



Queen's College, London

Established 1848



Queen's College Preparatory School

Patron: HM The Queen



# Appointment Information

---

Bursar

September 2023 (or as soon as possible thereafter)



## Queen's College, London

---

Queen's College, London is a charity consisting of two schools. The College, based on Harley Street, is a highly successful independent girls' senior day school of 430 pupils aged 11-18, and is a member of the Girls' Schools Association (GSA). Queen's College Preparatory School (QCPS), a short walk away from the College, has a similar ethos and has enjoyed rapid growth since its foundation in 2002 with a current roll of around 220 pupils. QCPS is a member of the Independent Association of Prep Schools (IAPS) and has become one of the most successful girls' prep schools in London, its pupils progressing to an array of leading day and boarding senior schools, including Queen's College.

Queen's College (often known simply as "Queen's") occupies an extraordinary position in the history of education for women; founded in 1848 with the ambition of providing a means for girls and young women to gain a serious education, it was the first institution in Great Britain where they could study for and gain formal academic qualifications. We are now one of the most high-achieving, diverse and forward-looking girls' schools in London.

At Queen's our goal is to be a community where every individual thrives, both personally and academically. Places are oversubscribed and the schools' central locations are recognised to be a considerable asset; the cultural life and landmarks of central London are very easily accessible and this is a source of real enrichment. The College is academically selective, has been achieving increasingly strong results in recent years, and continues to invest in enhancing its buildings (recent works include a complete refurbishment of the Dining Hall at the Prep and a new Science laboratory at the College). Around 10% of pupils at the College receive 100% means-tested fees support, and this is something we aim to continue for many years to come.



## The Role

---

We are seeking a dynamic and experienced professional with senior management experience to lead all the non-teaching aspects of the charity. The Bursar is the most senior non-academic position at Queen's and this is therefore a crucial strategic appointment.

The Council (the governing body of Queen's) sets the overarching strategy for Queen's and delegates its management to the Executive (Principal, Headmistress and Bursar) and the Senior Leadership Teams of the two schools. The Bursar reports to the Principal on a daily basis for operational matters and to the Council for matters of governance; the Bursar's fundamental responsibility is to support the educational aims of the College and Prep School through the effective management of the charity's resources and facilities. The working relationship between the Principal, Headmistress, Bursar and Council is thus crucially important.

The Bursar is responsible for the leadership and management of the non-academic functions of the two schools, which include finance, IT, estates, HR, catering and administration. These functions are delivered by approximately 30 non-teaching staff; the Bursar's direct reports include the Head of Finance, Head of Estates & Compliance, Director of IT and Head of HR. The Bursar also acts as Clerk to the Council and as Secretary to the Council's Committees.

The College's and Prep School's combined annual revenue exceeds £13 million. Any surpluses are retained to enhance the educational experience offered to pupils and to supplement funds raised through investment and development activities to pursue an ambitious strategic development plan.

## Key Responsibilities and Accountabilities

### Finance and Administration

- In consultation with the Principal:
  - Allocating, controlling and accounting for the financial and material resources of the schools in accordance with the policies of the Council
  - Arranging for the safety and security and effective maintenance of the assets of the schools in accordance with the requirements of the Council and, where applicable, the Charity Commission
  - Ensuring that proper books of accounts (including income and expenditure accounts and balance sheets) are kept and that reports of the material and financial affairs of the schools are produced to the Council in accordance with their requirements and with the requirements of the law
- Without prejudice to the generality of the above, the Bursar shall be responsible for working with the Head of Finance to:
  - Advise the Principal and Council on general financial policy
  - Prepare annual estimates of income and expenditure
  - Prepare annual budgets for departments within the schools
  - Prepare for, and oversee the completion of, the annual audit in collaboration with the auditors of Queen's
  - Monitor income and expenditure in relation to budget and present regular management reports on them
  - Advise on investments
  - Oversee the preparation of the pupils' bills and collecting all fees and other dues
  - Execute the payment of all salaries and wages, including PAYE, superannuation and National Insurance
  - Scrutinise and pass for payment all invoices and statements of account
  - Keep analyses of costs and other statistical records
  - Prepare long-term assessments of future financial performance of the schools
  - Prepare financial appraisals of particular projects
  - Advise on taxation, including income and corporation tax, development land tax, capital gains tax, capital transfer tax, Value Added Tax and any other relevant tax
  - Advise on the financial implications of the charitable status of the schools
  - Handle the schools' income tax and rating assessments
  - Manage the operation of a composition fees scheme
  - Manage bursary and scholarship funds
- The Bursar shall have regard to any matters affecting or pertaining to the legal position, duties or liabilities of the schools (except those regarding the education of pupils)
- The Bursar shall be responsible for:
  - Buying, directly or indirectly, the principal commodities for consumption and use
  - Acting as correspondent for the Department for Education and being responsible for the records and returns required
  - Ensuring compliance with statutory requirements
  - Supervising the schools' insurance in all its forms
- The Bursar shall:
  - Act as Queen's College, London's Data Controller and Compliance Officer
  - Carry out such other reasonable financial and/or administrative tasks as shall be stipulated from time to time by the Council

### Buildings, Grounds and General Duties

- Working with the Head of Estates & Compliance, the Bursar's duties shall include:
  - The maintenance and security of the schools' buildings
  - The installation and maintenance of equipment for protection against, and escape from,

fire

- The maintenance and efficiency of the installations and plant for electric supply, heating, domestic hot water, cooking, water-softening etc.
- The supervision of the lighting and ventilation of the schools' buildings
- The production of outline specifications for new buildings, obtaining tenders, planning permission and liaising with architects
- The security and maintenance of drinking water supply
- The maintenance of boundaries
- The supervision of catering
- The letting of premises to outside organisations
- Responsibility for management and negotiation of leases of the premises

### **Information Technology**

- Working with the Director of IT and leadership colleagues to:
  - Develop and implement the IT Strategy
  - Ensure effective and efficient provision of the School's IT network infrastructure and hardware
  - Ensure effective security of the IT network is maintained

### **Human Resources**

- Working with the Head of HR, the Bursar's duties shall include:
  - The selection, appointment, deployment and management of the non-teaching staff of the schools
  - Undertaking disciplinary or capability proceedings involving non-teaching staff in accordance with established procedures
  - The supervision of arrangements for the appraisal of the performance of non-teaching staff
  - The procurement of advice and training appropriate to the needs of non-teaching staff
  - The provision of information about the work and performance of the non-teaching staff where this is relevant to their future employment
  - Undertaking performance appraisals for all non-teaching staff
  - Maintaining personnel files and records
  - Administering pension schemes for teaching and non-teaching staff

### **Clerk to the Council**

- Ensuring that governance is carried out in accordance with established best practice with particular reference to:
  - Size & membership of the Governing Body
  - Retirement of existing governors & appointment of new governors
  - Regularity of meetings
  - Maintaining a record of attendance at meetings
  - Maintaining relations with nominating bodies
  - Ensuring the appointment of office-holders
  - Ensuring that decisions are made, and recorded, in accordance with governing protocols
  - Ensuring that the governors' manual still meets the needs of Queen's and advising the Governing Body of appropriate or necessary amendments
- Overseeing the carrying out for all new governors, on behalf of the Chair of Governors, of:
  - Formal identity checks
  - UK right to work checks
  - Enhanced DBS checks or equivalent
  - Completion of deed of covenant, declaration of responsibilities, or similar document
- Induction and training of new governors
- Organising appropriate training for all governors, as agreed by the full Governing Body, and recording such training

- Ensuring that all governors are aware of their statutory responsibilities, especially their responsibility for the safeguarding of all pupils at Queen's:
  - Arranging regular training and updating for governors in these areas
  - Ensuring that the systems through which managers report to governors are fully robust and effective in helping governors to fulfil their statutory responsibilities
- In addition to matters of statutory compliance, ensuring compliance with instructions of the Charity Commission
- Ensuring the efficient functioning of governance:
  - Communication with governors between meetings
  - Maintaining & updating the governors' areas of the websites
  - Preparing & circulating timetables of meetings, agendas, pre-meeting papers and minutes of the full Governing Body & its Committees
  - Overseeing occasional audits of governance (either internal or external), as instructed by the Chair
- Working with the Chair and with any Committee that might have been established for this purpose, ensuring that an appropriate process exists for succession-planning for the Governing Body, maintaining a skills matrix (if appropriate) and advising the Chair accordingly
- Following instructions from the Governing Body regarding routine appraisal of the Heads and the Bursar
- Following instructions from the Governing Body regarding processes for the appointment of the Heads or Bursar when the need arises
- Organising and making appropriate arrangements for the establishment of any panels of the Governing Body that may from time to time be required to hear appeals or to deal with complaints or grievances (including the identification of independent members to join these panels where appropriate)
- Maintaining full and appropriate records of all governance activity

#### **Other Duties**

- Undertake additional duties that are commensurate with the role, as reasonably required

#### **All staff are expected to:**

- Be aware of and committed to the ethos and values of Queen's
- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Adhere to school policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children

## Person Specification

The successful candidate is highly likely to have the following qualifications, skills and experience:

### Essential

- Qualified to degree level or similar
- Ability to multi-task, problem solve and prioritise effectively
- Ability to communicate effectively with a range of stakeholders in a professional manner
- Excellent organisational skills and ability to meet deadlines effectively
- Adept at using sensitivity and good judgement at all times
- Methodical, excellent attention to detail and ability to show initiative
- Willing to work flexibly and with enthusiasm
- Ability to lead a team effectively and form productive, supportive & professional relationships with all colleagues
- Proven track record of leadership and senior management in a complex professional structure
- Evidence of commitment to sound principles of management, through establishing clear standards and expectations, effective performance management, effective delegation and time management
- Proven financial management and budgeting experience
- Experience of developing strategy and implementing strategic change
- Experience of managing major building and/or land development projects
- Business acumen to successfully assist the Council, the Principal and the Headmistress to develop a vision for a sustainable future of Queen's
- General management experience as well as specialist experience in at least one Bursarial function
- Computer literate and a confident user of IT
- Keen to engage in continuing professional development (CPD) as required
- Comfortable with championing the philosophy of independent, single-sex, day education, with an interest in the changing educational landscape

### Desirable

- Previous experience of working in an educational environment
- Working knowledge of safeguarding practices and principles

## Terms and Conditions

- Full-time, permanent
- Start date: September 2023 (or as soon as possible thereafter)
- The salary for this role will be competitive, dependent on qualifications, skills and experience
- Normal working hours: 0830 to 1700, Monday to Friday, with occasional evening work
- Occasional working from home may be negotiated
- Holidays – 25 days per annum, plus English bank holidays
- Free lunch in the Dining Hall during term time
- Healthcare insurance (taxable benefit)
- Defined contribution pension scheme (up to 10% employer contribution)
- Wellness Allowance
- Cycle to Work Scheme
- Employee Assistance Programme



## Applying for the role

---

Applications should be made on the Queen's College application form, with the names and contact details of three professional referees (to include your current or most recent head teacher if you are or have been employed in a school). Please do not send CVs.

The application form, together with other useful information, can be downloaded from the College website ([www.qcl.org.uk](http://www.qcl.org.uk)).

Completed application forms should be sent via email (preferably) to Miss Nina Hayes, Bursary Administrator ([nhayes@qcl.org.uk](mailto:nhayes@qcl.org.uk)) or by post to Queen's College, 43-49 Harley Street, London W1G 8BT.

Applications will be considered as they are received by the College and candidates may be invited for interview at any stage. Early applications are warmly encouraged.

The deadline for applications is midday on Monday 21 August 2023.

First-round interviews will be held during week commencing Monday 4 September 2023.

Final-round interviews will be held during week commencing Monday 11 September 2023.

If prospective candidates would like to have an initial informal discussion about the role with the Principal, Mr Richard Tillett (who will be available from Monday 7 August), please email the Executive Assistant to the Principal, Ms Roisin Archer ([rarcher@qcl.org.uk](mailto:rarcher@qcl.org.uk)) to arrange a convenient time.

**Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.**

During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.

This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:

- All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974
- All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Further guidance on disclosure can be found [HERE](#).

Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.