



BICKLEY PARK SCHOOL

INDEPENDENT PREPARATORY SCHOOL FOR BOYS AGED 2½–13



Recruitment Information

FINANCE AND ESTATES MANAGER / BURSAR

Bickley Park School is an IAPS Independent School for boys aged 2 ½ - 13: sisters of siblings also attend the nursery. The school is situated in London's greenest London Borough, on the fringes of Kent and with excellent train links to central London. The Pre-Prep and Prep sites are located three hundred metres apart on Page Heath Lane in Bromley. The school is highly regarded and has grown significantly in recent years.

Founded in 1918, Bickley Park has 400 pupils on roll. The school aims to prepare boys to stand out from the crowd in a fast changing world by acting upon current research into how boys learn and what motivates them to achieve. The boys' school experience is framed around four quadrants of learning which deliver a broad, interesting education tailored to meet their future needs. Bickley Park has been short-listed in the Independent School Awards as Prep School of the Year 2019.

For more information please visit www.bickleyparkschool.co.uk

JOB PROFILE - FINANCE AND ESTATES MANAGER/BURSAR

Bickley Park School wishes to appoint a Finance and Estates Manager / Bursar who will help lead the strategic, financial and operational management of the School as it looks ahead to the future. This is an exciting opportunity to play an integral role in developing the School's vision, implementing its strategy and modernising its operational and physical infrastructure in line with its ambitions. The candidate will also be appointed as the Clerk to Governors and Company Secretary.

School vision, aims and values:

Support, model and promote the school's vision, aims and values in all aspects of school life.

Vision: To be a world class preparatory school for boys

School aims:

- To deliver a balanced, challenging and quality curriculum that arms pupils with the skills and attributes to thrive in their later lives.
- To provide an education tailored to how boys learn and aimed at motivating them to achieve.
- To enable boys to stand out from the crowd in a globally inter-connected world.

Values: The Bickley Park Way:

We believe that we should

- **Share**
- **Be honest**
- **Be kind and helpful**
- **Treat others as we would be treated**
- **Listen to one another** and try to understand other people's points of view.
- **Forgive** - recognise that everyone, including ourselves, makes mistakes.
- **Respect others**, recognising that they are important too.
- **Be resilient**, learning from things that go wrong and aiming for better next time.
- **Work hard to do your best to be your *best self***

The Finance and Estates Manager / Bursar will be accountable for the effective conduct of financial affairs and operational business management, including compliance and estates. The successful candidate will be commercially and financially astute and will previously have led and managed substantial, multi-disciplinary teams. This person will have excellent interpersonal and communication skills. Applications are encouraged from candidates with previous bursarial experience or who have previously held a senior role in business management within a school environment.

Qualifications and Previous Experience

High level of financial experience and acumen; an accountancy qualification will be an advantage, but not essential.

- a) The possession of business or administrative experience with the knowledge of commercial and allied subjects adequate for the management of the day-to-day administration affairs of the school
- b) An ability to produce budgetary estimates, reports, cash flow, financial and statistical summaries and final accounts

- c) A knowledge of procedures at meetings - notices, agenda, minutes, conduct of meetings and secretarial practice
- d) A working knowledge of the law with regard to parental contracts, leasing of school properties and landlord responsibilities, employment legislation, commercial law covering such matters as contracts, copyright and data protection
- e) A knowledge of health and safety procedures
- f) A knowledge of building materials and of the details of construction of buildings and the causes of, and remedies for, defects in buildings
- g) A knowledge of rates, Town and Country Planning, planning permission procedures for alterations and new buildings
- h) 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
- i) Proven experience in managing a team of staff

Management

- Management of the finance function, maintenance, premises and domestic teams, Matrons and Registrar
- Active management of the Health and Safety and HR departments
- Recruiting staff in all of the above areas
- Contract management and day to day operations of catering
- Training programmes and appraisals for admin staff
- Regular liaison with the Headmaster

Clerk to Governors/Company Secretary

- Company secretary and clerk to governors
- Appointment, induction and liaison with all governors
- Complaints committee member
- Liaison with school lawyers
- Attendance at three annual full governors meetings and six sub-committee meetings, including minutes and actions
- Preparing meeting agendas and liaison with the Chairman
- Chair of school risk committee
- Updating of Governors training records

Financial

- Preparation of monthly and annual accounts
- Preparation of annual budget
- Presenting management accounts, budgets and cash flows to the Governors
- Banking relationship liaison, including loans, cash management and flow
- Implementing new financial systems
- Approval of costs for projects and pre-expenditure
- Bursaries and other discounts
- Fund raising, donations and gift aid
- School department budgets, monitoring all detail and periodic monitoring of all cost centres
- Fee invoices and monitoring debtors

- Liaison with school accountants - all aspects
- Accounting extras – annual external audit, annual and charity returns, persons with significant control etc
- Financial controls

Estates and Property

- Bickley Park Cricket Club liaison – lease, sponsorship, upkeep of fields and use and access of facilities
- Development projects – external and in house
- Council tax, business rates and valuations
- School site security, including fire and security alarms and on the emergency call out rota
- Staff accommodation and leases; other property rental
- All utilities and energy procurement
- Property management and purchasing
- Facilities rentals and invoicing
- Insurance: school general, motor and travel, cyber
- Furniture and fittings

GENERAL

- Policies (writing and reviewing)
- Regulatory issues
- GDPR, data protection and copyrights
- Annual censuses
- Traffic and transport/liaison with local council and residents
- Liaison with AGBIS/ISC/ISI
- Ensuring that updates to regulation are brought to the attention of the management efficiently for assessment and implementation in a timely manner

Working Hours

- Full time including during non-term time
- 5 weeks' holiday per annum

Reporting Line: To Headmaster/Chair of Governors

Remuneration

The school is a member of the DFEE pension scheme. Salary will be paid according to age and experience. The school follows the Independent Association of Prep School's guidance on salary scales.

All new staff appointments are subject to verification of medical fitness, receipt of two satisfactory references and clearance from the Disclosure and Barring Service at Enhanced level.

Application Procedure

Interested candidates should fill in the downloadable application form (www.bickleyparkschool.co.uk) which should be submitted with a hand written letter stating reasons for applying for this post and mentioning what can be offered to the life of the school.

Completed applications should be sent to the Headmaster, c/o Jane White, Headmaster's PA:

Email: jwhite@bickleyparkschool.co.uk

OR by post to

The Headmaster c/o Mrs J White
Bickley Park School
24 Page Heath Lane
Bickley
Bromley
Kent
BR1 2DS

Closing date for applications: Tuesday 31st March 2020

Bickley Park School is committed to safeguarding and promoting the welfare of children and child protection screening will apply to this post. The successful applicant will be subject to an Enhanced DBS check. We are an equal opportunities employer.

Registered Charity No. 307915