



Application Pack

Bursar & School Business
Manager
for Westminster Abbey Choir
School

March 2019



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About Westminster Abbey Choir School

Westminster Abbey Choir School is a remarkable school. It exists to educate and care for the 34 boy choristers of Westminster Abbey. Unique amongst choir schools, Westminster Abbey Choir School admits only singing boys, who are boarders in the relative peace and calm of Dean's Yard in the centre of London. It is thus a small, tightly knit community, with a strong sense of shared purpose both among pupils and between pupils and teachers. The school has a warm, cooperative atmosphere in which flexibility and teamwork are keys to the smooth running of the boys' busy timetable.

Boys are selected by audition and academic test at the age of 7 to start at the school in Y4. At age 13 they normally move on to one of a wide range of leading independent schools, to which the great majority win music scholarships.

Although it provides one of the premier musical trainings available to singing boys, Westminster Abbey Choir School also maintains a full academic curriculum leading to the Common Entrance Examination at 13+, and in some cases to academic scholarships to senior schools. High standards are expected of both pupils and teachers. This inevitably makes for a busy weekly schedule in which academic and musical commitments have to be balanced.

The school is generously staffed with seven full time and four part time academic staff, eight domestic staff and a dozen or so peripatetic music staff. As a department of Westminster Abbey the school forms part of the Abbey's overall administrative structure drawing on its maintenance, finance and human resources departments.

In a school of this size, staff get to know each boy very well indeed and several of the staff live on the premises. Central to the school's ethos is an informal, supportive atmosphere in which all of its members – pupils and staff – treat one another with consideration and respect. Indeed this culture is common to the whole community of Westminster Abbey.

The intimate relationship with Westminster Abbey brings a special dimension to the school. The boys sing in the Abbey almost every day of the week and develop a special affinity and love for this church, which is both an ancient place of Christian worship and a high-profile national symbol. They are regularly called upon to sing at special occasions such as the wedding of Prince William and Catherine Middleton and the visit of Pope Benedict XVI. They also give public concerts both here and abroad, and make recordings.

Outside the normal run of singing and academic lessons, there is a busy programme of extra-curricular activities. In addition to the usual array of sports, boys may be found in a range of pastimes, from sailing and rock-climbing to origami and cooking. A special feature of the school year are the periods leading up to Christmas and Easter when the choristers are required to sing in Westminster Abbey. The boys eagerly look forward to these periods and the school continues with a programme of seasonal events.

The school is committed to safeguarding and protecting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Details of the safeguarding policy can be found on the Choir School website: <http://www.westminster-abbey.org/choir-school> and a summary is provided in Appendix 1.

Job Description

JOB TITLE:	Bursar & School Business Manager
ACCOUNTABLE TO:	The Headmaster (and as Clerk to the Governors: The Chairman of Governors) of the Choir School
RESPONSIBLE FOR:	The School Caretaker. The postholder will also works collaboratively with the PA to the Headmaster and the senior Matron/Housekeeper
KEY RELATIONSHIPS:	<ul style="list-style-type: none">• Internally: All Choir School staff, School Governors, Parents, Music Department, Financial Controller, Human Resources, Health and Safety Adviser(s), Chief Beadle, Clerk of the Works, Superintendent of Cleaners.• Externally: Catering and other contractors/agencies
JOB SUMMARY:	Support the Headmaster in the overall running and administration of the Choir School. The Bursar & School Business Manager will have particular responsibility for ensuring the smooth running of the school's financial management and administration, its property maintenance, human resources, health & safety and compliance matters.
BACKGROUND:	Westminster Abbey is both a place of daily worship, and is one of the UK's leading visitor attractions, welcoming over one million visitors each year. A diverse and lively community work at the Abbey comprising just over 350 employees and a greater number of volunteers. The Choir School is an integral part of the Abbey with the 30 students performing at Abbey services and events on a daily basis.

MAIN DUTIES AND RESPONSIBILITIES

General

- Undertake operational duties commensurate with the nature of the post to enable the effective running of the school on a daily basis.
- Provide business support and administrative assistance to the Headmaster and his PA.
- Working with key departments such as finance, human resources and music to establish a successful working relationship that is goal focused.
- Manage staff recruitment administration, in conjunction with the Abbey's HR department and in accordance with the Choir School's Safeguarding policy <https://www.abbeychoirschool.org/media/1770/g11-safeguardingv7.pdf> and agreed Safer Recruitment Procedure, including undertaking pre-employment checks.
- Ensure that the Single Central Register of recruitment is complete and kept up to date, in consultation with the Abbey's HR Department where necessary.

- Maintain records of staff absence, including holidays and sickness, on the Abbey's HR system (iTrent). Advise the Abbey's HR Department of any absence and/or staff changes, which require payroll action. Assist the Headmaster with the arrangements for staff cover (teaching staff or non-teaching staff) where required.
- Liaising with payroll and the HR Departments to complete appropriate forms to ensure contractual and payroll information is produced and accurately maintained.

Maintenance, Compliance Health and Safety

- To be responsible for *(in conjunction with the Abbey's Data Protection officer and ICT department)*, data protection/GDPR within the Choir School.
- Act as Responsible Person for the Choir School in accordance with the Abbey's and the Choir School's Health and Safety policies.
- Ensure that staff are made aware of, and adhere to, their responsibilities for Health and Safety. Ensure that Risk Assessments are completed as required, PAT and other testing of equipment is carried out on schedule and records are maintained. Liaise with the Abbey's Health and Safety Adviser and Fire Safety Officer as appropriate.
- To support the Headmaster and be responsible for enterprise risk management.
- To support with all school inspections:
 - Ensure that the school adheres to the Independent Schools Standards Regulations (ISSR) and the National Minimum Standards (NMS) for boarding schools in respect of relevant compliance relating to physical well-being, and maintain up to date records.
- Draft and regularly review policies in respect of welfare, health and safety.
- Liaise with the Clerk of the Works Department to ensure that the Choir School is properly maintained.
- Take responsibility for the maintenance, insurance and taxation of the school minibus in consultation with the Abbey's HR department.
- Arrange minibus driver training for school staff as appropriate.

Finance

- Produce an annual budget for the Choir School in consultation with the Headmaster and the Abbey's Head of Finance. Monitor and re-forecast the budget, analyse variances and report on budget performance to the Headmaster and the Finance and General Purposes Committee.
- Undertake financial administration of delegated areas including approving invoices for payment, preparing school fee accounts and accounting for petty cash payments.
- Provide information for the Finance and General Purposes Committee to assist the process for determining fees.
- Receive and analyse applications for Fees Assistance and provide information to the Finance and General Purposes Committee. Advise parents of the outcome of applications

- Allocate funds for the disbursement of Fees Assistance in consultation with the Financial Controller.
- Expedite payments of unpaid fees reporting serious cases to the Headmaster and Finance and General Purposes Committee for further action.

Catering contract

- Hold overall responsibility for the day-to-day oversight of the Choir School catering contract. Meet regularly with the Catering Manager and Regional Operations Manager to ensure that the service is provided within the agreed contract provisions and within budget.

Governance

- Act as Clerk to the Governors. Agree and circulate Agendas and Papers for meetings of the full Governing Body and of the two Committees; attend all meetings and produce minutes for approval;
- Provide assistance to the Governors on matters relating to the discharge of their responsibilities.

Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training.

Person Specification

This section outlines the knowledge, skills and abilities the jobholder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the jobholder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the jobholder can be trained to do.

Essential

Education:

- Educated to A-Level or to have a demonstrable level of similar qualification or equivalent experience

Skills/Aptitudes:

- You will have excellent written and verbal communication skills and good numeracy skills
- You will have good knowledge of IT skills, including Microsoft Word and advanced Excel skills and the ability to maintain a Visual database (iTrent)
- You will have the basic core financial skills (*but this role is not required to prepare accounts as the school has the support of the finance team*)
- You will be highly organised, and able to demonstrate this within your work and with your colleagues
- You will be collaborative and understand the need for working with a unified approach
- You will be a strong relationship builder
- You will be able to juggle competing priorities and have excellent attention to detail with your work, especially when reviewing high profile contracts and school reports
- You will be able to plan own work to meet deadlines, work unsupervised and act on initiative when required
- You will have good working knowledge of Safeguarding and Safer Recruitment in Education
- You will have good working knowledge of Health and Safety legislation as it relates to a boarding school environment
- You will understand the requirements of Data Protection legislation, and be able to apply these
- You will have the ability to use influencing skills to achieve results in sensitive circumstances
- You will have the ability to effectively motivate, manage and support a member of staff
- You will have the ability to plan and manage projects

Knowledge/Experience:

- You will have previous experience as a School Bursar / School Business Manager or similar role
- You will have previous experience working within the educational school setting
- You will have previous experience of stakeholder management, understanding the need for collaborative working

Personal Attributes:

- You will be able to work effectively as part of a small team, and build excellent working relationships with all departments in the Abbey
- You will be able to maintain confidentiality at all times and act with tact and diplomacy
- You will show commitment to the ethos and values of the Abbey and promote these through conduct of the role
- You will be relatively self-sufficient and a self-motivated individual who is able to operate under your own initiatives, whilst working towards an agreed set of deliverables
- You will have a flexible approach, able to work additional hours as circumstances demand

Desirable

Education:

- Qualified to NVQ Level 4 or above in a relevant subject, for example Finance and Administration or School Administration
- Degree level or equivalent education

Knowledge/Experience:

- Previous experience as a School Bursar or School Business Manager
- Previous experience working within a Choir School or similar context
- Experience of supervising or managing a member of staff
- Experience gained in an Independent School and/or boarding establishment
- Experience as an ISI inspector of regulatory compliance

This Job Profile will be kept under review and may be amended by the Dean and Chapter from time to time. Any proposed changes will be discussed with the post holder.

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Working for Us

Salary

The full time equivalent salary is £43,523 and the personal salary for the part-time post is £26,113 per annum and is paid on the last Friday of each month. Salary is reviewed annually in January.

Working Hours

These are 24 hours per week and the full time equivalent hours are 40 hours per week. The normal arrangement of working hours is 9am to 5pm, three days a week, to be determined in consultation with the headmaster, but with flexibility for cover to be provided ad hoc through the week as necessary.

Annual Holidays

The holiday entitlement is 19 days per annum including recognised public holidays, rising to 21 hours per annum in the fifth year of service.

Training

On-site training will be provided in all aspects of the job. Any further training needs will be assessed through the probation period and in annual appraisals.

Pension Scheme and Life Assurance

All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

Staff Discount

All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo outlets, which serve refreshments.

Season Ticket Loan

A season ticket loan is offered after completion of a probationary period, repayable over 10 months.

Medical Insurance

The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment.

Equality Statement and How to Apply

Equality Statement

The Dean and Chapter aim at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please complete the Equal Opportunities Monitoring form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

How to Apply

Read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the 'Supporting Statement' section of the form to tell us how you meet each of the requirements.

As well as your previous work experience, tell us about other relevant experience such as community and voluntary experience. Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

Please apply via the online application form on the TES website:

Applications should arrive by Thursday 21st March 2019.

Interviews are currently scheduled to take place on Thursday 28th March 2019.

If you are invited for interview you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, a medical and a Disclosure and Barring Service (DBS) check at enhanced level.