

**Introduction**

The Governors of The King's School, Gloucester seek to appoint a full time Bursar from Easter 2019, following the retirement of Ms Jacqui Millar after seven years of outstanding service to the School. The King's School is strongly positioned in a vibrant educational region. The School recently celebrated its 475th anniversary, the School roll (605 pupils aged 3-18) is at a historic high, a new Head was appointed in September 2017 and a 5 year Strategic Development Plan outlines the priorities for the School from 2018 - 2023. The new Bursar will therefore join a thriving School community and Senior Management Team at a very exciting time in the School's history.

**Job Description**

The Bursar reports to the Headmaster for all day-to-day matters, and is accountable to the Governing Body, via the Chair of Governors, for the effective conduct of financial affairs, sound business management and administration, and the material state of the premises.

The successful candidate will be someone who is confident, has the ability to work under pressure, has the highest level of integrity and confidentiality and can meet deadlines in a very busy School office.

**Key Responsibilities:**

**Strategic Planning**

* Membership of the Senior Management Team (SMT), which comprises: Headmaster, Senior Deputy Head (Pastoral), Bursar, Deputy Head (Academic), Deputy Head (Staff), Director of Marketing and Admissions, Head of Junior School and Head of Sixth Form.
* Devise and implement strategy in conjunction with the Headmaster and the Governing Body through the School Development Plan, the SMT meetings and meetings of the Governing Body and its committees.
* Liaise regularly with the Headmaster and Chair of Governors regarding Finance & General Purposes Committee, the Strategic Development & Marketing Committee and the Education & Compliance Committee.
* Responsible for operational matters relating to ISI inspections and other statutory bodies.
* Attend ISBA events and conferences, ensuring that training is up to date and new policies/guidance/laws are communicated effectively to the School community

**Staff Leadership and Management**

* Provide leadership for the Bursary, Estates and Administration teams.
* Manage the recruitment, performance management appraisal and development of the wider support staff.
* Embed an ethos of service excellence in pursuit of the School’s aims.
* Ensure that all team members are supported and challenged to deliver their remits to the highest professional standards.

**Financial Management**

* Advise on general financial policy within the School.
* Prepare annual estimates of income and expenditure to include the preparation of departmental budgets within the School; the latter in consultation with the Headmaster.
* Monitor income and expenditure in relation to budget and present regular management reports to the Headmaster and governing body.
* Keep the accounts of the School and prepare Statements of Financial Activity (SOFA) and balance sheets in accordance with the Charities Statement of Recommended Practice (SORP).
* Prepare the Trustees Annual Report for audit and liaise with the auditors to ensure a smooth completion of the annual audit.
* Maintain cash flow projections for the current and future years.
* Advise on investments in consultation with the Chair of Finance.
* Ensure the timely preparation of pupils' bills and collection of all fees and extras.
* Ensure the timely payment of all salaries and wages, including PAYE, Superannuation and National Insurance Contributions and compliance with regulations for benefits in kind.
* Administration of pension schemes for teaching and non-teaching staff.
* Scrutinise and pass for payment all invoices received in the School
* Keep analyses of costs and other statistical records.
* Oversee all contracts with external suppliers.
* Prepare forecasts for the future financial performance of the School; usually over a period of five years.
* Prepare financial appraisals for particular projects.
* Advise on the financial implications of the charitable status of the School.
* Advise on scholarship and bursary funds and undertake assessments of parents' income and assets prior to making bursary awards.
* Ensure 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. Professional advice should invariably be sought.

**Estates Management**

* Oversee the work of the Clerk of Works to ensure the high-quality maintenance, refurbishment and development of existing buildings, grounds, and facilities ensuring compliance with all statutory requirements.
* Oversee capital development including master planning, the design and specification for new buildings, and ensure the delivery of all capital projects to agreed time, cost and quality parameters.

**Catering and Operations**

* Liaise with the School’s external caterers to ensure the School’s expectations are met with regards to catering.
* Liaise with the Clerk of Works to ensure that domestic services including caretaking and cleaning are completed to a high standard.

**Health and Safety**

* Chair termly Health & Safety Committee meetings and ensure that all aspects of Health & Safety legislation are adhered to.
* Liaise with the Clerk of Works to ensure compliance with all relevant aspects of Health and Safety including fire safety, site security, accident reporting, external review and risk assessment.
* Work with the SMT, Clerk of Works, Head of Digital Strategy and other senior staff to practise and enhance critical incident planning procedures.
* Keep the School’s Risk Register, including mitigation strategies, updated.

**Legal and Regulatory**

* With appropriate professional input, ensure compliance with all relevant legal, financial, insurance, data protection, health and safety, independent Schools’ standards and property regulations.

**Human Resources**

* Ensure compliance with all relevant aspects of employment law including employment protection, equal pay, minimum wage, Working Time Directive or discrimination on the grounds of sex, race or disability.
* Act as the Headmaster’s adviser on employment matters including disciplinary procedures and ensuring that the School has appropriate disciplinary and grievance procedures.
* Ensure that all relevant staff have contracts of employment and keeping the School's standard contracts up-to-date as new legislation takes effect.
* Manage the employment, terms and conditions of service, supervision and welfare of all non-teaching staff.

**Commercial Development**

* Work with the Events Co-ordinator, to identify and develop meaningful and sustainable non-fee income streams.

**Clerk to the Governors**

* Act as Clerk to the Board of Governors.
* Complete the procedures necessary at the appointment and resignation of Governors.
* Service the AGM of the Board and ensure timely filing of all relevant returns.
* Advise the Governing Body on constitutional matters, duties and powers and will work within the broad current legislative framework observing confidentiality at all times.

**Change Management**

* The King’s School is a dynamic School operating in a vibrant regional economy. Much has changed in the last decade, and much will change again in the next. The Bursar will play a central role in identifying, agreeing, communicating, implementing, and reviewing change to ensure the School operates successfully in accordance with its vision, aims and values.

**Person Specification**

**Qualifications and Experience**

Applicants should have considerable financial and managerial experience with a hands-on approach. They should be computer literate, have excellent communication skills at all levels, and be keen to take a full part in all activities of the School’s communities.

A professional qualification to degree level whilst not essential, would be an advantage. An affinity with the world of education, the aims of the School and an enjoyment of working collaboratively with others, are seen as vital.

**Key Skills and Qualities**

Leadership Skills

* Vision, commitment, focus, professionalism, decision making and the ability to inspire in others a sense of common purpose and the confidence that it can be achieved.

Business Acumen

* The possession of business or administrative experience with the knowledge of commercial and allied subjects adequate for the management of the day to day affairs of the office.

Interpersonal Skills

* The ability to get on with others, help bring about changes in attitude, remain firm on important issues and concede it where necessary and work co-operatively and supportively with others.

Financial

* The ability to produce budgetary estimates, reports, cash flow and financial and statistical summaries. Knowledge of the principles and methods of book-keeping and their adaptation to various purposes, including the preparation of final accounts.
* A knowledge of procedures at meetings – notices, agenda, minutes, conduct of meetings and secretarial practice.
* Some knowledge of the law and practice relating to PAYE, benefits in kind and VAT.

Legal

* An appreciation 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.
* The successful candidate will need to be (or to become) familiar with the regulatory requirements for independent Schools.

Excellent written communication skills

* The ability to write succinctly and accurately, with clear presentation of accounts.

Personal attributes

* Persistence, optimism, flexibility, hard-working team player and, ideally, a sense of humour.

Delivery on time, to budget

* The ability to work to schedules, manage and control budgets and ensure sufficient attention is paid to detail and quality in all areas.

Understanding of independent School culture

* An affinity with the ethos of independent Schools and an understanding of, or sensitivity to, the issues of running a School.

**Hours of Work**

The post is full-time, with the hours of work being 8:30am to 4:30pm Monday to Friday.

**Holidays**

Holiday entitlement will be 25 days per annum, rising to 30 days after 5 years’ service.

**Salary**

Commensurate with qualifications and experience

**Benefits**

* Contributory Pension Scheme
* Lunches
* Parking

**Applications**

Candidates should apply by completing the application form and a letter of application. A CV is not required. Applications should be addressed to:

**The Headmaster, The King’s School, Gloucester, GL1 2BG.**

**Closing date is Monday 17th September at 12 noon, with interviews taking place on:**

* **Screening Telephone Interviews 4th/5th October 2018**
* **Long List interviews 1st November 2018**
* **Short List Interviews 8th November 2018**

**For further information contact Mrs Karen Woodcock by e-mail:** [**k.woodcock@thekingsSchool.co.uk**](mailto:k.woodcock@thekingsschool.co.uk)

**Website:** [**www.thekingsSchool.co.uk**](http://www.thekingsschool.co.uk)

*The King’s School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). Interviews will be conducted in person, and they will explore candidates’ suitability to work with children.*