

Bursar and Clerk to the Governors Background information





The School

The Peterborough School is an independent day school for boys and girls from Nursery to Sixth Form. It is a Church of England school owned by the Woodard Corporation. The Peterborough School is led by its own board of governors known as the School Council.

The Peterborough School is made up of three sections, The Nursery, The Preparatory School and Senior School, which includes the Sixth Form. In September 2023, the School expanded the Nursery to cater for an additional 20 children, improving staff accommodation and the Nursery's outdoor spaces. There are currently 420 pupils in the School with the equivalent of an additional 81 children in the School's onsite Nursery, which is projected to be full midway through 2026.

The School was founded in 1895, as a girls' school and from September 2010 the School expanded to allow the admission of boys into Years 7 and 12, becoming the City's only independent co-educational school for pupils aged 4 to 18. To reflect this change, the School's name was changed to 'The Peterborough School'. The School ceased to offer boarding places from September 2013, to allow the boarding house to be converted into classrooms for day pupils. The School's Sports Facility marked a significant investment in the advancement of sport at The Peterborough School. The School expanded the estate in 2015 with the purchase of an additional acre of land adjacent to the School and plans to expand further in the next few years. The School continually invests in the fabric of the estate with recent projects including a new Senior Library and Sixth Form Study Room. Most recently, we have begun the phased refurbishment of our Prep School, with the newly created Prep Library and state-of-the-art new Reception classroom, creating an innovative and inspirational space for our youngest children. Phase 3 of the Preparatory refurbishment will be completed for September 2025, along with expanded netball and tennis courts. The School has an ambitious digital strategy, with heavy investment in recent years. Staff are provided with laptops and the School operates a one-to-one laptop scheme for pupils in Year 4 upwards.



Aims

The School aims to ***unlock the potential of each and every child***, underpinned by instilling Family values, inspiring every pupil to be Ambitious, developing their individual Character and striving for Excellence in an enriching learning environment.

The aims of the School are met through three key Strategic Goals, **Leadership, Learning** and **Wellbeing**. These strategic goals are supported by three Supporting Goals, **Marketing, Innovation** and **Partnerships**. The School has identified Enablers in, **People, Finance** and **Estates**, through which the School can achieve its goals as outlined.





There is a strong Governing Body whose 16 members take a direct and personal interest in the School and they serve on various committees and have designated areas of interest. Both the Chair of Governors and the Chair of the Finance & General Purposes Committee meet the Headmaster and the Bursar on a regular basis to discuss on-going School matters. The Bursar is also the Clerk to the Governors and he/she acts as secretary to the School Council which meets three times a year. The Bursar has the same role for the Finance & General Purposes Committee, which meets at least four times a year. Additionally, the Bursar chairs the Health and Safety Committee and is secretary to the Safeguarding and Wellbeing Committee. He is a member of the Marketing and Partnerships, The Digital Strategy Committee and with the Head of the Preparatory School is part of the Nursery Management Committee.

The Senior Leadership Team, led by the Headmaster, comprises the Bursar, the Deputy Headmaster, the Head of the Preparatory School and the Head of Pastoral Care, and is responsible through the Headmaster for the day-to-day leadership and management of the School.

The Bursar manages a dedicated group of staff who give support in many different ways to the pupils, staff, parents and Governors. The catering and domestic services, as well as the upkeep of the grounds and buildings fall to the Head of Support Services and their Estates Team Members. There is a small team in the Accounts Office consisting of the School Accountant and the Purchases' Officer. The School also uses the services of a specialist Human Resources company, with a dedicated member of staff working within the School, overseen by the Bursar. The School site is let commercially to outside organisations during the evenings, at weekends and during the holidays and the Bursar oversees this activity.

Leadership and Management





Inspection and Results

The School was inspected in February 2024. The pupils received so much praise from the inspectors, especially pertaining to their learning, personal development and behaviour. Our values of **Family, Ambition, Character and Excellence** are not just words dreamt up to look good on posters, or in the prospectus, but are lived in the experiences of our pupils and staff every day. In the first paragraph of its report, the ISI identified these as being core to TPS, resulting in pupils who are “**well rounded, self confident and considerate of others**”. It’s particularly pleasing that the ISI should highlight the School’s excellent pastoral care. You can read the full report, which is available on the School’s website [here](#). We have collated some comments for you, which is also available [here](#).

More success was bestowed upon the School when we achieved the National Association for Able Children in Education award. Assessors were particularly impressed with the leadership of this important aspect of School improvement as well as the broad range of curriculum opportunities, which we provide to meet the needs of individuals.

We are able to share our outstanding academic achievements of the last 12 months, including the exceptional start made by children in our Nursery. Achievement in our Prep School is excellent, with consistently higher than national results, and the progress of our youngest children in Reception is remarkable. Academically, children develop an excellent grasp of the basics in Reading, Writing and Maths in the Prep School.

Examination results are excellent at GCSE and A Level, with A level results in 2024 seeing a pass rate of 100%. Additionally, almost 1 in 4 students gained an A* or A grade in every single subject. 96% gained places on their chosen courses, with courses ranging from Medicine, Law, Business Management, English Literature and more, reflecting the many strengths of our Upper Sixth cohort. They made greater progress (i.e. we added more value) than other local independent schools, and progress significantly above local maintained sector schools, as shown by government statistics released in January 2025

There is also an emphasis on sport, art, music and drama with a number of pupils achieving national and international success.



Woodard Schools

The Peterborough School is a charity and a company limited by shares wholly owned by the Woodard Corporation. Woodard is one of the 20th largest charities in England and Wales. As a Woodard School, The Peterborough School shares an educational vision which empowers, celebrates diversity and adds value to a child's development.

Founded in 1848 by Priest and educational visionary, Nathaniel Woodard, the schools provide the highest academic standards with an unrivalled effective and supportive environment, where each individual is valued and encouraged to give of their very best.

Young people from all faiths and traditions or none at all, flourish in the rich, diverse culture of our schools, enabling them to lead full and creative adult lives.

Today, Woodard Schools have a sense of 'faith, unity and vision' that has never been stronger. A Woodard education values both the spiritual and moral development of each person, giving strength, confidence and respect for others.

The Woodard family of schools provides many inter-school opportunities, the sharing of best practice, e.g. through the Woodard Bursar's network, and a strength and expertise within education. Woodard Schools offer a rich variety of extra-curricular activities, professional teaching and effective pastoral care.



www.woodard.co.uk



What it is like to work at TPS?

You will find that all colleagues are friendly and helpful, and we seek new staff who will promote the School's caring ethos whilst striving to enable each child to achieve their very best.

We are committed to staff development: this will take place firstly in the form of induction and other professional development opportunities to consider how best to develop your career.

There are many benefits to a career at The Peterborough School. The School is a very pleasant place to work, set in a beautiful campus. Class sizes are purposefully small with motivated and well-behaved students.

- Happy, friendly children
- Small Class Sizes
- Dedicated and approachable colleagues
- Excellent working environment
- Supportive parents
- 50% fee reduction of school fees
- Pension Scheme
- Subsidised BUPA membership
- Opportunities for professional development
- Good quality lunches (free of charge)
- Free use of School's Fitness Suite/Gymnasium
- Campus Setting close to the City Centre.



How to apply

A fully completed application form together with a letter explaining why you are interested in this the post, should be sent to:

Mr Ken Craig
Chair of Governors
c/o Chloe Dolby, Human Resources Advisor
The Peterborough School
Thorpe Road
Peterborough
PE3 6AP

To arrive no later than Noon Friday 8 August 2025. Applications may be made via email to hr@tps.ch.co.uk.

All applicants for the post will be acknowledged. First round interviews will take place on 15 August, with the date for final interviews to be confirmed.

The Peterborough School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and an Enhanced Disclosure and Barring Service (DBS) check.

