



MARLBOROUGH COLLEGE MALAYSIA

# Bursar

*Candidate Information*

**For January 2026**

*(or as appropriate for the successful candidate)*

*Employment Opportunities at MCM*





# Welcome from the Master

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Thank you very much for your interest in the post of Bursar at Marlborough College Malaysia.

As Bursar, you will play a crucial role in shaping the future of our College as a key strategic member of the Senior Leadership Team. MCM is a relatively young institution (just 12 years old); very much a growing school and on a very positive trajectory. It is bubbling with ideas and ambition. Our job is to build on its successes to date, of which there are many, and drive it forward into a future that is as exciting for our pupils, staff, and their families as it is for us. That work has already started, and you will arrive at a key moment to influence and position it.

Your primary role will be to oversee and drive the operational, financial, and administrative success of the College. You will ensure that the infrastructure, resources, and support systems are aligned to the needs of a thriving and dynamic school. This will involve fostering a culture of efficiency, professionalism, and innovation across a talented team of support staff, while maintaining a sharp and critical eye on financial management, compliance, and strategic planning.

As Bursar, you will be a collaborative leader who can support and challenge members of the team, ensuring that every aspect of the College's operations is running effectively to

enable staff and pupils to achieve their very best. Resilience, strong organisational skills, and the ability to prioritise and address a wide range of responsibilities will be essential. Boundless energy, good humour, and a commitment to fostering a positive and inclusive workplace culture will also be key to your success.

MCM is an extremely friendly, warm, and welcoming community. I sincerely hope that you will have the chance to feel that for yourself. Iskandar Puteri, and Malaysia more generally, is beautiful, safe, and full of character. The opportunities to travel in the local area and experience everything the Far East has to offer are plentiful. It is, genuinely, a wonderful place to live and work.

I hope you find the information contained in this application pack useful. We very much look forward to welcoming you to Marlborough College Malaysia.

Yours sincerely,

Simon Burbury  
Master of Marlborough College Malaysia

# Marlborough College Malaysia

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There is something genuinely special about Marlborough College Malaysia. Those fortunate enough to work here all agree that our greatest joy, attribute, advert and reward are the pupils who form the College. They provide daily inspiration, a model of what wider society could be like and genuine optimism for the future.

We live and work in a safe and spacious 90-acre campus in southern Malaysia, reminiscent of the generous grounds and playing fields of Marlborough College in the UK enhanced by our own organic farm and boating lake. Guided by our principles of compassion, companionship and conversation, Marlborough College Malaysia gives its pupils the space, inspiration and courage to explore their own potential, the wonders of our world and their responsibilities to it and to each other.

The College is arranged as a Prep School (3-13) and a Senior School (14-18) and currently has 992 pupils, with 590 in the Prep and 402 in the Senior School. Pupils from the age of nine may choose to board and approximately a third of those who are eligible, do so, with almost half of the Senior School and most of the Sixth Form boarding. The Singapore Tatler has referred to the College as “the only school in Asia offering an authentic British boarding experience”.

The College is very well-resourced and enjoys an enviable reputation for its pupils’ achievements on a broad variety of fronts. It is one of the few schools in Asia to achieve membership of HMC, an association of the world’s leading independent schools, to have the Council of British International Schools’ coveted “Beacon” status and to have won international plaudits for innovation and excellence from the UK’s Boarding Schools’ Association. It was listed in The School’s Index (by Carfax Education) as one of the world’s 150 leading independent schools in 2024, for the fourth consecutive year, and one of the top 10 schools in South East Asia. It appears in the Spear’s Index of top 100 private schools in the world, and was awarded ‘International School of the Year’ by the Tes. Following a recent ISI inspection MCM has also achieved the prestigious BSO (British Schools Overseas) status.

Marlborough College Malaysia enjoys very close links with Marlborough College in the UK and remains one of the few (possibly the only) international school which is a wholly owned subsidiary of its founding educational institution and entirely not-for-profit. Unlike most international schools where profits are required to repay investors, instead all Marlborough College Malaysia surplus is committed to Marlborough’s charitable aim of providing the finest quality education and the school thrives as an example of the best that a British independent school education has to offer.





# The Preparatory School

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Marlborough College's Prep School is distinctive, highly regarded and the only traditionally structured British prep school in south-east Asia. Above all, this is an ambitious and happy school where the child remains very much at the heart of the process. A spacious and well-resourced site, plenty of room for play and a creatively designed new building which has been nominated for architectural awards all promote a tangibly positive and engaged spirit.

Most Prep children are day pupils, but from nine years of age two popular Prep School Boarding Houses provide full, weekly or day boarding for a growing group of boys and girls who benefit from an exceptional level of care and a varied range of weekend activities.

Teaching and learning is based on the British model of EYFS and National Curriculum. With a generous teacher—pupil ratio of 1:8, almost all teachers are from the UK and specialists are deployed throughout the Prep School to add expertise.

A key feature of the school is the extended and enriched curriculum which includes an enviable commitment to co-curricular activities and to providing as many experiences as possible for all pupils through excellent provision in sport, music, drama and art as well as stimulating residential trips for all pupils from Years 3-8.

After Year 8, the transition to the Senior School is seamless and well managed while, for a small number of pupils, preparation for Common Entrance exams for UK schools is expertly undertaken.

Our aim is to provide our children with a truly inspiring education based around a strong intellectual core and enriched by constant exposure to meaningful relationships, deeply-held values, high standards and opportunities that are both enjoyable and challenging.

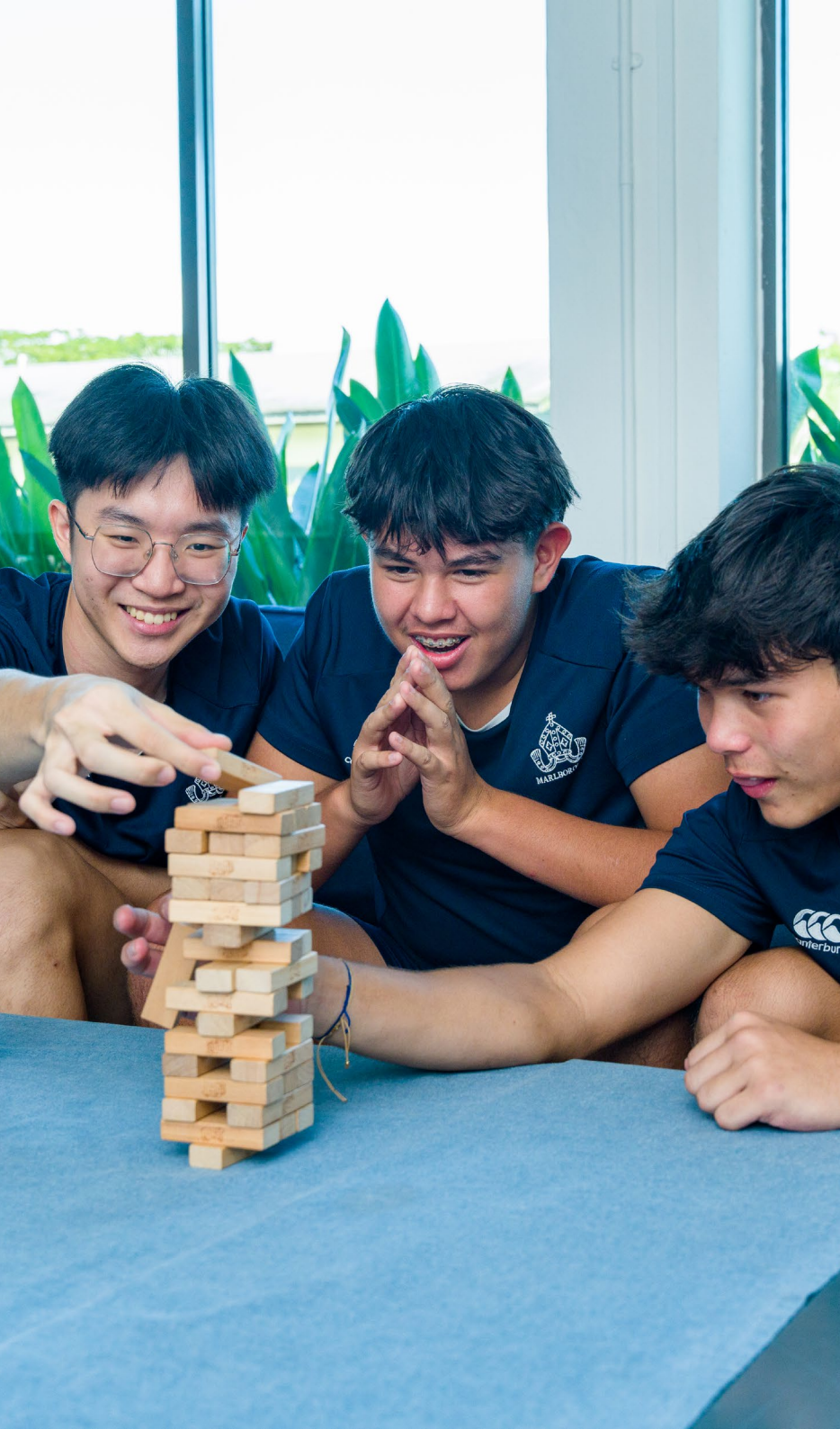
# The Senior School

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The Senior School caters for Year 9 to Year 13 (age 13 to 18). Academically, the UK National Curriculum is broadly followed to ensure an optimal combination of breadth and specialisation through the IGCSE curriculum (to Year 11); and the International Baccalaureate (to Year 13). Pupils pursue tailored programmes designed to stimulate, challenge and support them in discovering and developing their talents in a variety of areas. A wide range of academic extension and enrichment activities – whether through societies, lectures, theatre trips, museum and gallery visits, debates, poetry readings, conferences and concerts – create a full co-curriculum, which recognises that qualifications alone do not produce well-rounded individuals. Time is allowed in the curriculum for co-curricular activities, and the timetable may be suspended or modified to allow activities to occur, such as sports fixtures and subject-specific day trips.

The vast majority of teachers here are British-trained, and there is an impressive range of academic subjects. Our internationally recognised IGCSE results are excellent, demonstrating impressive added value and IB results place the College in the top 2% for achievement globally, despite not being academically selective. The exceptional facilities promote the remarkable range and quality of the arts, to complement the variety of high-class sport offered on the vast campus. Finally, our pupils are receptive, inclusive and respectful, with an enormously friendly, helpful spirit displayed throughout the year groups.





## The Position

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The Chairman and Council of Marlborough College Malaysia wish to appoint a Bursar who will report to the Master and join the College's Senior Management Team. The Bursar will provide leadership and direction to the Finance, HR and IT Departments, each of which has an experienced and highly effective Head of Department. Outsourced services such as catering, grounds and estates, maintenance, landscaping, cleaning and security are under the Bursars' oversight. The Bursar also has two deputies to support the broad and multifaceted remit of the bursary department.

The successful candidate will have the skills, personality, presence and judgment required to collaborate with senior colleagues and to represent the interests of Marlborough College Malaysia in person and in writing. The Bursar will work closely with the Chair of the Council's (Governing Body) Finance Committee and present operational and strategic papers at each of the termly meeting of the committee and the full Council.

While MCM has a unique story to tell, the post-holder will also maintain our close ties with Marlborough College in the UK, collaborating with the Bursar there.

# The College Senior Management Team

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The strategic leadership and operation of the College is devolved by the Council to the Master and his Senior Management Team, which the successful candidate will join. Effective, easy and constant communication and collaboration between members of the SMT is highly valued and regarded as essential to the effective achievement of the aims of each member and to the success of the College. The Marlborough College Malaysia SMT consists of six senior colleagues in addition to the Bursar; these include the Master, Second Master, the Head of Senior School, the Head of Preparatory School, the Head of Pastoral Care and the Director of Admissions and Marketing.





## Key Responsibilities

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1. To set the strategic direction for the College's finance and operational support, to lead and develop those who work within these departments in line with the College's ethos.
2. To provide timely advice and appropriate information to the Council to enable it to fulfil its duties and responsibilities for the proper governance of the College.
3. To contribute to whole-College strategic leadership and to promote the 3-18 nature of the College.

## Expectations as a member of Marlborough College Malaysia Senior Management Team

All members of College staff are expected to maintain high professional standards with the aim that all pupils will flourish in their academic, social, cultural and physical endeavours. The same standards pertain to relationships throughout the College and between colleagues, contributing to a culture of inclusivity, collegiality, generosity and trust. A commitment to the wellbeing of pupils and staff is expected of everyone and this supports the College's conviction that Companionship, Compassion and Conversation enrich our community and consolidate our integrity. Loyalty to the College is an expectation of all staff, so upholding and displaying the College's values and virtues both within our immediate community and beyond is essential.

- To support the Master and deputise for him as required
- To play a full and active part in the life of the College
- To provide an excellent role model for all members of staff and for pupils in all aspects of College life
- To set high standards of communication with pupils, staff and parents
- To contribute to the effective marketing of the College
- To ensure, through appropriate rewards and recognition, that we promote a positive culture throughout the College
- To contribute towards whole College improvement
- To contribute towards the maintenance of an effective framework for monitoring the quality of education we provide
- To ensure that pupils play a significant role in College improvement
- To lead and support all colleagues in maintaining high standards of conduct at all times
- To ensure that our College rules and ethos promote positive behaviour which supports learning and the ethos of Marlborough College Malaysia
- To contribute to the CPD programme so that it addresses the principal needs of the school and the staff
- To ensure that the College maintains good links with the community and both delivers and derives a tangible benefit from this



## *Specific Duties and Responsibilities of the post*

### Leadership

- To report to the Master on day-to-day operational management of the College
- To share the collective leadership of the Senior Management Team
- To provide outstanding leadership to the support department teams
- To ensure that the College is managed as economically, efficiently and effectively as possible in accordance with the Council's strategic aims
- To review, lead and continuously improve the College's operational, financial, risk management and contingency strategies
- To ensure full compliance with the required regulatory and legislative frameworks and that this is reflected in the College's policy documents
- To attend and inform Council and Finance Committee meetings

### Finances

- To advise on general financial policy
- To ensure robust systems of financial control and to guarantee that the financial accounts are prepared in accordance with statutory and regulatory requirements
- To oversee the production and control of the annual operating and capital budgets, initiate cost management measures and initiatives and advise the Council on fees and salary levels in consultation with the Master
- To oversee the preparation of management accounts, including cash flow projections and forecast income statements
- To oversee the administration of fees, salaries, payroll and insurance, including liaison with parents where appropriate
- To oversee the supervision of contracts with external contractors, including out-sourced services
- To develop and manage all aspects of bursary applications, in liaison with the Master
- To liaise with providers of funding for bursaries
- To develop alternative revenue streams by utilising the College's facilities during holiday periods

### Human Resources

- To oversee the process of fair and safer recruitment, performance management and professional development of support staff
- To oversee compliance with all relevant aspects of employment law and provide advice in respect of HR casework and practice
- To oversee the rollout and adaptation of the performance review and development cycle for support staff
- To oversee the accurate and continuous maintenance of the Single Central Register
- To oversee of all aspects of staff salaries
- To advise staff on employment and contract issues
- To oversee the preparation of all staff contracts
- To ensure the integrity of the payroll system and compliance with regulatory requirements

### Operational Management

- To contribute to Strategic Development / Project Management
- To lead the prioritisation, planning and delivery of capital projects and business cases
- To ensure, that the College's estate and facilities are maintained and operated to the highest possible standards
- To oversee all aspects of security on the College campus
- To work closely with the catering manager to provide delicious and healthy meals for the College's pupils and staff

### Regulation & Compliance

- To ensure, in liaison with the relevant departments, that every aspect of the College's operation is compliant with legal and regulatory requirements
- To oversee the review of the efficacy and quality of services provided by external contractors, ensuring that agreed standards are maintained
- To ensure a transparent and fair tendering process as contracts for outsourced operations become due for renewal
- To support the work of the Data Protection Officer and Health and Safety Officer
- To co-chair the Health and Safety Committee with the Second Master
- To maintain and review a Risk Register

### Information Technology

- To oversee IT projects with the IT Operations Manager
- To ensure that the IT network is maintained and that sufficient security measures are in place to protect the College's data
- To ensure that IT software upgrades are installed in a way to minimise risk to the College
- To work with the IT Operations Manager to ensure that equipment is refreshed on a regular basis while maximising its benefit to the College





# Person Specification

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In order to meet the high standards expected of a leading professional in our College, the successful candidate will understand and believe in the aims and ethos of a non-franchised British independent education in general and in Marlborough College Malaysia in particular. In addition, the Council seeks to employ a person with the following qualities, experience, skills and abilities.

- Educated to degree level
- Proven successful leadership experience in a senior position, managing, organising and motivating multi-disciplinary teams, including successfully managing change
- Proven business and administrative expertise
- Experience of a wide range of facilities responsibilities
- Demonstrable and relevant experience in financial and budget management - being a qualified accountant is desirable but not essential
- Advanced ICT skills with the ability to use and manage ICT systems and resources effectively
- Experience in Estates management including building maintenance, new building projects, relevant legislative requirements and liaison with architects, planning authorities and external organisations
- Experience of working with a Board of Trustees or equivalent structure

# Personal Skills

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- Visionary with a strategic outlook without sacrificing an eye for detail
- Highly developed interpersonal and communication skills: diplomatic, open-minded and able to persuade, negotiate and influence others
- Flexible, strategically-minded and solution-focused in approach
- High level decision-making skills: confident and willing to take difficult decisions when necessary
- Excellent organisational skills
- Ability to work with complete confidentiality, discretion and sensitivity, given the post's access to personal and strategic information
- Ability to work on one's own initiative, to prioritise and meet deadlines
- Sets high expectations for themselves and others, able to work under pressure and expects to lead by example
- Able to self-evaluate and willing to learn





## Terms and Conditions

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The Bursar will be appointed on a renewable five-year contract. A salary commensurate with the importance of the role and experience of the successful candidate, will be offered. This will be part of an appropriate and highly competitive remuneration package which will also include relocation assistance, accommodation and utilities allowance, annual keep-in-touch flights, annual bonus in lieu of pension, and private medical insurance. Generous fee remission is also provided for children of the post-holder.

Marlborough College Malaysia is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo stringent child protection screening including checks with past employers and an enhanced DBS (or equivalent) is required.

# Lifestyle

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## Staff at Marlborough College Malaysia enjoy an exceptional lifestyle.

The climate is warm, stable and constant without the extremes of heat that are common in some parts of the world. Rainfall is typically heavy and brief, providing a lush landscape.

Marlborough is at heart a community and the Common Room is very collegial and mutually supportive. Staff enjoy an impressive range of weekly Common Room sports, wellbeing and social activities.

The immediate area is developing quickly and has attracted great overseas investment in quality housing, infrastructure and education with a number of British university campuses now within minutes of the College.

Malaysia's cost of living is significantly lower than that of the UK. Teachers here enjoy the benefits of regular travel during holidays and even on our 3-day Exeat long weekends to such places as Bali, Thailand, Vietnam, Cambodia, Borneo and even Western Australia.

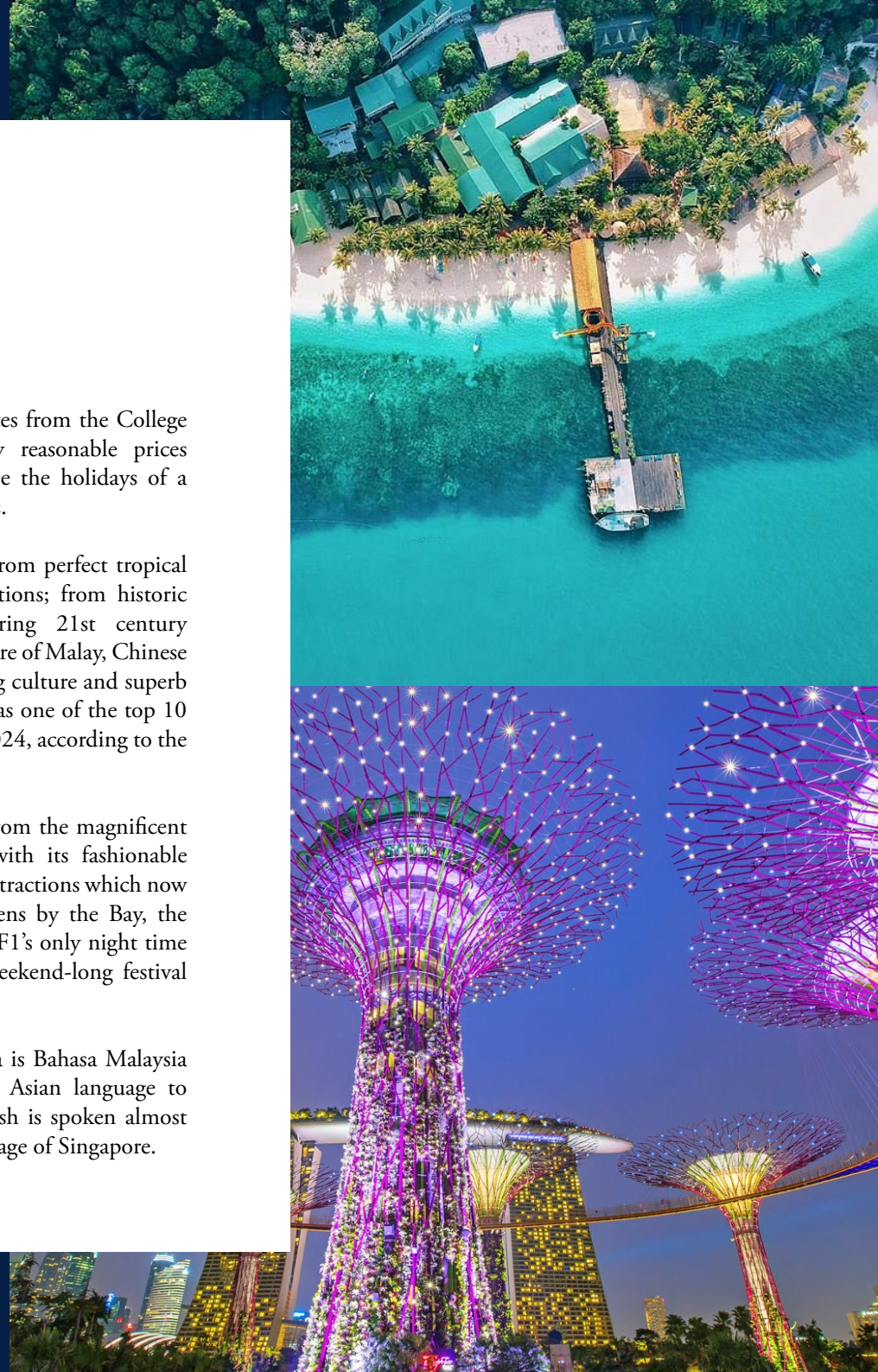
For long-haul travel, Changi in Singapore has repeatedly been named the best airport in the world. For regional

travel, Senai Airport is 20 minutes from the College and carriers offer exceptionally reasonable prices which mean that what might be the holidays of a lifetime, can become regular trips.

Malaysia itself is full of variety from perfect tropical islands to cool, hilly tea plantations; from historic colonial architecture to towering 21st century skylines. Its national ethnic mixture of Malay, Chinese and Indian make for a fascinating culture and superb cuisine. Malaysia was also listed as one of the top 10 safest countries in the world in 2024, according to the Global Peace Index.

The College is just eight miles from the magnificent island city-state of Singapore with its fashionable retail temptations and its many attractions which now include the world-famous Gardens by the Bay, the Marina Bay Sands complex and F1's only night time Grand Prix which becomes a weekend-long festival each September.

The official language of Malaysia is Bahasa Malaysia which is probably the simplest Asian language to understand and learn, but English is spoken almost universally and is the main language of Singapore.



# Application Process

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Marlborough College Malaysia has retained the services of Perrett Laver to help identify the widest possible field of suitable candidates and assist in the assessment of candidates against the requirements of the role. An executive search exercise is being undertaken alongside advertisement of the post.

Applicants should submit an CV (including comprehensive details of key achievements and responsibilities) along with a covering letter which fully addresses the competencies outlined in the job description and person specification.

Completed applications should be uploaded [here](#), quoting reference 7734. The closing date for applications is 09:00 GMT on Friday, 21<sup>st</sup> March 2025.

The longlist of candidates will be selected on week beginning Monday, 24<sup>th</sup> March 2025 and longlisted candidates will be invited for interview with Perrett Laver during the weeks commencing 31<sup>st</sup> March, 7<sup>th</sup> and 14<sup>th</sup> April 2025.

The shortlist will be determined on week commencing 21<sup>st</sup> April 2025 and those shortlisted will be invited to an online interview with the Search Committee week commencing 28<sup>th</sup> April 2025. Finalist candidates will be invited to visit Marlborough College Malaysia for the final round interview on 15<sup>th</sup> and 16<sup>th</sup> May 2025.

If you require any reasonable adjustments to assist you in the selection process, please advise us of these so that we can make appropriate arrangements.

*Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the data protection legislation. The data you provide us with is securely store on our computerised database and transferred to our clients for the purpose of presenting you as a candidate and/or considering your suitability for a role you have registered in.*

*As defined under the General Data Protection Regulation (GDPR) Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website <http://www.perrettlaver.com/information/privacy/>*

