



ALDRO



## Bursar and Clerk to the Governors

1<sup>st</sup> January 2026



## ABOUT ALDRO

Aldro is an outstanding coeducational boarding and day preparatory school located in the idyllic village setting of Shackleford near Godalming in Surrey.

The school is in great heart following its successful move to co-education in 2021 and a period of considerable growth over recent years. Girl numbers now constitute approximately 35% of the pupil population and continue to grow. The most recent ISI Inspection Report (June 2023) rated the school 'Excellent' in both areas of qualitative judgement (pupil achievement and pupil personal development) and the school was deemed fully compliant. The school has a flourishing Senior School (Years 7 and 8) and successfully retains the vast majority of pupils to Year 8 for 13+ transition to senior schools.

There are currently over 200 pupils in the school aged 7-13; approximately 90 of them board, full-time, weekly or part-time. Pupils sit Common Entrance or scholarships at 13+ in Year 8, and the school has an outstanding record of academic excellence. The school averages approximately 15 scholarships and exhibitions per year, with academic scholarships last year to such as Winchester, Wycombe Abbey and RGS Guildford i.a.. In the last few years, Aldro pupils have left to attend schools such as Abingdon, Benenden, Bradfield, Canford, Charterhouse, Churcher's, Eastbourne, Eton, Guildford High School, Harrow, King Edward's, King's Canterbury, Lancing, Lord Wandsworth, Marlborough, Oundle, RGS Guildford, Sevenoaks, Sherborne, St Swithun's, Tonbridge, Uppingham, Wellington and Winchester.

Aldro is also committed to a breadth of education for its pupils and excellent results are achieved in sport, music, drama, art, design and chess. The school runs an extensive activity programme ranging from pistol shooting to 'escape rooms', and 'Med Soc' to 'pétanque'! The school operates over six days, including inter-school fixtures on Saturday mornings and the boarders enjoy an enriching programme of activities over the weekends. The school has a weekend leave at least every third weekend and benefits from generous holidays. All staff are expected to make an active contribution to the wider life of the school.

Aldro's Christian foundation underpins the ethos and values of the school and all staff are expected to be supportive of the school's Christian character. An attractive chapel is amongst the excellent facilities available which also include a multi-purpose sports hall, a large theatre and our own lake. Further details about the school can be found on our website: [www.aldro.org](http://www.aldro.org)

Salary will be subject to the candidate's qualifications and experience. Appropriate certification and identification should be brought to the interview.

Please email a completed Application Form, CV and covering letter addressed to the Chair of Governors, Mr James Geffen. Email: [HR@aldro.org](mailto:HR@aldro.org)





ALDRO





## Bursar and Clerk to the Governors

**Reporting to: Head**

### **The Role**

The Bursar is appointed by the Governing Body of Aldro, reports to the Board through the Chair of the Finances and General Purposes Committee, whilst day-to-day line management is through the Head.

The school would welcome applications from candidates who have schools experience or who are looking to become bursars. The fundamental requirements are to have good financial and commercial awareness and an ability to manage a diverse range of operational and support teams.

The Bursar is the co-ordinator of all functions that enable the academic staff to focus on achieving the excellent results for which Aldro is well-known. The Bursar can expect a full, varied and challenging working life and will be supported and encouraged by a wide range of colleagues who are all dedicated to making Aldro a happy, purposeful environment in which the pupils will thrive.

An Assistant Bursar (Finance), Estates Manager and Accountant are employed and there are two further members of the Estates team. The school has recently on-boarded Accent as the school's chosen caterers. The grounds are maintained by contractors, with whom the Bursar and Director of Sport liaise. The school also benefits from the services of an external, specialist ICT support company and part-employs a full-time ICT Systems Manager. In addition, the school benefits from the services of an external HR advisor. Some of the duties listed below are devolved to these employees although the ultimate responsibility remains with the Bursar.

### **Accountability**

The School is a Limited Company and a Registered Charity and the School Governors are ultimately responsible for complying with the regulations of each.

The Bursar is responsible to the Head for all matters concerned with the financial, operational and material state of the school and is a member of the school's Senior Leadership Team.

In matters related to his/her role as Clerk to the Governors, the Bursar reports directly to the Chair of Governors. It is essential that the appointee is able to understand and work with the integration and separation of the roles.

The Bursar leads the financial, administrative, property, and human resources functions which support the academic and pastoral activities of the school. He/She is responsible with the Head for strategic planning, with a particular focus on the areas of finance, buildings and grounds, general management and administration. Operationally there is responsibility for ensuring that resources are efficiently and effectively used.

As Clerk to the Governors, he/she provides advice and support to the Board of Governors in order to enable the Board to meet its responsibilities as directors and trustees, and for the Board to support the Head to enable the school to flourish.



## Job Description

a) The Bursar is responsible to the Head for the efficient and effective running of the following:

- The school's finances
- The buildings, grounds, residential properties and other facilities, including their development
- Health and safety
- The human resources function
- Administrative services
- Catering and cleaning services
- Private transport arrangements to get pupils to school, including developing new initiatives
- ICT Systems
- Procurement of services and equipment
- Operations of Aldro Enterprises Ltd.

b) The Bursar is responsible to the Head for the human resources function of the school:

- Overseeing compliance with all relevant aspects of employment law and working with the Head to ensure staff contracts, job descriptions, performance management, grievance and disciplinary policies are maintained up to date.
- Supporting staff recruitment processes; managing recruitment advertising and documentation.
- Maintaining the single central register of appointments for all staff, governors, supply, contractors and volunteers ensuring statutory requirements are carried out including DBS and ID checks and checking references where necessary.
- Managing the employment, terms and conditions of service, supervision and welfare of all non-teaching staff, including overseeing the appraisal process (PDR).
- Booking staff training.
- Maintaining staff sickness records and managing the company sick pay scheme.

c) The Bursar is responsible to the Head for the running of the school's finances:

- Advising the Head and Governors on investment and financial policy, preparing feasibility studies, etc. for particular projects and future development of the school.
- Preparing and obtaining agreement to the annual budget and to monitor performance against the budget through regular reporting shared with the Head and Governors. Maintain cash flow projections for current and future years.
- Managing departmental spending budgets; liaising with staff budget holders in a timely fashion about budget deadlines, current expenditure, forecasts and future bids.
- Maintain good relationships with the school's bankers.
- Operating and maintaining records for the school bank accounts ensuring regular reconciliation.
- Liaising with the school's auditors.
- Maximising income generation within the ethos of the school and ensuring best value purchasing arrangements.





d) The Bursar will oversee but delegate to the Assistant Bursar and Accountant the following:

- Management of the School's accounting function using accounting software.
- Preparing invoices for and collecting school fees and other dues, monitoring payment, chasing unpaid fees and taking legal action where necessary to recover unpaid debts.
- Monitoring the ordering process and checking and paying all supplier invoices.
- Managing salaries: monthly input for payroll, hourly paid and additional hours records, salary reviews and increases.
- Administering the school's workplace pension scheme.
- At all times adhering to the school's Finance Policy.

e) As Clerk to the Governors, he/she is responsible for:

- The servicing of meetings of the Board of Governors and all committees; preparing agendas, circulating papers and keeping minutes of all main Board and sub-committee meetings and co-ordinating with members to ensure agreed actions are followed through.
- Providing information and advice to Governors.
- The procurement of legal, taxation and other advice as required.
- Dealing with procedure, membership, election and re-election in line with the memorandum and articles of association.
- Completion and submission of statutory returns to Companies House, including trustees' report to the Charities Commission and ensuring that statutory requirements are adhered to.
- The provision of relevant insurance, including buildings and contents, employer and public liability.

f) As a Senior Leadership Team member within the school, the Bursar is responsible for:

- Providing advice to the Head.
- Contributing to the day-to-day leadership of Aldro.
- Keeping staff up-to-date with developments and holiday works at the school.
- Management of those support staff at Aldro working directly for the Bursar.
- Promoting the welfare of both pupils and staff.
- Supporting the vision and ethos of the school.

g) The Bursar is responsible to the Head for ensuring the school's compliance with all relevant law and best practice and in particular:

- Relevant financial legislation relating to charity accounting and accountability.
- Compliance with ISI requirements.
- Taxation law and guidance.
- Employment law.
- Immigration law – maintaining school's UKVI Sponsor Status.
- Health and safety legislation.
- Data protection legislation.
- Best insurance practice.
- Licences and local council regulations.
- Safeguarding requirements and any other legislative requirements with regard to employment.
- Directions from government that relate to the financial, human resources or support functions of the school.



h) The Bursar is responsible to the Head for property management across the school in particular:

- Arranging the necessary maintenance of the school buildings including the preparation of maintenance schedules and keeping of records.
- Co-ordinating the planning of building development projects including feasibility, planning, costings, obtaining quotes and ensuring high quality implementation.
- With the Estate manager, managing the Estates team and cleaning staff to ensure that routine maintenance and cleaning tasks are undertaken effectively.
- Ensuring fire safety equipment, emergency lighting and alarms are tested to agreed schedule. Maintaining fire risk assessment and policy. Managing resolution of any issues highlighted on Health and Safety walks.
- Managing letting arrangements.

i) The Bursar is responsible to the Head for ICT Systems management across the school in particular:

- Ensuring that the IT network serves the needs of the staff, pupils and visitors in conjunction with ICT Systems Manager.
- Ensuring that adequate filters and systems are in place to protect the school from hostile attacks and to guard the school's reputation.
- Liaising with the school's IT Managed Services provider to ensure that they meet the needs of the school and offer good value for money.

j) The Bursar is responsible to the Chair of Governors for management of Aldro Enterprises Ltd and in particular:

- Employment of Uniform Shop Manager.
- Termly stock take.
- Ensuring that adequate levels of stock are kept on premises.

k) The Bursar acts as Treasurer to the Old Aldronian Association and in this capacity attends OAs Committee Meetings.

There are many school activities and marketing events in the evenings and at weekends. The successful candidate, as a key member of the Senior Leadership Team, will be expected to attend many of these events.

## The Person

The Governors are seeking to appoint a Bursar with good financial and management skills, vision, empathy and the highest level of personal integrity. Candidates must also be able to demonstrate a commitment to furthering the ethos of this successful independent day and boarding school with its strong Christian foundation.

### Professional Development

- To attend, participate and contribute positively to weekly staff meetings.
- To attend and engage with regular INSET organised for staff.
- To participate in the school's appraisal system for staff.
- To demonstrate a concern for ongoing professional development.
- To contribute actively to in-school training opportunities, peer-observations and other initiatives that promote best practice in teaching and learning.

### General

- To work with Admissions and Marketing to promote the school to prospective parents.
- To attend Open Days and other events organised to promote the school.
- To contribute to the rota of staff duties.
- To attend meetings (Departmental, staff, parent meetings etc).

### Safeguarding

- To promote and safeguard the welfare of all pupils.
- To promote, insist on and help instil the school's core values
- To protect children from harm and to prevent impairment of their health and development.
- Be aware of, and comply with, all the school's policies, and especially the Safeguarding, Whistleblowing, Behaviour, Anti-bullying, Health and Safety, Staff Code of Conduct and Pupil Equality and Diversity policies.
- To establish a positive, supportive and secure culture which promotes in all pupils a sense of being valued, listened to and respected.







ALDRO





## Person Specification

Qualifications and experience relevant to role	Essential	Desirable
Degree or recognised accountancy/financial qualification		√
Financial management experience and ability to interpret and present financial data	√	
Preparation and management of financial budgets, cash flow summaries and financial / statistical summaries	√	
Knowledge of SAGE or another accounting package		√
Experience in an administrative management role and leading a team	√	
Experience of working in a school		√
Experience of marketing		√
Strong ICT skills, particularly Microsoft excel and word	√	
Knowledge of HR management and employment law		√
Experience of estates management, personnel and health and safety		√
Knowledge of regulatory requirements and legal matters relating to schools, charities and limited companies		√
Qualifications and experience relevant to role		
An ability to work with others on high-performing teams; able to show initiative and imagination, to have vision and the ability to inspire others	√	
Confidence in speaking publicly	√	
Excellent written and oral communication skills, able to communicate with a range of audiences	√	
Well-organised and with good time-management skills.	√	
The initiative to work on their own, and the ability to work as part of a team	√	
The ability to draw out the best in others through encouragement, coaching and mentoring skills and by setting high standards	√	
Excellent inter-personal skills and customer focus	√	
Strategic thinker	√	
Flexibility and the ability to adapt to a wide variety of tasks	√	
Confidence, firmness when required, enthusiasm, efficiency, flexibility, an open mind, commitment, reliability, a sense of humour, and ability to work under pressure		√
Excellent inter-personal skills, empathetic, caring, kind and compassionate	√	
A deep sense of compassion for young people and a sensitivity to their needs	√	
A natural and confident leadership style, able to inspire confidence amongst pupils, staff and parents	√	
Reliability, integrity, loyalty	√	
Positivity, energy and enthusiasm	√	
A sense of humility and a desire to serve others	√	
A willingness to go the extra-mile	√	
Excellent record of health, punctuality and attendance	√	
A sense of humour	√	
School Ethos, Values and Aims		
Fully supportive of the ethos and aims of the school	√	
Sympathetic to the Christian teaching that underpins the school's values and ethos	√	
Commitment to the safeguarding and protection of children	√	
A commitment to promoting equality, diversity and inclusion	√	
Promotion of Health and Safety in line with the school's policy	√	
Enthusiasm for, and willingness to contribute to, the wider co-curricular life of a busy day and boarding school	√	



## Terms of appointment and conditions of the post

**Deadline: Monday 1<sup>st</sup> September, 9.00am**

**Please email the completed Application Form, CV and covering letter to the Chair of Governors, Mr James Geffen. Email: [HR@aldro.org](mailto:HR@aldro.org)**

An attractive salary package will be paid to the successful candidate. Other benefits include private medical insurance, pension scheme, school lunches during term time, 30 days holiday, to be taken during normal school holidays, and fee remission for children in the school where this applies. The post is available from January 2026, but the starting date will be negotiable earlier or later for a suitable person.

David Stephens of Join the Dots is advising the school on this appointment. Potential candidates are requested to call David on 07739 457000 in advance of submitting an application in order to discuss the role and to answer any initial questions. He can also be contacted on [david@davidconsulting.co.uk](mailto:david@davidconsulting.co.uk)

The closing date for applications is Monday 1<sup>st</sup> September, 9.00am. Long-listing is scheduled for Friday 5<sup>th</sup> September. Short-listing interviews will take place on Tuesday 16<sup>th</sup> September. Interested candidates should complete a copy of the [Aldro Application Form](#) available on the 'Vacancies' section of the Aldro website and send, with a CV and letter of application to [HR@aldro.org](mailto:HR@aldro.org). Early applications are encouraged and will be processed on receipt. The school reserves the right to appoint before the deadline.

As part of the process there will be an opportunity to tour the school and meet current staff. References will only be taken up for short listed candidates, and once permission is given. The successful applicant will be required to undertake a medical examination paid for by the school.

The school is an equal opportunities employer and complies with its duties under the Equality Act 2010. Aldro is committed to safeguarding and promoting the welfare of the children and young people here, and all staff are expected to share this commitment. As part of the recruitment process, applicants should expect scrutiny of their online profile. All staff are expected to adhere to and ensure compliance with the school's Safeguarding / Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's designated Safeguarding Lead.

In line with the School's Safeguarding / Child Protection Policy, the successful candidate will be subject to checks by the Disclosure and Barring Service. As part of this process, Aldro additionally carries out its own online and social media checks. Applicants' references are typically sought before interview, unless the applicant specifically requests otherwise.

The post is exempt from the Rehabilitation of Offenders Act 1974 and Aldro is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Aldro recognises the benefits of a diverse workforce and is committed to equality of opportunity for staff, volunteers and applicants. Building upon legislative requirements, Aldro seeks to ensure proper access of opportunity in matters relating to recruitment/selection, support for staff development and promotion. All HR policies are underpinned by this commitment to inclusivity and discriminatory behaviour by staff, pupils, contractors and external contactors will be taken very seriously, fully investigated and appropriate action taken where necessary.





ALDRO

Lombard Street, Shackleford, Godalming GU8 6AS  
01483 810266



[aldro.org](http://aldro.org)