



**Bursar/ Operations Manager**

**Temporary 12 month contract**

**Required from: as soon as possible**



**BURSAR/ Operations Manager**

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**Job Description and Person Specification**

**The College**

Abbey Gate College is the longest-running coeducational independent school in the Chester area, catering for circa 485 pupils aged 4-18 years. Set in the idyllic rural villages of Saighton and Aldford on the outskirts of Chester.

Our pupils are at the heart of everything we do.  We believe education is about building self-esteem, a love of learning and igniting a desire in all our students, to ensure they fulfil their academic and personal potential. We strive to guarantee our children leave Abbey Gate College as confident, articulate, respectful and happy young high achievers.

From the youngest in Foundation to our Sixth Formers, we aim to develop skills for life; core values such as respect and compassion within the framework of an excellent education.  Developing talents and skills in a wide range of areas are encouraged, success is celebrated and endeavour is recognised.

Abbey Gate College is committed to the safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**The Post**

The governors of Abbey Gate College invite applicants for the post of a temporary (12 month contract) bursar/operations manager at this successful independent Co-education College.

Reporting to the Head of the College, the bursar is responsible for the direction and leadership; of all aspects of budgeting, financial management, safeguarding and estate management of the College, ensuring that all legal, regulatory and governance requirements are satisfied. The incumbent will have particular links to the Chairs of the Board, Estates Committee and Finance Committee on overall financial management of the College.

The bursar will have responsibility for;

* The management of all College premises, facilities, site management, catering, contract management and all service arrangements.
* Management of support and administrative staff.
* Management of Health & Safety to ensure policies and procedures required by law are in place and delivered effectively.

The role is full time, all year round.

**Key Responsibilities**

**Membership of College Leadership Team:**

* To be an active member of the College Leadership Team (LT).
* To ensure the College’s Development Plan and its targets are delivered efficiently and to best value.
* To monitor and implement policies and procedures to ensure all legislative and regulatory requirements are adhered to.
* To work with LT colleagues to promote a ‘value for money’ culture and efficient and effective use of resources.

**Finance:**

* To ensure the College financial systems and processes are working effectively and efficiently.
* To manage and monitor the financial systems, working with the Finance Manager.
* To ensure that financial regulations are observed.
* To oversee the preparation of annual revenue and capital budgets and monitor expenditure against the budgets reporting, jointly with the Finance Manager, on financial outcomes.
* To take the lead in the collection of overdue debts.
* To review and authorise the monthly payroll, approve purchase orders requested by non-teaching staff and authorise invoices.
* To negotiate, manage and monitor contracts for the supply of goods and services including insurance arrangements and contracts for build projects.
* To identify and manage the generation of income by use of the assets of the College when they are not otherwise required.

**Estates:**

* The management of all buildings, equipment and grounds on both College sites.
* To lead and manage development projects within the College.
* To liaise with the landlords of the College, Grosvenor Estates.
* To manage and develop the use of College facilities outside the curriculum for community use.
* To be responsible for the physical security of the College property and equipment.
* To manage the provision of all catering services in the College.
* To be responsible for negotiation, management and monitoring of contracts, suppliers, tenders and agreements for the provision of support services to obtain best value for the College.
* To manage the College’s transport requirements to ensure that value for money and safety requirements are met.

**Health & Safety/Safeguarding:**

* To be responsible for the management of Health & Safety and safeguarding within the College.
* To act as the College’s Health & Safety Co-ordinator, formulating, monitoring and implementing the College’s Safety and Safeguarding policies to comply with all relevant legislation.

**ICT:**

* To take overall responsibility for the provision of an effective ICT and telephone network for the curriculum and administration, delivered through the IT Director.
* To work with the College staff to ensure an effective ICT strategy is in place and is implemented effectively.
* To co-ordinate and plan the ICT resources and the efficient running of the ICT Support team.
* To contribute to the development and effectiveness of the College’s website.

**Management of Support Staff:**

* To manage the work of the caretakers and other support staff to ensure that efficient systems are in place for the effective operation of the College.
* To manage and support the professional development of support and administrative staff.
* To manage the recruitment and selection of support staff in accordance with the College’s policies and procedures.
* To play a key role within the LT for the support staff structure and the performance management of all support staff.

**Risk management:**

* To take responsibility for the monitoring and implementation of the Governors’ strategic risk management policy.
* To be responsible for data protection/ GDPR within the College and provide information, guidance and training when required in regards to changes in legislation as and when required.

**Policy Review:**

* To review all policies and procedures in areas of College activity other than teaching, to make recommendations for change, implement agreed changes and keep future effectiveness under active review.
* To ensure that strategies are in place to minimise the environmental and ecological impact of the College and its operations.

**Other duties:**

* To attend all Board meetings, Finance, Estates and Health & Safety Committee meetings, advising governors as appropriate.
* To implement the Board’s responsibilities as a Charitable Trust, including public benefit.
* To manage the leasing out of the College premises to outside organisations
* To carry out any other reasonable duties as directed by the Head, the Chairman of the Governors, or the Chairman of the Finance and Estates Committee.

**Person Specification;**

The successful candidate for this role will have;

* a minimum of a degree level qualification (or equivalent) potentially with a professional qualification in finance, management or property.
* business experience with the knowledge of commercial and allied subjects adequate for the management of the day-today affairs of the College;
* the ability and skills to produce budgetary estimates, reports, cash flow and financial and statistical summaries;
* a knowledge of the principles and methods of book-keeping and their adaption to various purposes;
* a knowledge of the law and practices relating to Income Tax, PAYE, benefits in kind and VAT.
* a proven track record of successfully leading, developing and managing people and have first class communication skills, inter-personal and dispute resolution skills Experience and knowledge of project management.
* a working knowledge of the law with regards to parental contracts, leasing of school properties and landlord responsibilities, employment legislation, commercial law covering such matters as contracts, copyright and data protection.
* a knowledge of investment procedures
* a knowledge of building materials and of the details of construction of buildings and the causes of, and remedies for, defects in buildings
* a knowledge of rates, Town and country planning, planning permission for alterations and new buildings;
* an ability to draw up specifications for general repairs, minor alterations and decorations and, if the work is done by direct labour, to make estimates of cost;
* a knowledge of principles and practices in relation to; electrical and gas installations, metering and supply; central heating and hot water supply; Protection of personnel and buildings from fire; domestic sanitation and sanitary fittings; energy management and conservation.

The successful candidate will also require the following skills;

* High level IT skills including MS Office Excel, Word and PowerPoint is essential
* Calm under pressure and able to work to tight deadlines
* High level of attention to detail
* Effective interpersonal skills
* High standards of professional behaviour towards colleagues
* Decisive, willing to take the initiative yet able to work as part of a team
* Excellent written and verbal communication skills
* Excellent organisation and time management skills

Previous experience of working in a school environment is helpful but not essential. However a strong commitment to independent education is essential.

**Terms and Conditions of Employment**

The salary and benefits for this position are competitive will depend upon the qualifications and relevant experience of the successful candidate.

This role is a temporary 12 months contract, full time appointment, all year position.

**Child Protection**

Abbey Gate College regards as paramount the welfare and safety of children. Whilst criminal convictions are not necessarily a bar, this safety consideration will be key to all decisions regarding the employment of staff, approval of volunteers and standards of external contractors.

**Equal Opportunities**

We are committed to treating all employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, transgender status, pregnancy, age, sexual orientation, religion or belief. We therefore welcome applications from all segments of the community.

**Applications**

Candidates should complete an Abbey Gate College Application Form and submit this together with a letter explaining their interest in and suitability for the post addressed to Mrs Tracy Pollard, Headmistress, outlining their suitability for the post.

The interview process will include; the candidates will meet the Headmistress, Chair of Governors plus selected Governors and have a tour of the College. The candidate will be interviewed and may be asked to complete a series of tests relevant to the post. The process will be confirmed to the candidate once selected for interview.

References **will be taken** up prior to interview, please inform your referees.

Please mark the envelope:

**Rebecca Upton**

**Human Resources**

**Abbey Gate College**

**Saighton Grange**

**Chester CH3 6EN**

**Alternatively you can send your application electronically by email to: -** [rebecca.upton@abbeygatecollege.co.uk](mailto:rebecca.upton@abbeygatecollege.co.uk)