



CHELTENHAM
MUSCAT



INFORMATION PACK FOR THE POSITION OF

Bursar

APPOINTMENT FOR AUGUST 2024



Introduction

Thank you for your interest in joining Cheltenham Muscat in the beautiful country of Oman. This position provides the successful candidate with an outstanding opportunity to lead the financial and operational activities of Cheltenham Muscat and our alliance partner school, Downe House Muscat.

This is a tremendous opportunity for an ambitious and dynamic person to lead the financial and operational functions for two unique schools who both have the ambition to be the best of their kind.

Cheltenham Muscat opened in September 2021 in partnership with Cheltenham College, UK. With over 180 years of experience, Cheltenham College is one of the UK's most renowned private schools and is part of the Rugby Group – an elite group of British Independent schools including world-famous schools such as Wellington College, Harrow, Winchester College and Radley College.

Downe House Muscat opened in September 2022 and is the world's first authentic international girls' school run by a premium all-girls' school from England, Downe House UK. With over 114 years of experience, Downe House is one of the UK's most renowned private schools.

Much has been achieved since opening and the schools are well on their way to achieve their ambition of being the best of their kind in the region.

We offer an exceptional career opportunity for colleagues who share the highest personal and professional standards. Our staff are our most important asset; they are the individuals who inspire and contribute towards each child's journey, both in and outside the classroom. There will be opportunities for you to develop and grow professionally, as part of an exceptional education community, whilst living in the wonderfully welcoming city of Muscat.

We hope that you will enjoy reading about the position and that you will decide to apply. We are confident that you will find the position exciting, challenging and, most importantly, rewarding.

We look forward to hearing from you.

Oona Carlin
Executive Principal

About Cheltenham Muscat

Cheltenham Muscat opened in September 2021 with excellent pupil numbers that exceeded expectations. Cheltenham is the first UK style independent international school for boys and girls aged 3 to 18 in Oman. Our partnership with Cheltenham College in the UK who have been educating pupils both from the UK and abroad for one hundred and eighty years, is genuine.

Cheltenham Muscat offers:

- A first-class education in the international context of Oman from EYFS through to iGCSE and A Level examination.
- Academic excellence for all.
- Specialist teaching in all subjects from Grade 6, with some specialist teaching as far down as the Early Years.
- A superb range of extra-curricular activities as part of a fulfilling and extended school day.
- Outstanding pastoral care and opportunities for personal development.

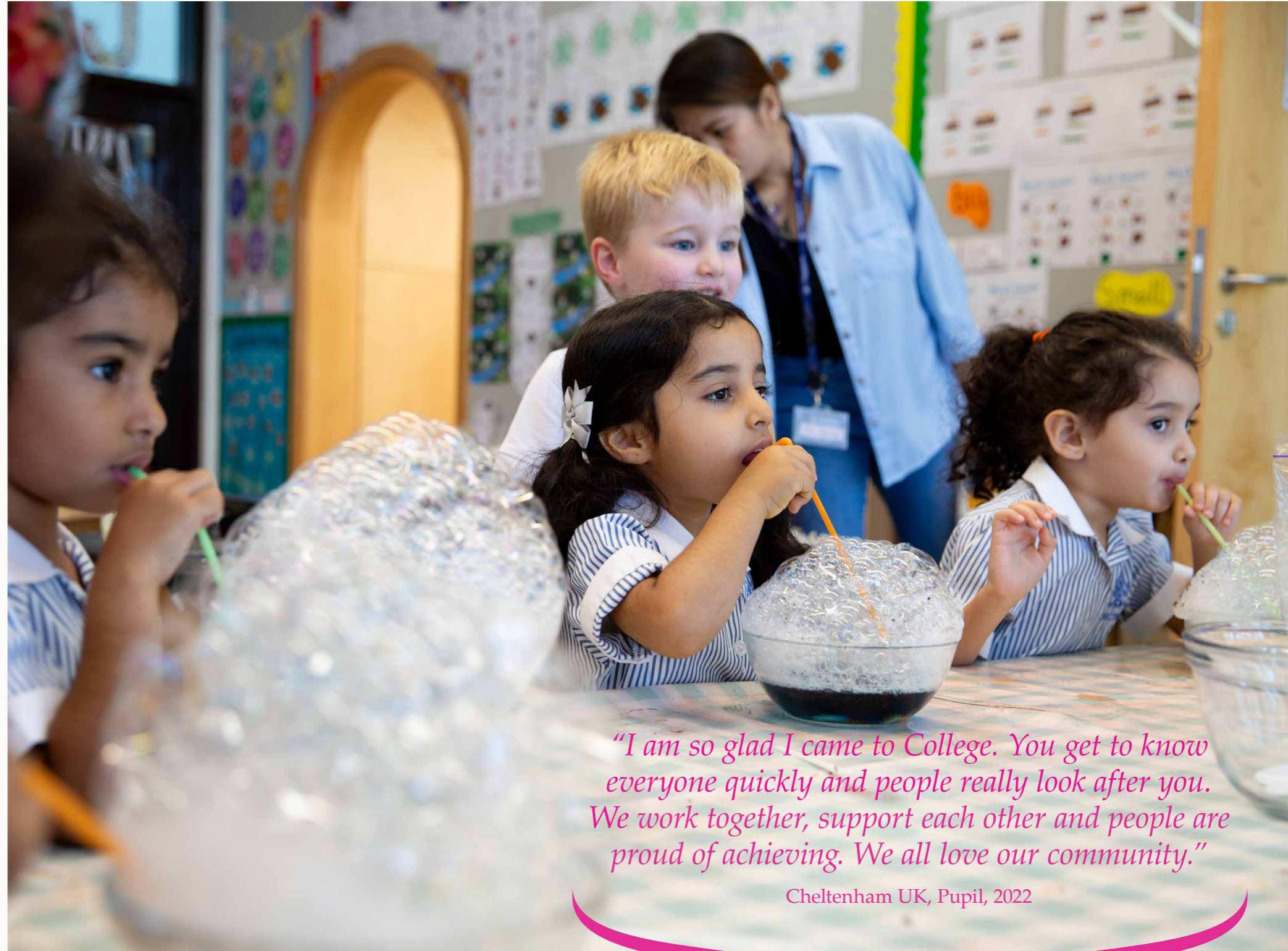
The partnership with Cheltenham College UK is a great source of strength. Significant collaboration in areas such as vision and ethos, curriculum planning, professional development, and co-curriculum opportunities, ensure that we maintain the highest international standards. Through the strength of our partnership, both pupils and staff in Oman benefit from the expertise and reputation Cheltenham College has built in the UK over the past two centuries.

We combine an academic focus with a broad co-curriculum, offering all pupils an extended and fulfilling day. Underpinning our curriculum is the value we attach to pastoral care. We understand that pupils fulfil their potential when they feel happy, supported and at ease in their surroundings. All members of staff therefore, work hard to build a strong sense of community and promote supportive relationships, ensuring that children know they always have a peer or adult to whom they can talk.

The structure of Cheltenham Muscat is based on Cheltenham College UK's phases of education and the following is a guide to how the school is organised.

Pre-Prep	KG1 - Grade 2
Prep School	Grade 3 - Grade 8
Senior School	Grade 9 - Grade 12

The school opened from KG1 to Grade 8 (3 to 13 years old) and has extended to include Grade 10, the second year of the iGCSE programme, this year. Uniquely for Oman, pupils have the choice of following either a 2- or 3-year iGCSE programme before continuing their education in the sixth form that will open in August 2024.



"I am so glad I came to College. You get to know everyone quickly and people really look after you. We work together, support each other and people are proud of achieving. We all love our community."

Cheltenham UK, Pupil, 2022

School Development Phase 2

Currently construction is well underway for an incredible new senior specialist teaching building that will complement our already outstanding facilities and will continue to allow our pupils to reach their 'Cheltenham Potential'.

This new senior performing arts and STEAM (Science, Technology, Engineering, Art and Maths) building will include five new senior science labs, two design technology and art labs and a new ICT suite. The performing arts centre will house two senior music performance and music technology labs, practice rooms and a recital stage. The centrepiece is a stunning 300 capacity

'theatre in the round' that will facilitate a wide range of musical and theatrical performances and productions.

The new building will also contain the senior library, senior dining and a sixth form centre and careers hub for our sixth form pupils, all wrapping around a three-storey light-filled atrium which will be the heart of the senior school community.

The new building will open in time for the 2024-25 academic year.



Note: Images of Phase Two development shown here are an artist's impression.



Our Founding School

Cheltenham College UK

Founded in 1841, Cheltenham College is regarded as one of the foremost independent, boys and girls boarding schools in the UK. With both Prep and Senior sections adjacent to each other on a historic campus, Cheltenham College provides an outstanding education to pupils between the ages of 3 to 18.

Cheltenham College UK also has a long and distinguished connection with the military dating back to 1863. They are one of only three schools in England to have its own military colours. This connection continues to exist at Cheltenham Muscat whose partner is the Ministry of Defence Pension Fund.

Cheltenham College, UK's Achievements

The School has built an enviable reputation for both academic achievement and the breadth of activities offered outside the classroom. This year it was awarded Boarding School of the Year. Pupils leave Cheltenham with excellent qualifications, enabling entry into top first-class universities such as

Oxford and Cambridge. Indeed, each year approximately 10% of their graduates receive offers for Oxford and Cambridge to read highly competitive subjects such as Medicine, Veterinary Medicine, History and Classics.

Inspection

The holistic nature of a Cheltenham education is what makes it stand out. In the School's most recent inspection by the Independent School Inspectorate (ISI), Cheltenham College, UK were rated "excellent" in every category, this being the highest grade it could receive.

"The quality of the pupils' academic and other achievements is excellent"

ISI Inspection, 2023



Cheltenham College UK is part of the Rugby Group – an elite group of British Independent schools including world-famous schools such as Wellington College, Harrow, Winchester College and Radley College.



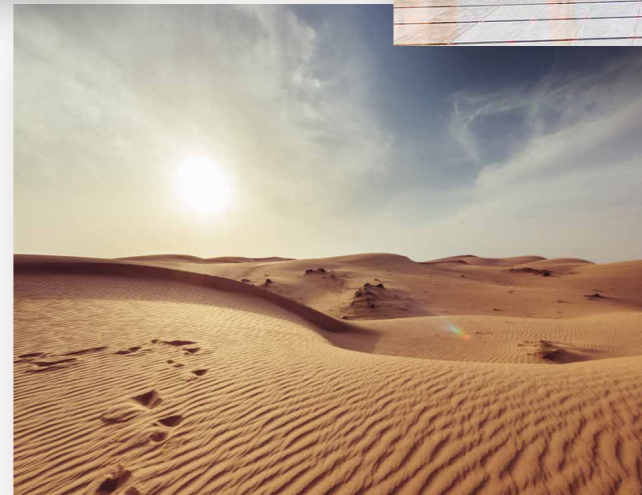
Living in Oman

Occupying the south-eastern coast of the Arabian Peninsula, the Sultanate of Oman is at the confluence of the Persian Gulf and the Arabian Sea. According to recent global reports, the beautiful country of Oman has been named the safest and friendliest country in the world for expatriates to live and work (Expat Insider Report, InterNations, 2019).

Oman's low-rise towns retain their traditional charms, and Bedouin values remain at the heart of an Omani welcome. With an abundance of natural beauty, from spectacular mountains, wind-blown deserts and a pristine coastline, Oman provides a modern face of Arabia whilst preserving a sense of its ancient soul.

Oman has an expatriate population, drawn to the country for several reasons:

- It is complete with all the conveniences and luxuries you would expect to find in a developed western city: international restaurants, luxury shopping malls, coffee shops, 10-screen VOX cinemas, an efficient health system, five-star hotels, to name but a few.
- Despite being an upcoming modern city, Muscat is soaked in culture and tradition. Examples of this include the Sultan Qaboos Grand Mosque, the Muttrah Souk and the National Museum, which showcases two millennia of heritage and history through the permanent exhibition of more than 5,000 objects. Meanwhile, the Royal Opera House has a prestigious international line-up staging jazz, ballet, classical and opera all year round.
- Oman's landscape, dominated by desert, mountains and coastline, offers Muscat



residents plenty of weekend escapes. The Al Hajar mountains, with caves, canyons and numerous wadis (dry riverbeds) that flow with spring water make wonderful hikes or scenic drives. Alternatively, Oman is a one hour flight from Dubai and Abu Dhabi, making it easy to experience the Emirati lifestyle as well.

- Oman has much to offer for those interested in sports and partaking in outdoor pursuits. South of Oman lies the Rub' Al Khali desert where a perfect sea of dunes reaching up to 300 metres high can be found, hosting exciting activities such as sandboarding, 4WD dune-bashing, camel riding and camping. Furthermore, Oman has a dazzling bounty of underwater

attractions. The Daymaniyat Islands, for example, is a marine reserve providing beautiful waters for divers and snorkellers to swim among the coral, rays and turtles.

There is then the rest of the world. Oman's location makes it an amazing point from which to travel the world during the holidays. Incredible destinations in Asia, Africa, Europe and the Middle East are only a short flight away. The \$1.8bn Muscat International Airport was named the best airport in the Middle East at the 2019 World Travel Awards, making Oman a truly excellent staging post.



Governance and Leadership Structure

Governance

Cheltenham Muscat is governed by a Board of Directors. The Bursar will report to the Executive Principal who in turn reports to the Board and has responsibility for implementation of the school's strategic plans and day-to-day leadership and management of the school.

The Board of Directors and the school's leadership will be supported by Cheltenham College UK.

Leadership Team

All members of the Leadership Team have a vital role in executing the vision, values and aims of the school and ensuring outstanding academic excellence and pastoral care is provided on a daily basis.

Although specific duties are allocated to individuals, all members of the Leadership Team are required to have a

thorough understanding of the day-to-day administration of the school and an appreciation of school policies and policies.

Career Development

All successful candidates appointed to Cheltenham Muscat also join an expanding alliance of schools.

We will support you in achieving your career goals and are committed to actively helping you manage your career development. We will help you achieve mastery in your role and provide you with opportunities for career

progression within a unique group of schools across a range of countries and continents. This includes the possibility of working for some of the most celebrated private schools in the UK.

Our focus on career development is very important to us and we are committed to attracting and retaining outstanding staff and

look forward to helping you develop your career with us both in the Sultanate of Oman and across the globe.





Appointment Details

Qualifications & Experience

- A good undergraduate degree
- Some postgraduate study (for example, financial qualifications, MA/MBA or equivalent)
- Evidence of significant leadership impact and/or change management experience
- IT proficient
- At least 7+ years' experience in a senior level operational position in a large scale, customer-service environment (NB desirable, not essential)

Personal Qualities

- Gravitas and integrity
- Must have presence and ability to lead and inspire people
- Ability to take action to implement a vision and to drive execution
- Excellent communication and interpersonal skills
- Desire to collaborate and be comfortable working as a team leader and a team member
- Possess a high degree of initiative
- Strong work ethic, ability to multitask, passion for operations

- Attention to detail with diligent follow up/ability to execute in timely manner
- Able to prioritize and handle pressure
- Capable of influencing people and talented in networking
- Proactive and dynamic
- Organized and disciplined
- Flexible and resourceful
- Engaging communicator
- Highly inquisitive and informed
- Open minded, collaborative, and optimistic, yet realistic – solutions focused.
- Respectful, professional bearing – sensitive to multi-cultural differences.

Job Description

Purpose of the Role

Working as a member of the Executive Leadership Team, the Bursar will be responsible for the conduct of all financial affairs, business management, and the material state of the campus and buildings for our schools in Muscat. The Bursar will work on all matters relating to the day-to-day operations and administration of the schools and will report to the Executive Principal.

Responsibilities

Values and Ethos

- Actively promote our unique vision through enthusiastic participation in all areas of school life.
- Always set high expectations, which inspire, motivate and support colleagues.
- Ensure that you comply with any rules, policies and procedures implemented by the school.
- Ensure that you model the speaking of English when in the presence of students, prospective students, parents, colleagues and in public areas of the school.
- Embrace and encourage the ethos and standards of excellence as defined by the school.
- Respect and support Omani culture and the diversity of the school.

Safeguarding Responsibilities

- To comply with all safeguarding policies and procedures and ensure that any safeguarding concerns are reported in line with policy.
- To demonstrate a personal commitment to safeguarding and wellbeing.
- To engage fully in all safeguarding training as required.

Member of the Executive Leadership Team

- Embrace the ethos of the school and ensure that all non-academic staff meet the standards and expectations as defined in all staff policies.
- Ensure that all financial and operational aspects of the school are led and managed efficiently and effectively.
- Liaising with the Board and the

- Executive Principal and leading the finance manager and all operations managers and staff to ensure the schools needs are met appropriately.
- Working with other members of the Leadership Team over matters including policy development, human resource management including recruitment and selection, employee relations, health and safety and compliance.
- Contribute to the development of the school including contributions to the school's strategic planning activities and School Development Plan.
- Act in a manner which supports positive and productive working relationships within the school.
- Line manager finance and operations staff.
- Work with the leadership team to prepare for inspection and accreditation e.g. BSO inspection and achieve excellent outcomes.

Finance and Accounting

Overseeing the Finance Manager in:

- Overseeing the work of the Finance Department.
- Advising on general financial policy and financial management procedures in the school.
- Preparing annual estimates of income and expenditure to include the preparation of departmental budgets within the school, the latter in consultation with the Principal and senior staff.
- Monitoring income and expenditure in relation to budget and presenting accurate and regular management reports to the board.
- Maintaining cash flow projections for the current and future years.
- Keeping analyses of costs and other statistical records.
- Preparing forecasts for the future financial performance of the school; usually over a period of five years.
- Preparing financial appraisals of projects.
- Ensuring that all every day financial operations e.g. bills, fee collection, staff payroll, supplier payments, etc are implemented accurately, promptly and effectively.
- Advising on school fee increases in full consultation with the line manager,

- Principal and the Board.
- Advising on scholarship and bursary funds and undertaking assessments of parents' income and assets prior to making bursary awards.
- Purchasing, all goods and services for the school.

Health & Safety

Overseeing the Operations Manager and Health and Safety Officer in:

- Formulating, monitoring, and implementing the school's policy to comply with the requirements of health and safety legislation.
- Acting as the health and safety assistant within the school and being the chair of the health and safety committee.
- Carrying out risk assessments where appropriate and monitor all departments to ensure that they are carrying out risk assessments. Take professional advice as required.
- Ensuring that the school always has adequate insurance cover to include employer's liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover. Professional advice should invariably be sought.
- Overseeing the management of the school uniform shop.
- Overseeing the management of the laundry facilities.
- Minibuses and transport - compliance with the regulations for the operation of minibuses; driver training and assessments; servicing and vehicle inspectorate tests.

School Buildings

Overseeing the Operations Manager in:

- The work of third-party contractors.
- The maintenance of school buildings including the preparation of schedules and keeping of records.
- Advising on and taking the appropriate physical security measures within the school for the protection of staff, pupils, parents, and other visitors.
- Managing the installation and maintenance of equipment for the detection, warning, protection, and escape from fire ensuring the necessary fire risk assessments are carried out.

(which is currently contracted out).

- Maintenance and efficiency of the installations and plant for electric supply, water, etc. Promotion of energy conservation.
- Ensuring that catering areas meet the requirements for hygiene and food safety.
- Managing the maintenance of the lighting, air conditioning and ventilation in all school buildings. (Subcontracted).
- Managing the swimming pool and its plant, with the need to ensure that proper safety procedures are enforced, particularly for out-of-school hours and during the holidays. (Subcontracted).
- Letting of school premises to outside organisations, in liaison with the Director of Sport and other staff as appropriate.

Housekeeping & Cleaning - Subcontracted

Overseeing the Operations Manager in:

- Ensuring high standards are maintained, all information is logged into the facilities management software, daily, weekly and monthly checklists and inspections are conducted, and daily, weekly and monthly reports are submitted to Head Office Management.

Facility Management- Subcontracted

Overseeing the Operations Manager in:

- Ensuring high standards are maintained; all information is logged into the facilities management software; daily, weekly and monthly checklists

and inspections are conducted; and daily, weekly and monthly reports are submitted to management.

- Ensuring that all preventive and reactive work is carried out in a timely manner and to the highest possible standards.

School Grounds

Overseeing the Operations Manager in:

- Overseeing the work of the facilities management company.
- Upkeep of playing fields, gardens, all weather surfaces, tennis courts, etc.
- Maintenance of boundaries and internal roads.

Human Resources

- Oversee the work of the HR Manager.
- Oversee all HR systems.
- Ensuring compliance with all relevant aspects of employment law.
- Advising the Executive Principal and the Board on all HR and disciplinary matters. Take professional advice as required.
- Ensuring that all relevant staff have contracts of employment and keeping the school's standard contracts up to date as new policy and legislation takes effect.
- Managing the employment, terms and conditions of service, supervision and welfare of all non-academic staff.
- Liaise with the HR Manager to manage all employee HR requirements.
- Manage the inductions, appraisals and training schedules for all non-academic staff.

Catering

Overseeing the Operations Manager in:

- Overseeing the work of the catering company – Crafty Kitchen.
- Catering operations and quality.

Transport & Fleet Management

- To ensure that the school's bus and transportation service for all aspects of the school's operations are safe, efficient and effective.
- Oversee the training of the bus drivers and bus supervisors in health & safety standards, procedures and policies.
- Oversee bus & vehicle maintenance and maintenance cost control.
- Manage pupil pick up and drop off routes and bus schedules.

General Management

- Improve all areas of the non-academic team by leading, training, monitoring and providing feedback to each team.
- Prepare service guidelines, workflows and minimum standards / benchmarks.
- Prepare individual and department KPIs and accountabilities.

Other

- To fulfil any reasonable additional responsibilities as requested by the line manager.





Terms of Appointment

The post attracts a highly competitive salary and benefits package appropriate for the experience, skills and personal circumstances of the successful candidate and will include:

- A competitive, annual tax-free salary inclusive of accommodation and other allowances.
- An end of service payment.
- Start and end of contract flights.
- Annual return flight allowance.
- 100% tuition fee concession.
- Medical insurance.
- Visa costs.

How to Apply

To apply, please consider the details of the candidate information pack, complete all sections of the application form including the supporting statement that sets out your interest in this position, how you meet the requirements of the role and your ambitions for the school.

Completed applications should be sent to careers@cheltenhammuscat.com by the closing date.

The closing date for applications is Monday 20th May 2024.

Please note that we will not consider applications without a fully completed application form.

Applications will be reviewed as they are received. Early application is advised with interviews possibly being arranged in

advance of the closing date. Cheltenham Muscat reserves the right to make an appointment before the closing date.

To arrange an informal discussion about the role, please email careers@cheltenhammuscat.com

Please visit our website at www.cheltenhammuscat.com for further information about the school.

Safeguarding and Data Protection

Cheltenham Muscat is committed to safeguarding and promoting the welfare of children and expects all staff to respect this commitment. The post is subject to applicants providing a satisfactory current Police Clearance Certificate. In addition, candidates are requested to provide a police clearance certificate from each country they

have worked in. Two satisfactory professional references will also be required.

If successful and if applicable for visa purposes, applicants will need to supply relevant degree certificates, university transcripts and proof of being a 'full time' student. Some of these documents will need to be attested by you at the Ministry of Foreign Affairs and Oman Embassy in the candidate's home country.

By applying to this post, you agree to your data being held and processed by Cheltenham Muscat and its affiliates. If you are appointed to the post you also agree to additional information, including sensitive data such as bank details and medical information, being held by Cheltenham Muscat and its affiliates.



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