

Bursar

Employment Status: 24 hours per week, all year contract with 10 weeks holiday

Required from: May 2025

Application closes: Monday 24th March 2025 at 9.00am

Interview date: Wednesday 26th March 2025

Salary: Competitive, commensurate with experience



Headmaster's Introduction

Welcome to Brooke Priory School.

I would like to offer you the warmest welcome to Brooke Priory, a family-based school located in the heart of Oakham. In its third decade, Brooke Priory School has nurtured and encouraged children to thrive and progress to their fullest potential. I am delighted you are interested in our school, Brooke Priory really is a wonderful place to work.

The values we instil into Brooke Priory children will be the foundation upon which they will build their future and we undertake that challenge seriously. Every child is unique and learns at a different pace and style, encouraging them 'to be the best they can be' is central to our ethos and is at the heart of all we do.

Childhood is precious and I am passionate that our boys and girls seize every opportunity to learn, play, explore and flourish in an atmosphere of fairness, encouragement and mutual respect. This is achieved with small classes, outstanding and talented staff and excellent facilities which ensures that every child receives the very best start to their education.

The relationship I have with the bursar is key to driving the continued success of the school. It is one of trust and mutual respect and I look forward to meeting and working with the successful candidate.

It is my absolute privilege to be Headmaster of such a unique school and if you would like to know more about working at Brooke Priory or would like to visit the school for a preliminary tour please don't hesitate to be in touch.



Mr Duncan Flint
Headmaster



Our History

Mrs Susan Allen and her daughter, Elizabeth Bell, founded Brooke Priory School in 1989 in the grounds of Brooke Priory just outside Oakham, and the school opened with twenty seven pupils. Today, with almost 150 pupils on roll, the school is flourishing.

The children and parents at Brooke Priory now enjoy a purpose-built school in Oakham, with high quality facilities. The breadth and enrichment provided at Brooke Priory has given rise to notable sporting and musical achievements, drama productions and academic awards. All of the children at Brooke Priory receive an outstanding education.



The initial passion for the outside world, which led to the creation of the School, remains firmly embedded in the ethos and curriculum. Today, the children continue to experience the world beyond the classroom building dens, getting muddy and savouring the beautiful Rutland countryside!

The Brooke Priory community now stretches well beyond the physical walls of our buildings and we are thrilled that our Alumni are keen to keep in touch and share their achievements with us all. It is a delight to receive GCSE and A Level results and we feel proud to read of Oxbridge successes.

'to be the best we can be'

Our Values and Aims

Excellence in Teaching & Learning

We aim to offer a broad, balanced curriculum using a combination of traditional and current techniques that challenges all pupils to reach their academic potential. Everything we do is underpinned by our core value of Hard Work & Resilience from both our pupils and our staff. Small classes enable us to work closely with our pupils, helping them to become reflective students, responsible for their own learning and aware of their strengths and areas for development.

Positive Relationships

We aim to develop the skills in our pupils to form positive relationships both in and out of school for both the present and the future. Our core values of Honesty, Friendliness and Happiness encourage pupils to form strong bonds with their peers, whilst a shared Respectfulness between staff and pupils results in the celebration of every individual. The school also values its relationships with parents and recognises their importance in fulfilling a successful education.

A World of Opportunity

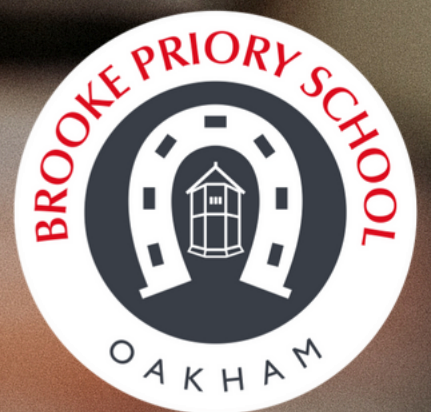
We aim to allow our pupils to find their own interests and talents by offering them chances to explore and enjoy a wide range of activities. Whether through our educational visits programme, extensive list of extra-curricular clubs, the variety of sports played or the prominence of music and the creative arts, our pupils experience both individual and group-based opportunities to develop their skills and Confidence.

A Sense of Belonging

We aim to instil in our pupils a sense of pride in the Brooke Priory family, their importance as an individual and as an equal member of the school community. Our pupils celebrate the history of the school and how their personal journey helps to shape its future. Great importance is placed on all pupils representing the school at concerts, fixtures and competitions; an honour to be celebrated and cherished.

Global Contributors

We aim to instil a sense of cultural and environmental awareness, and to empower our pupils to become responsible world citizens. Pupils engage in a variety of activities from volunteering to raising funds for local, national and international charities. Using our core value of Teamwork and through collaboration, we commit to making a positive impact as a school on the world around us.



Job Description

Responsible to: Proprietor

24 hours per week, year round contract, 10 weeks holiday per year. Hours to be agreed with the Headmaster.

Purpose of the role:

To advise the Proprietor, Directors and Head with strategic business and financial running of the School.

To be responsible for the financial and non-academic management of the school.

Strategic Aspects:

- To provide commercial advice and support to the Head/Proprietor as and when needed
- In conjunction with the Head/Proprietor and/or Senior Management play a full part in setting the strategic direction of the School
- To be a pro-active, collaborative member of the Senior Management Team

Finance Aspects:

- To prepare annual budgets and cash forecasts to enable ongoing monitoring of performance throughout the year
- To produce regular management accounts and related reports
- To provide the necessary information for the production of the annual statutory accounts and to liaise with the external accountants as necessary
- To monitor and maintain financial controls to safeguard the school's finances and other assets
- To oversee all accounting functions including nominal, purchase, billing ledger and petty cash.
- Conduct monthly bank reconciliations on all relevant accounts.
- To manage the work undertaken by the School Administrator in their finance role
- To administer and advise on bursaries, undertaking assessments of parents income and assets on application and review
- To prepare and send school invoices including termly fee bills, sales invoices and other non-fee income, liaising with colleagues to ensure accurate information is received from which to prepare bills
- To oversee Funded Early Education Entitlement claims and compliance, liaising with the Local Authority as required

Job Description

- Prepare costings for pupil trips
- To conduct debt control function ensuring fees and income are received on time, taking appropriate action upon late payment
- To ensure suppliers and other liabilities are paid in timely manner
- To procure and check insurance for the school
- To ensure payroll function is fulfilled each pay period, in conjunction with the payroll, pension companies and other statutory agencies, ensuring compliance with PAYE, auto-enrolment and any other statutory and contractual employer obligations
- Advising on taxation matters and ensuring compliance with regulations relating to VAT
- Administer online banking for all the School's bank accounts

HR Aspects:

- Advise Head/Proprietor on all HR matters liaising with external advisors as and when required
- Conduct pre-employment checks ensuring compliance with Safer Recruitment practices
- To maintain the Single Central Register of appointments
- To issue letters of appointment and contracts of employment for new staff
- Ensure School HR policies are Inspection Compliant, regularly reviewed and implemented throughout the school
- Ensure the schools is GDPR compliant as the schools Privacy and Compliance Officer

Health and Safety Aspects:

- To ensure relevant School Health and Safety policies and risk assessments are up to date, Inspection Compliant and implemented across the site.
- To ensure routine Health and Safety maintenance checks are carried out on site
- To ensure maintenance contracts are in place to service all plant and hardware on site, ensuring regular visits are carried out as per contracts
- To arrange Health and Safety Training for relevant staff

Job Description

Other Duties and Responsibilities:

- To oversee the administrative aspects of the hire of premises
- To complete statutory and voluntary annual census returns
- To be aware of, and comply with, policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- To contribute to the overall ethos/work/aims of the school.
- To participate in training, other learning activities and performance development as required.
- To attend and participate in meetings as required.

Essential behaviours

- To maintain confidentiality of business activity
- To work co-operatively with colleagues, children and parents.
- To make decisions without bias.
- To be aware of the positive and negative impact behaviours can have on others.
- To be flexible, and to anticipate and facilitate changes in the workplace.
- To be punctual at the beginning and throughout the day.
- To present a smart appearance at all times.

As a member of Senior Management Team, the Bursar is expected to accept reasonable flexibility in working arrangements and the allocation of duties. In order to carry out the role effectively, the Bursar will be required, from time to time, to carry out work not specifically referred to above and may occasionally be required to work outside of normal working hours.

Person Specification

Essential Criteria

- Experience of working at a senior level in a business setting
- Commercially minded outlook with good business acumen evidenced from a work environment
- Accounting qualification (minimum AAT level 4) or significant experience in financial management
- Ability to balance robustness with discussion and diplomacy, as well as managing conflicting priorities
- Highly developed interpersonal and communication skills with people from a wide variety of backgrounds with equal effectiveness
- Evidence, in a work environment, of ability to make sound decisions
- Commitment to personal and professional development with an ability to use initiative to problem solve.
- Discrete with experience of working in a confidential setting
- Good IT skills
- Good attendance record

Desirable

- Previous experience in a school environment and knowledge of Independent School sector
- Undergraduate degree or equivalent qualification
- Experience of using SAGE accounting
- Knowledge/understanding of employment law
- Experience of using databases

How to Apply

Application forms are to be completed via the TES online application form.

If you would like a conversation with the current Bursar to discuss the role in more detail or would like further information please call 01572 724778.

In person interviews will take place on Wednesday 26th March. This will include a panel interview, presentation, tour of the school and opportunity to meet current members of staff.

We are committed to safer recruitment, safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to apply for an Enhanced Disclosure from the Disclosure & Barring Service (DBS).





Working with us

Staff Benefits

Pension

Generous Defined Contribution pension scheme
Death in service benefit

Sickness Provision

Generous company sick pay and flexible working policies

Parking

Onsite parking available for all staff

School Meals

Complimentary hot lunch is provided to all staff

Location

We are based near to Oakham town centre



Our Location

We are located near to Oakham town centre, just across the road from the station. As you turn onto Station Approach the station ticket office is on your left, continue straight for 200 yards and you will see the school gates on your right hand side, opposite C&M Tractors. We have stunning views across beautiful playing fields behind the school and take full advantage of every aspect of wonderful Rutland.



Station Approach, Oakham, Rutland LE15 6NQ
01572 724778 | www.brooke.rutland.sch.uk



DO NOT USE THIS HAMMER ON HARD MATERIALS AS IT MAY BE DAMAGED OR BENT. ALWAYS USE THE CORRECT TOOL FOR THE JOB. ALWAYS WEAR YOUR SAFETY GLASSES AND KEEP YOUR FINGERS CLEAR OF THE HEAD OF THE HAMMER. ALWAYS HOLD THE HANDLE FIRMLY AND SWING THE HAMMER WITH YOUR ARM, NOT YOUR SHOULDER. ALWAYS HOLD THE NAIL AT AN ANGLE TO THE HEAD OF THE HAMMER. ALWAYS HOLD THE NAIL AT AN ANGLE TO THE HEAD OF THE HAMMER. ALWAYS HOLD THE NAIL AT AN ANGLE TO THE HEAD OF THE HAMMER.

