

Joining *Bedford*



“Boys are a delight, their trademark being an ability to mix with any age group with ease, understated confidence.”

Good Schools Guide



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from the
Head Master



I am delighted that you are considering Bedford School, and I hope this booklet provides you with some of the answers to the many questions you will certainly have. I do not doubt that it will also provoke a few more, many of which you may find the answers to on our website but, if not, please do get in touch, and we will do our best to answer these for you.

I am always very proud to lift the lid on our school, and so it seems fitting for our boys, our staff and our wider community to share their thoughts of Bedford School with you in the pages that follow. While we are proud of our buildings, facilities and extensive estate, it is people that make a community, and ours is one very much shaped by boarding. To have over 200 boys and 40 or so staff living full-time on site gives a heartbeat to the school in a way that nothing else can. To quote one of our boys featured in this booklet, "You don't learn it. You live it."

I am also pleased to say that our school is full. We have approximately 700 pupils in the Upper School aged 13 to 18, with roughly 280 in the Sixth Form. Around a third of the boys are boarders who live in our six boarding houses, each of which is 'twinned' with a day house. Our Prep School, with 400 boys, caters for the 7 to 13 age group and has its own junior boarding house.

Academic excellence is central to life at Bedford School, and we encourage boys to aspire to the highest possible standards and exceed their expectations. Our success is demonstrated by a long history of impressive exam results at GCSE, A-Level, and in the International Baccalaureate Diploma. The vast majority of our leavers go on to higher education, and an impressive 87% of our Upper Sixth boys accepted places at either Russell Group or Times Top 30 universities in 2020. Typically, between five and ten boys take up places at Oxbridge each year. In recent years, we have also seen boys diversifying their applications, with more expressing an interest in degree-level apprenticeships and attending universities in the USA and Europe and beyond.

We place great emphasis on the value of sport, music and the arts for the camaraderie, teamwork and self-motivation they instil and encourage boys to explore their individual talents as far as they can take them. Our extensive extracurricular activities programme is wide-ranging and offers boys the opportunity to learn new skills and discover new interests outside the classroom.

I invite you to explore our school through the news stories we regularly publish on our website and on social media; these provide an insight into our boys, their stories and successes and a strong sense of the enviable community that is Bedford School. Above all, I hope that it shows boys and staff are happy and successful and, importantly, in that order.

A handwritten signature in black ink, appearing to read 'J. Hodgson', written in a cursive style.

James Hodgson
Head Master

The Role

Head of Finance

Closing date: **Monday 12 April at noon**

Interview date: **Thursday 15 April 2021**

Following the retirement of the current postholder, Bedford School is now seeking a Head of Finance to lead the school's accounts team, with day-to-day responsibility for the management of the school's financial resources.

Reporting to the Director of Finance and Operations, this is a hands-on and varied role. The successful candidate will play a key part in ensuring a robust financial control environment is maintained and processes are as efficient as possible.

He/she will also be responsible for the delivery of accurate management information on a timely basis for decision-making purposes at all levels of the organisation, preparing the necessary financial information for the Head Master, Director of Finance and Operations and Bedford School Association Director on a day-to-day basis as well as with Governors, Trustees, parents and all members of staff.

Additionally, the Head of Finance is responsible for providing the Bedford School Association (Development Office) with fundraising, management and statutory information relating to the school's fundraising activities as well as the production of all necessary information for external audit of the Bedford School Trust and the Bedford School Foundation.

He/she must demonstrate leadership, flexibility and tact and enjoy working as part of a team with all members of the school community.

The successful candidate will be a qualified accountant (ACA/ACCA/CIMA) and will need to be able to demonstrate practical as well as intellectual abilities.

Job Description

The Harpur Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the Role

Job Title:	Head of Finance
Department:	Bursary
Job Purpose:	To lead the school's accounts team, prepare, analyse and explain financial and management information and to have day-to-day responsibility for the management of the school's financial resources
Reporting Line:	Director of Finance and Operations (DFO)
Hours:	37 hours per week, all year round (8.30am – 5.00pm, Monday to Friday during term time, plus approximately 12 Saturday mornings per year on a rota basis). Working hours during the school holidays are 9.00am – 4.00pm. The post-holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998).
Salary:	£45,000-£48,000 (depending on experience)

Main Duties and Responsibilities

Management and Leadership

- Leading and managing the school's accounts team, including overseeing day-to-day processes, communication, motivation, succession planning and performance management

Financial Management

- Responsibility for the day-to-day use of the Finance module of the school EBIS database
- Maintaining the accounts structure for Bedford School, including setting up new project codes and keeping budget holder details up to date
- Maintaining capital spend and asset information to provide to the Harpur Trust to maintain the fixed asset registers for the school
- Reconciling specified balance sheet accounts and assisting with the reconciliation of 'recoverable from pupils' accounts to include investigating and resolving outstanding issues
- Preparing of monthly management reports for the Director of Finance & Operations
- Preparing of reports and variance analysis for school Finance & Resources Sub-Committee meetings
- Managing the year-end accounts process for Bedford School, in liaison with the Harpur Trust and external auditors for the annual audit process and preparing supporting working papers

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- Preparing information for the trading activities for audit and tax purposes
- Reconciling, coding and processing Core Management Team (CMT) credit card statements
- Liaising with the Harpur Trust and DFO regarding outstanding fees and debtor correspondence
- Financial management of the school's commercial enterprises, including the Quarry Theatre
- Maintaining the Wisepay system used by parents for trip and ad-hoc payments. Liaising with parents as required to resolve system queries
- Processing monthly catering invoices and associated transfers
- Preparing journals and internal transfers as required.
- Reviewing agent fee invoices prior to payment and applying of correct VAT treatment
- Preparing and uploading fees extras charges onto the fees billing system

Procurement

- Reviewing contracts on an annual basis including telecoms, photocopiers, fire alarm, pest control, waste disposal etc, liaising with other departments as necessary
- Overseeing the replacement of school vehicles

Bedford School Trust

- Maintaining the charity fund accounting records of the Bedford School Trust (BST)
- Reconciling and reviewing BST transactions, liaising with the fund manager, and preparation of supporting working papers and year-end accounts for external audit
- Producing annual statutory information for the restricted funds, with all supporting schedules for the purposes of the annual audit
- Liaising with external audit team for the BST annual audit
- Checking/preparing monthly account reconciliations for all bank accounts and investments for BST

Bedford School Foundation

- Monthly input and reconciling of Bedford School Foundation (BSF) transactions, processing of quarterly Gift Aid claims and preparation of year end accounts for external audit
- Producing annual statutory information for the purposes of the annual audit
- Liaising with external audit team for the BSF annual audit

Bank and Cash records

- Responsibility for accurate maintenance of the school's cash and banking records, ensuring that monthly reconciliations are reviewed

Budgets

- Supporting the Director of Finance and Operations in the preparation of annual budgets and reviews of expenditure against budget; leading on departmental budget setting

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- Providing budgets to the Harpur Trust for input onto finance system and liaising with budget holders throughout the year, supporting them in monitoring their performance against budgets and objectives. Answering any ad hoc queries

Reporting

- Producing monthly management report for the DFO and CMT, to include narrative reports on performance to budget and prior year variances
- Providing departmental management reports, proactively liaising with academic and operational staff with regards to monitoring and managing departmental budgets
- Providing management reporting for decision-making, including project appraisal, evaluation and post-implementation analysis
- Reporting on school assets and liabilities
- Assisting the DFO with papers for Governors' committees

Investments

- Administering the investment portfolio and attend termly BST meetings

Capital works and maintenance

- Working closely with the DFO and Deputy Bursar with regards to the detailed financial aspects of both the long-term and short-term maintenance programme and building projects
- Preparing detailed reporting on capital expenditure and business partner budget holders to ensure projects stay within budget
- Ensuring fixed asset additions are correctly accounted for
- Preparing analysis of financing options for major capital projects

General

- Maintaining confidentiality at all times in respect of school-related matters
- Supporting and contributing to the school's responsibility for safeguarding pupils
- Working within the school's health and safety policy, to ensure a safe working environment for pupils, staff and visitors
- Maintaining professional standards of attendance, punctuality and conduct with pupils, parents and colleagues
- Supporting the DFO on other financial matters as required
- Undertaking other duties as reasonably requested by the DFO

You are expected to act in accordance with the aims, policies and administrative procedures of the school. You may also be required to undertake such other comparable duties as the Harpur Trust requires from time to time.

As the needs of the school change, the duties will be adjusted accordingly and this job description may be reviewed from time to time in consultation with the role holder.

Person Specification

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	Relevant Accountancy / Finance qualification (ACA / ACCA / CIMA)		<i>Certificates</i>
Experience	<p>Extensive post-qualified experience, preferably in the school/education or charity sectors.</p> <p>Experience of managing and motivating a team.</p> <p>Demonstrable experience of financial control and reporting.</p> <p>Proven administrative competence, with the ability to co-ordinate a variety of activities with minimal staff support.</p> <p>Knowledge of charitable fund accounting.</p>	<p>Demonstrable experience of investment portfolio administration.</p> <p>Demonstrable experience of charitable fund accounting.</p> <p>Demonstrable experience of leading and motivating a team.</p>	<i>Application form and references</i>
Skills and Knowledge	<p>Strong financial reporting skills, with ability to identify stakeholder requirements and deliver improvements to aid financial control and decision making.</p> <p>Strong written and oral communication skills, with the ability to interact well with people throughout the organisation.</p> <p>Excellent ICT skills - proficient in the use of Microsoft Office and Excel (the school uses the EBIS/Open Accounts accounting package and Raisers Edge Fundraising Database).</p>	<p>Previous business management experience in an education setting.</p> <p>Knowledge of the Charities SORP.</p>	<i>Application form, references and interview</i>

Skills and Knowledge continued	<p>Effective time management and organisational skills.</p> <p>Excellent interpersonal skills, with the ability to foster effective working relationships with others.</p> <p>Proactive and flexible approach, with the ability to plan workloads and projects ahead of time.</p>		
Personal competencies and qualities	<p>Self-starter, able to align work priorities with those of the business.</p> <p>Collaborative, positive and helpful approach.</p> <p>Resilient, robust and personable.</p> <p>Tactful and patient in dealing with individuals.</p> <p>Flexible, to meet the needs of the school.</p> <p>Able to exercise good judgement.</p> <p>Commitment to the safety, health and wellbeing of children and young people.</p>		<i>Interview and references</i>

Staff Benefits

Bedford School has high expectations of its staff and therefore looks to reward them with a competitive salary, beneficial conditions of service and opportunities for training and personal development.

Bedford is set in the beautiful grounds of a 50-acre estate, and staff are welcome to make use of the extensive leisure and sporting facilities (which include gym, swimming pool, tennis courts, squash courts etc.) for themselves and their immediate family.

A generous pension scheme and private health care scheme with cash-back benefits are available and all staff enjoy free on-site parking. Cooked lunch and refreshments throughout the day are provided free of charge.

Bedford is a dynamic and incredibly rewarding place to work with a strong sense of community.

We very much hope that you will want to come and find out more about us.

“Pupils see themselves as part of a cohesive school community which includes not just staff and current pupils but former pupils as well. Pupils have enormous affection for this community of which they are a part.”

ISI Inspectorate

In their own words. Our boys.

“There’s just bound to be something for everyone to enjoy.”

From playing the cactus (a non-speaking part) in *Double or Nothing* to *Oliver in Oliver Twist*, Oliver has progressed. Progression, through coaching in sport (hockey is his favourite, but he also plays tennis and is a keen runner), in academic subjects, and via the hobbies nurtured in clubs, is at the heart of the school. Getting better at things.

Oliver, day boy, Year 5, actor, academic



“It is simply easier to become good.”

Ben says he takes a lot of responsibility for his own learning and that the resources here, the labs, library and support from teachers mean that you can make as much progress as you want, as fast as you want. He likes vertical tutor groups - “not only do you get to know older boys, but you see what they have to contend with, and once you know it, you are no longer worried by it”.

Ben, day boy, Year 9, scientist, linguist





Anhad, Vivaan and Kabir are three brothers from India, all in the same boarding house - Phillpotts. They say life here is full of changes of pace and atmosphere, which is helpful and healthy. Indeed, balance is a theme they all pursue, saying that the mix of freedom to do as they please with the compulsory aspects of life in school and in the boarding house makes for a happy equilibrium.

Talking of boarding, all three agree that via the boarding house you get the most complete version of the school ethos. As they say,

“You don’t learn it. You live it.”

Kabir, Vivaan and Anhad, *boarders, brothers, scientists, sportsmen*

Kayde is a sports scholar, identified through the Northampton Saints Academy, and also an accomplished academic.

He feels one of the major advantages of Bedford School is that life is so busy that you learn to manage your time.

He also can’t believe the number of completely different people from completely different cultures he has met and who have become his firm friends.

A big, smiling man with a *big* future.

Kayde, *day boy, Year 13, sportsman*



“Because it’s about knowledge, not about privilege.”

Alfie started the Italian Club. He is also in the Head Master’s Ancient Greek Club. He is going to have a shot at studying classics at Oxford. His love of classics however goes much further.

He introduces Year 4s to Latin at a local primary school. Apparently, some of the teachers there attend as well because they have had no exposure to Latin. “The pupils and staff are in the same boat, in eadem nave, and it is fun and rewarding - for them I hope, and also for me.”

Alfie, *day boy, Year 12, classicist, sportsman*

Why Bedford? From our staff.

“At Bedford there is a positivity, a willingness to try, a willingness to experiment and to improve.”

“Having come from the state sector, I can truly say that Bedford is a breath of fresh air by comparison. I am trusted to be the professional I am, and encouraged to try new things to develop the learning experience and the enjoyment of learning. Enjoying doing something makes you want to do it more - that’s simple human nature.”

Miss Hanna Bassa, *Teacher of English
Pemberley Assistant Housemaster,
Eckersley Society staff lead*



“As a member of the support staff, I feel that my role is valued and seen as important in the boys’ educational journey.”

“There is a great sense of community at Bedford School. You genuinely feel an integral part of the team, which builds staff motivation and commitment.”

Ms Yolanda Larrier,
*PA to the Director of Finance
and Operations*



“Having the freedom to develop educational programmes in my own areas of interest has been both stimulating and liberating.”

“The CPD [at Bedford] is a great mixture of professional reflection and discourse, and really practical skill development that impacts on classroom practice. Timely and relevant activities that develop questioning, classroom observation, formative assessment and behaviours for learning are amongst the best I have received in over 40 years in the profession.”

Dr Albin Wallace, *Director of Digital Learning
computer science teacher, karate instructor,
cricket and rugby staff member*



“When boys and their families join the school, they do so for life, with a community that is there to help and support far beyond the school gates.”

“Having been involved with the school throughout my life, it has given me a unique perspective on the collegiate effort that parents, teachers, support staff and Old Bedfordians perform to ensure that today’s pupils are fully equipped to face the challenges of a rapidly changing world.”

Mr Hugh Maltby,
Director Bedford School Association



Useful Links

[Bedford School website](#)

[The Harpur Trust](#)

[Our Application Procedure](#)

[ISI Inspection Report](#)

[Good Schools Guide Review - Bedford Prep School](#)

[Good Schools Guide Review - Bedford School](#)

[News Stories](#)

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