

# **Richmond House School**



**Where children are happy to learn**

**Application Pack**

**Bursar/Business Manager**



**Richmond House School,  
170 Otley Road,  
Leeds,  
LS16 5LG  
0113 275 2670**

**[www.rhschool.org](http://www.rhschool.org)**



## **RICHMOND HOUSE SCHOOL**

Richmond House School is one of the region's leading non-selective independent schools for children from 3 to 11 years of age. It is a friendly and welcoming environment where "children are happy to learn". With a family feeling and a strong community emphasis, Richmond House School has an ethos of creating a positive learning environment, encouraging children to learn inside and outside of the classroom.



unusually, crown green bowls on our own bowling green.

The school was established in 1935 by Miss Davies on this site and, despite short evacuation of pupils during World War II, the school has remained at this well-established location.

In our most recent ISI Inspection in 2013, we achieved the highest grade of "Excellent" in all categories, and in May of this year, we passed our Compliance Inspection in all areas. Academic excellence is a



critically important factor in our ongoing success and contributes to our high pass rate at 11+ examinations, with all pupils attending the school of their choice. We are non-selective and currently have 230 children on roll.

The school has a wide catchment area and children travel from a 10 mile radius to the school. We operate pre and after school care from 7.30am until 6.00pm daily and, additionally, have in place a school holiday club available for children from age 3.

After school activities are extensive and include art and photography club, bowls, rugby, netball, chess and tennis, to name but a few, all within the school and its grounds.



## Sport

The school has a strong sporting culture, both the Brownlee brothers are Richmond House School “old boys”. The extensive outdoor space allows a perfect opportunity for a variety of sporting pursuits, including cross country, football, rugby, netball, rounders, cricket and, more unusually petanque and crown green bowls. The school operates an inclusive sports policy whatever a child's ability. The opportunity for every child to participate with fun, from Nursery to Year 6, is paramount and enormous emphasis is placed on involvement in activity and encouragement of others. Our teams regularly compete against other schools in a wide variety of fixtures and tournaments with frequent success.



## Drama and Music



The school enjoys a strong culture of music and drama and each year creates opportunities for the whole school to come together to deliver outstanding performances. In 2015, the school presented “Joseph” to the parents and staff of the school, alongside an outstanding Year 6 play, Harvest Festival, Christmas concert and Prize Day performances. The school has its own jazz choir and choir, both have performed with the Yorkshire Philharmonic Choir to great acclaim.

## Academic Success

The staff are committed to giving each child the opportunity to develop into confident individuals prepared for the academic challenges ahead after Year 6 and beyond. We offer a challenging and varied curriculum, which includes French, Spanish and Drama, as well as all of the National Curriculum subjects.

Academic performance of each individual child is monitored on a regular basis and tracked through PIPS and NfER assessments.



We offer SENCO support throughout school and our SENCO works alongside classroom and subject specialists to deliver a joined up and personalised approach for each pupil that requires additional support.

### **Pastoral Care**

We believe that to be successful, we must be a happy school and we work closely with staff, parents and pupils to ensure the wellbeing and progress of all our pupils.

We do not confine learning to the classroom and we incorporate many activities to complement our academic curriculum. We have recently introduced Outdoor Learning as part of our curriculum, making full use of our outside space and Yurt.

### **Governing Body**

There is a strong relationship between the school and the Governing Body. The Governors, who are all committed to delivering the best governance for the school, have a broad range of experience and backgrounds.

### **Investments in School**

The school continues to develop. The development of a new car park and drop off area has been a significant project that has made the school easier to access by parents, staff and visitors. In Summer 2014, the school created its outdoor classroom facility, which includes a yurt, outdoor percussion area, and external learning spaces. We are about to embark on a significant period of capital investment for the school.

Richmond House School is a diverse community, but is small enough for everyone to know everyone else. We recognise the need for all pupils to be accepted for their individual talents, and to enjoy coming to school.







<b>JOB DESCRIPTION:</b>	<b>Bursar/Business Manager</b>
<b>REPORTS TO:</b>	<b>Trustees, Governors and Head Teacher</b>
<b>RESPONSIBLE FOR:</b>	<b>Financial and Building Management</b>
<b>LOCATION:</b>	<b>Headingley, Leeds</b>

## The Role

Richmond House School is looking for a highly dedicated, energetic Bursar to lead the management of the school's finances, direct the non-teaching administrative and domestic staff and oversee the development of the School's property, accommodation and facilities. The role requires someone who is willing to fully involve themselves in the life and work of the school.

The school employs around 50 staff, currently has 230 pupils on role and is currently in the process of some major development work so it is an exciting and rewarding time to join the school.

## Job Specification

The Bursar/Business manager acts as Clerk to the Governors and, as the most senior member of the non teaching staff, is a member of the School Leadership team, ( SLT). He/she is expected to work closely with the Head Teacher in the smooth management and development of the school.

In addition to acting as Clerk to the Governors, the position has three key areas. It requires the organisation and management of the School's finances, the maintenance and improvement of the school's buildings and facilities and the organisation and management of the school's support staff. It also requires the management of IT operations within the school.

## Salary and working hours

The role is a full time, permanent position. The successful candidate will receive a competitive salary appropriate to the responsibilities and status of the position.

## Application for this post

Applicants should send a completed application form including the names and addresses of two professional referees and covering letter addressed to Ms Catherine Shuttleworth, Chair of the Governors, by email to [jhawley@rhschool.org](mailto:jhawley@rhschool.org) by Monday 2 October 2017.



## Main Duties and Responsibilities

### Financial Management and Administration

- In consultation with the Head, preparing the School's business plans, presenting them to the Governors and working with the Head to implement the plans when they have been approved by the Governors
- The effective management of financial systems and administration in order to ensure compliance with different regulatory frameworks. Financial systems include billing, tuition fees, credit control and invoicing, purchases and expenses, banking, nominal and fixed assets and payroll. This includes PAYE, superannuation, National Insurance contributions and compliance with regulations for benefits in kind and pensions.
- Advising the Governors and SLT on general financial policy and providing regular reports
- Providing annual estimates of income and expenditure to include the preparation of budgets within the school in consultation with the SLT
- Monitoring income and expenditure in relation to budget and presenting regular management reports to the Governing Body usually via the finance sub committee.
- Keeping the accounts of the school and preparing Statements of Financial Activity (SOFA) and balance sheets in accordance with the Charities Statement of Recommended Practice (SORP).
- Maintaining cash flow projections for the current and future years
- Preparing pupils bills and collecting all fees and extra's
- Scrutinising and passing for payment all invoices
- Preparing forecast for the future financial performance of the school
- Preparing financial appraisals of particular projects
- Advising on taxation matters generally, ensuring compliance with VAT regulations and dealing with the school's income tax and rating assessments
- Advising on the financial implications of the charitable status of the School
- Advising on bursary funds. Undertaking assessments of parent's income and assets prior to making bursary awards.
- Advising and administering any Government scheme for assistance with fees
- Liaising with banks with regard to loans and other banking arrangements
- Advising on Investments

### General Management and Administration

- Acting as Clerk to the Governors, the preparation and distribution of agenda's, reports and minutes, and attend all meetings to report directly to the Governors on his/her areas of responsibility and to take minutes if required.
- Ensuring compliance with all relevant aspects of employment law including employment protection, equal pay, minimum wage, Working time Directive and discrimination on the grounds of sex, race or disability. To act as the Head's advisor on employment matters including disciplinary procedures, ensuring that the school has appropriate disciplinary and grievance procedures
- Ensure that new staff have Police checks, medical clearance and satisfactory references, supporting the administration of recruitment processes
- Overall responsibility for the School's Single Central Register
- Ensuring that all staff have contracts of employment and keeping the school's standard contracts up to date with new legislation
- The employment, terms and conditions of service, supervision and welfare of all non teaching staff



- Formulating, monitoring and implementing the school's policy to comply with the requirements of health and safety legislation, being the Health and Safety lead within the school and the chair of the health and safety committee. The carrying out and monitoring of risk assessments where appropriate and monitoring of all departments to ensure that they are carrying out the risk assessments, taking professional advice as required
- Ensuring compliance with Data protection, licensing, Fire regulations and other safety policies required by current inspectorate regimes
- Ensuring that the school has adequate insurance cover at all times to include employer's liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover.
- Responsible for the systems and general management of the school's administrative and financial computer network, including the implementation of appropriate management information system and supporting the staff and the school with the administration of IT
- Purchasing all goods and services for the school
- Dealing with the letting of the school property to third parties, ensuring that appropriate leases and licences apply
- Letting of school premises to outside organisations
- Advising on and taking the appropriate security measures within the school, both physical and for staff and pupils
- Maintaining contact with the statutory authorities and other organisations

#### **School buildings, Grounds and General Duties**

- Maintenance of school buildings
- Security of school buildings
- The installation and maintenance of equipment for the detection, warning, protection and escape from fire, ensuring the necessary fire risks are carried out.
- The maintenance and efficiency of the installations and plant for electric supply, heating, domestic hot water, water softening etc
- The maintenance of the lighting and ventilation of the school buildings
- Ensuring that catering areas meet the requirements for hygiene and food safety
- Supervision of catering, sports equipment and facilities, minibuses and transport
- Liaison with school architects and builders to obtain tenders, and planning permission for future development plans.
- The upkeep of the school grounds to include the playing fields, gardens, tennis courts, playgrounds, land drainage and maintenance of boundaries, roads and rights of way.

#### **Management of Staff**

- Responsible, joint with the Head Teacher, for the employment of all catering, cleaning, caretaking, holiday club and after care staff
- The deployment and management of the above staff and the allocation of duties to them
- The dismissal of the above staff in liaison with the Head Teacher and in accordance with the school's disciplinary procedures as laid down by the Governors for different categories of staff
- The supervision of arrangements for the appraisal of the performance of the above staff, including the procurement of advice and training appropriate to the needs of the above staff



## Person Specification

Attributes	Essential	Desirable
<b>Qualifications /Attainment</b>	<ul style="list-style-type: none"> <li>Professional accountancy qualification</li> <li>High level of general qualification</li> </ul>	<ul style="list-style-type: none"> <li>Membership of ISBA ( or agreement to apply upon appointment)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working in the life of business</li> <li>Management experience of operations and people</li> <li>Facilities management and compliance</li> <li>Experience of carrying out staff review and target setting</li> <li>Experience of management of health and safety in a business environment</li> </ul>	<ul style="list-style-type: none"> <li>HR experience</li> <li>working with regulatory bodies,</li> <li>Building project management</li> </ul>
<b>Knowledge Base</b>	<ul style="list-style-type: none"> <li>Company and charity law</li> <li>Contract, health and safety employment law</li> <li>Project management</li> <li>Monitoring health and safety matters</li> <li>Managing a multi-disciplinary team</li> </ul>	<ul style="list-style-type: none"> <li>Relevant regulatory frameworks in education including current inspectorate regimes</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>High level of IT skills</li> <li>Excellent oral and written communication</li> <li>Strong people skills, ability to work with people from different cultures, industry and at different levels of seniority</li> <li>Well organised and ability to prioritise own work load, manage a varied workload and delegate appropriately</li> <li>A high level of attention to detail</li> <li>Strategic thinker; able to articulate and share vision and identify steps which need to be taken to fulfil identified aims</li> <li>Ability to make firm decisions when required</li> <li>Strong analytical and problem solving skills</li> </ul>	
<b>Attitude/ Approach</b>	<ul style="list-style-type: none"> <li>Honesty and integrity</li> <li>Ability to demonstrate adaptability and flexibility</li> <li>Ability to remain calm under pressure</li> <li>Energetic, enthusiastic and passionate</li> <li>Flexible and willing to work in a team</li> <li>Good sense of humour</li> </ul>	