



King's College
TAUNTON

BURSAR

CLOSING DATE:
27 AUGUST 2025



ONE SCHOOL, TWO WONDERFUL SITES



HEADMASTER'S WELCOME

At King's, we are committed to ensuring that every young person has the opportunity to unlock their potential, regardless of background or circumstance.

Thank you for your interest in the position of Bursar at King's College, Taunton.

This is a pivotal role at an important moment in the school's development. The Bursar is a key member of the Senior Management Team and works in close partnership with me, the Head of King's College Prep, the Operations Director, and our governors to ensure the financial strength, operational effectiveness, and long-term sustainability of the school.

As our senior financial and administrative officer, you will lead the school's finance strategy and oversee a range of core functions, including HR, IT, governance, and risk. The role also offers a broader strategic perspective- supporting our overseas operations and helping to shape the school's future through commercial development, capital investment, and innovation in systems and structures.

King's is a school that blends heritage with ambition. We are proud of our strong academic and pastoral ethos, our international outlook, and our commitment to providing a forward-thinking education in a grounded, supportive environment. The Bursar has a unique opportunity to influence and enable this mission- balancing careful financial stewardship with creative thinking and a collaborative spirit.

From January 2026, we are looking for a professional with integrity, strategic vision, and the ability to engage confidently with a range of stakeholders. Whether you are an experienced Bursar or coming from a senior financial or operational leadership background, this is a chance to join a talented senior team and contribute to the life and legacy of a remarkable school.

I look forward to receiving your application.



Michael Sloan
Executive Head, King's College Taunton

King's College and King's College Prep are Woodard Schools. We are committed to safeguarding and promoting the safe welfare of children and young people, and expect all staff to share this commitment. This post is subject to an enhanced DBS check.

ABOUT THE SCHOOLS

King's provides continuous day and boarding education for girls and boys aged 2 to 18 years. It comprises King's College Prep which has approximately 300 children from 2 to 13 and a senior school with approximately 400 pupils from 13 to 18.

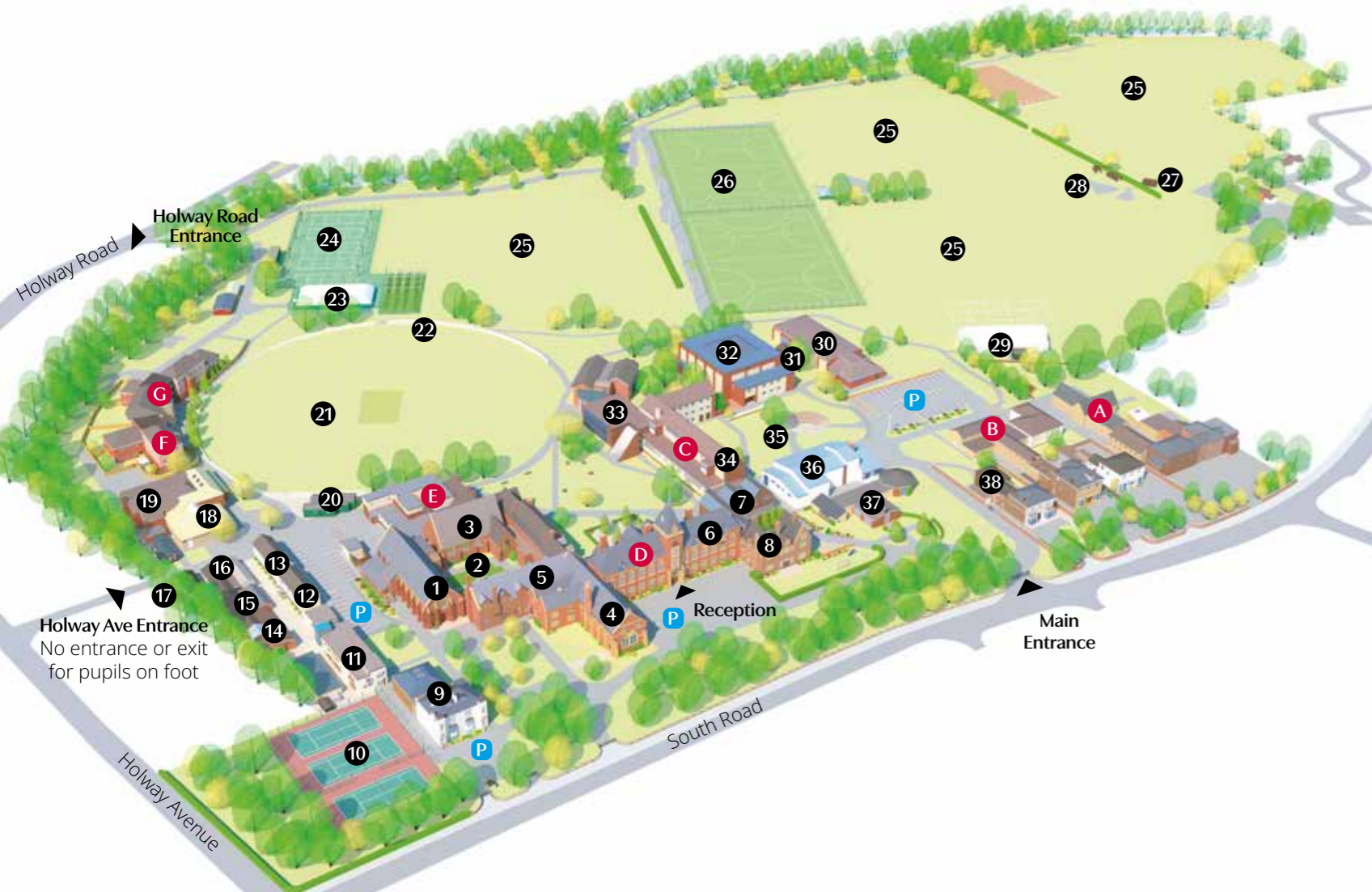
The schools are situated on separate sites in the south west of England and combine traditional values with state-of-the-art facilities. Both schools are run by one governing body, with many functions (marketing, strategy and finance for example) undertaken jointly.

King's College has a rich and welcoming family and community ethos. Just over 60% of the pupils board. For a relatively small school, it has an enviable record of success in all areas.

The school has regularly topped GCSE and

A-level league tables for Somerset. A broad range of co-curricular activities is offered, and the school is renowned for its success in sport, music, performing arts, fine art, design technology and outdoor pursuits. In many of these activities our pupils have achieved success at national and even international levels.

Good discipline is encouraged in a firm and positive way within a supportive pastoral framework. King's College is strong on manners and social skills. Pupils go on to thrive at good universities and in their professional careers. In short, King's is a purposeful, outward-looking, down-to-earth, highly successful school.



KING'S COLLEGE

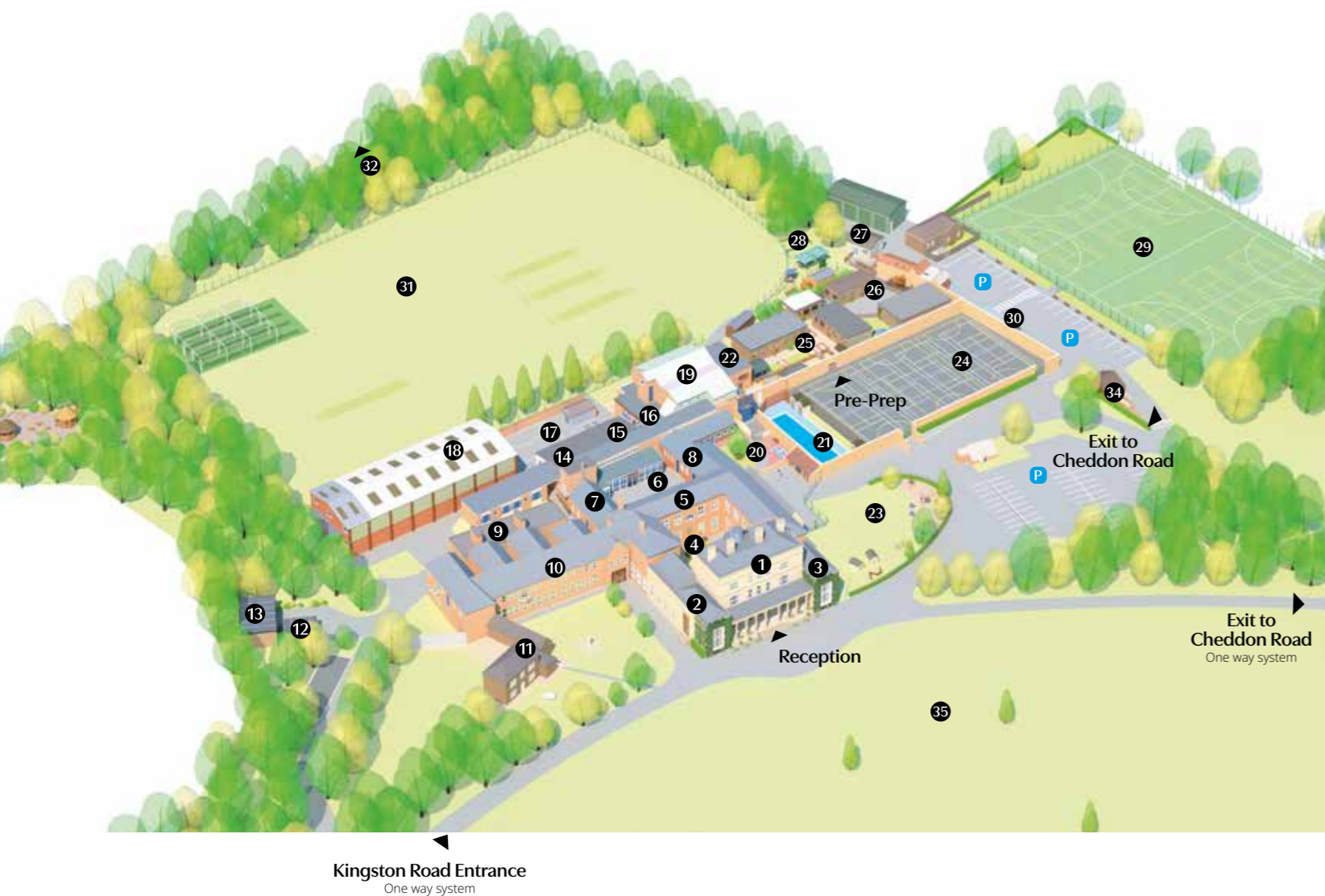
South Road, Taunton TA1 3LA

Main School Building

- 1 The Chapel
- 2 The Quad
- 3 Dining Hall
- 4 Woodard Room
- 5 Latin
English
Philosophy of Religious & Ethics
Modern Foreign Languages - upstairs
- 6 Main School Corridor
Headmaster's Office
PA to the Headmaster's Office
Examination Office
Admissions Office
Careers Office
Maths
- 7 Philip Richards Building
Library - upstairs
IT Helpdesk
Visitor toilets
- 8 Headmaster's House
- 9 Silvermead Studio and Arts House
- 10 Briar Lee Tennis Courts
- 11 Sixth Form Centre
Head of Sixth Form Office
Development Office
- 12 School Uniform Shop
- 13 Cookery School

- 14 Laundry
- 15 Shooting Range
- 16 CCF and Outdoor Pursuits
Stores
Chindits
Army/Navy/Marines
- 17 Finance Office
- 18 Design Technology Centre
- 19 Squash Courts
- 20 First Team Cricket Pavillion
- 21 First Team Cricket Pitch
- 22 Buttler's Ramp
- 23 Tennis and Netball Dome
- 24 Tennis and Netball Courts
- 25 Sports pitches
(rugby/cricket/athletics/football)
- 26 All-weather Hockey Pitch
- 27 Cricket Pavilion
- 28 Athletics Cabin
- 29 Sports Performance & Cricket Centre
- 30 Swimming Pool
- 31 Changing Cabins
- 32 Sports Hall
Climbing Wall
Gym
PE Classrooms

- 33 Science Centre
Biology
Chemistry
Physics
History
 - 34 Geography Centre
 - 35 The Amphitheatre
 - 36 The Theatre
Black Box
Auditorium
 - 37 Music School
The Octagon
Music Technology
Practice Rooms
 - 38 Medical Centre
- A Bishop Fox House - Boys
B Carpenter House - Girls
C Meynell House - Girls
D King Alfred House - Boys
E Taylor House - Girls
F Woodard House - Boys
G Tuckwell House - Boys



KING'S COLLEGE PREP SCHOOL

Kingston Road, Taunton TA2 8AA

The Prep department, Years 3 to 8, has two or three classes in each year group. There is continuity of educational provision between Years 1 and 8.

The school is a member of the Woodard Corporation, a group of fifty schools educating boys and girls in the Christian tradition in most parts of the country. It works in harness with King's College, Taunton which is on a separate site about three miles away and most pupils transfer there at the age of 13+.

There is an excellent record of academic, musical, artistic, dramatic and sporting achievements throughout the school. There is a programme of continual development including a new sports hall, a performing arts centre used for concerts and drama productions, new changing areas, computer centres for both the Pre-Prep and Prep, refurbishing the pool and surrounds, a new full size AstroTurf pitch and a Cookery School. The Pre-Prep also had extensive refurbishment and the new Science Faculty has transformed the provision for more than just science.

- | | |
|-----------------------|------------------------------|
| 1 Main Building | 14 Design Technology |
| 2 Woodard Room | 15 Art Room |
| 3 Library | 16 Music Room |
| 4 Memorial Garden | 17 Hard Play Area |
| 5 Dining Room | 18 Sports Hall |
| 6 Outer Quad | 19 Arts Centre |
| 7 ICT Suites | 20 The Rose Garden |
| 8 Learning Strategies | 21 Swimming Pool |
| 9 Science Faculty | 22 Bunting Room |
| 10 West Wing | 23 Adventure Playground |
| Maths | 24 Netball and Tennis Courts |
| Geography | 25 Pre-Prep |
| 11 Headmaster's House | 26 Nursery |
| 12 Cookery School | 27 Log Cabin |
| 13 Language Cabin | 28 Little Woods |
| | 29 AstroTurf Pitches |
| | 30 Astro Café |
| | 31 North Field |
| | 32 Top Field |
| | 33 Big Woods |
| | 34 Uniform Shop |
| | 35 Front Field |

A RURAL COUNTY OF ROLLING HILLS

Taunton is surrounded by natural beauty, with the Blackdowns, Mendips and Quantock Hills on the doorstep, plus Exmoor National Park, the Somerset Levels and Dartmouth are a short drive away.

Somerset is renowned for its cheddar cheese and cider. A wealth of apple orchards once made Somerset the cider capital of the UK, whilst the Cheddar Gorge caves are still used to mature cheese today.

Taunton is the county town of Somerset, in the South West of England. It is a busy market town located between junction 25 and 26 on the M5.

A growing commercial and residential centre, Taunton has a splendid small theatre, the County Cricket Ground, a successful rugby club, a delightful museum, the usual shopping outlets and restaurants, independent quarter, and a regular farmers' market.

If you love the great outdoors, you can be on the beach in 40 minutes and the Quantocks are just 15 minutes away. For those who prefer city lights, the fast West Country train service reaches Paddington in under two hours. By car, Exeter is 25 minutes south, Bristol 35 minutes north and you can reach Bath in about an hour.



THE POST

ROLE SUMMARY

The Bursar reports to the Executive Head and works in close partnership with the Operations Director, ensuring cohesive strategic planning and delivery across all support functions.

The Bursar is the senior financial and administrative officer of King's College, responsible for the strategic leadership and management of finance, HR, IT, governance, risk, and supporting the activity of our overseas operations. This role ensures the school's financial sustainability, operational compliance, and strategic alignment with its educational mission.

The Bursar is expected to maintain strong professional networks, including membership of the Independent Schools' Bursars Association (ISBA), to ensure best practice and sector insight.

KEY RESPONSIBILITIES

Finance (Core Focus)

- Lead all financial operations, ensuring full compliance with statutory, regulatory, and charitable requirements.
- Serve on the Senior Management Team and contribute as relevant to the broader strategic ambition of the school.
- Prepare annual budgets, multi-year forecasts, and long-term financial strategies, including scenario modelling based on pupil number projections.
- Oversee investment management, cash flow, and financial risk mitigation.
- Manage billing, collections, bursary assessments, and tax compliance (e.g., VAT, Gift Aid).
- Provide financial reporting to governors, auditors, and key stakeholders (incl monthly account updates).
- Develop commercial income streams and optimise revenue-generating opportunities.
- Support major capital projects and advise on implications of charitable status.
- Lead procurement strategy and ensure cost-effective insurance coverage.

Human Resources and Safeguarding

- Oversee HR functions through department lead.
- Ensure compliance with employment law, safeguarding, and safer recruitment.
- Through HR Manager ensure the Single Central Register is compliant and HR policies are up-to-date.- Oversee staff contracts, performance appraisal, and pensions.
- Support equality, diversity, and inclusion initiatives.

Information Technology and Digital Strategy

- Oversee and combine with the Network Manager to lead the strategic development of IT systems, ensuring cyber security, data protection, and effective infrastructure.
- Oversee the implementation of MIS, finance, and admissions systems to enable data-led decision-making.

Governance and Risk Management

- Potential to act as Clerk to the School Council, preparing agendas, minutes, and reports.
- Advise on charity and company law and ensure governance compliance.
- Oversee the risk management process, including: policy implementation, managing risk registers, business continuity plans, and internal controls.
- Prepare agendas, minutes, reports and records.

Overseas Operations

- Provide support as necessary (eg legal, regulatory, contractual) to the Director of International Schools for the school's overseas partnerships via King's College Schools International Ltd.
- Support compliance and regulatory requirements with international school inspections .
- Undertake limited overseas travel as required.

Stakeholder Engagement

- Work closely with parents, staff, governors, and external partners to promote transparency and trust.

PERSONAL SPECIFICATION

	Essential Criteria	Desirable Criteria
Qualifications and Experience	<ul style="list-style-type: none"> A recognised professional accounting qualification (e.g., ACA, ACCA, CIMA) or equivalent qualifications or demonstrable experience of similar calibre. Senior-level financial leadership experience in education, charitable or similar sectors. Proven experience in strategic financial planning, reporting, and commercial revenue development. Proven experience in governance and risk management. 	<ul style="list-style-type: none"> Experience of board-level reporting or acting as a company secretary or clerk to governors/trustees.
Skills & Knowledge	<ul style="list-style-type: none"> Strong financial acumen and strategic thinking. Good understanding of operating within regulatory frameworks. High proficiency with financial, operational, and analytical systems. 	<ul style="list-style-type: none"> Familiarity with fundraising, development, or alumni relations from a financial oversight perspective. Awareness of emerging financial technologies or innovations relevant to independent education.
Personal Qualities and Abilities	<ul style="list-style-type: none"> An enthusiasm to work collaboratively, yet capable of generating initiatives for consideration, and to deliver high-quality work autonomously without constant guidance. Integrity, discretion, and attention to detail.- Empathy with the ethos of independent education and the Woodard tradition. Collaborative leadership style with a commitment to CPD. 	<ul style="list-style-type: none"> A proactive mindset with the ability to anticipate future risks and opportunities in a changing educational landscape. Well-developed communication and influencing skills, with the ability to engage a wide range of audiences, including parents and external stakeholders.

The qualities and experience outlined in the person specification will be assessed by the following methods:

- Sight of original qualifications
- King's College application form
- Interview
- References from current employer and other, chosen, professionals

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APPOINTMENT PROCESS



Candidates are expected to have read the enclosed appointment policy and agreed to the terms within.

King's offers a very competitive remuneration package. King's has its own pay scale and there are discounts at both King's College Prep and King's College for staff children.

Please write a brief letter of application, addressed to the Headmaster, and complete the application form enclosed and send by email or letter to:

Mr Craig Sweet / Mrs Kirsty Eady
 c/o HR Department
 King's College, Taunton, Somerset TA1 3LA

recruitment@kings-taunton.co.uk

01823 328105 / 01823 328231

The closing date for applications is 9am on 27 August 2025.

Interview dates: first round w/c 8 September, second round w/c 15 September.

The role is expected to commence in January 2026, with flexibility for a later start date depending on individual notice periods and discussions during the interview process.



We encourage.
We are courageous.
We are King's.



King's College Taunton

South Road, Taunton, Somerset, TA1 3LA

www.kings-taunton.co.uk