able to meet deadlines
- A strong commitment to effective safeguarding practice
- Willingness to learn, develop, and receive feedback
- Ability to travel occasionally.



Benefits

- Place of work:
 - Beautiful grounds near to Wokingham
- Motivated, Committed Team
 - Relentless pursuit of excellence fuels our dynamic educational ethos
- Wellbeing
 - Fostering community, wellness: quizzes, gatherings, social amenities
- Visionary
 - Pioneering Education: Shaping tomorrow's leaders with innovative excellence
- Key Educationalists
 - Numerous chances to collaborate with prominent figures in the field of education
- Innovative
 - Forging new approaches, our school redefines the educational landscape
- Professional Development
 - At the forefront of education, pioneering forward-thinking strategies
- Meals
 - Lunch and refreshments are provided by the school
- Community
 - Collaboration flourishes with PAA, local and external partnerships
- Pension
 - Membership of a pension scheme is available
- Competitive Salary
 - Reflects the dedication of our entire staff
- Cycle Scheme
 - Tax-free Cycle to Work scheme is offered by salary sacrifice
- Sodexo
 - Holme Grange Benefits Platform which gives members access to savings on various brands and products.



How to Apply

For further details about this exciting opportunity please visit the website - www.holmegrange.org or telephone 0118 978 1566. Applications will only be accepted by completion of an application form which should be submitted with a hand-written letter of application to the Headteacher – Mrs C Robinson.

Closing date: Friday 13th June 2025

Interview date: Wednesday 25th June 2025

We warmly invite you to visit Holme Grange School to experience first-hand our vibrant community, dedicated staff, and enthusiastic pupils.

Join us at Holme Grange School – where ambition, bravery, and belief come to life.

Holme Grange School, Heathlands Road
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HOLME
GRANGE
SCHOOL

Learning Habits

