



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE

Bursar and Clerk to the Governors

Information for prospective
members of staff



Appointment of a Bursar and Clerk to the Governors

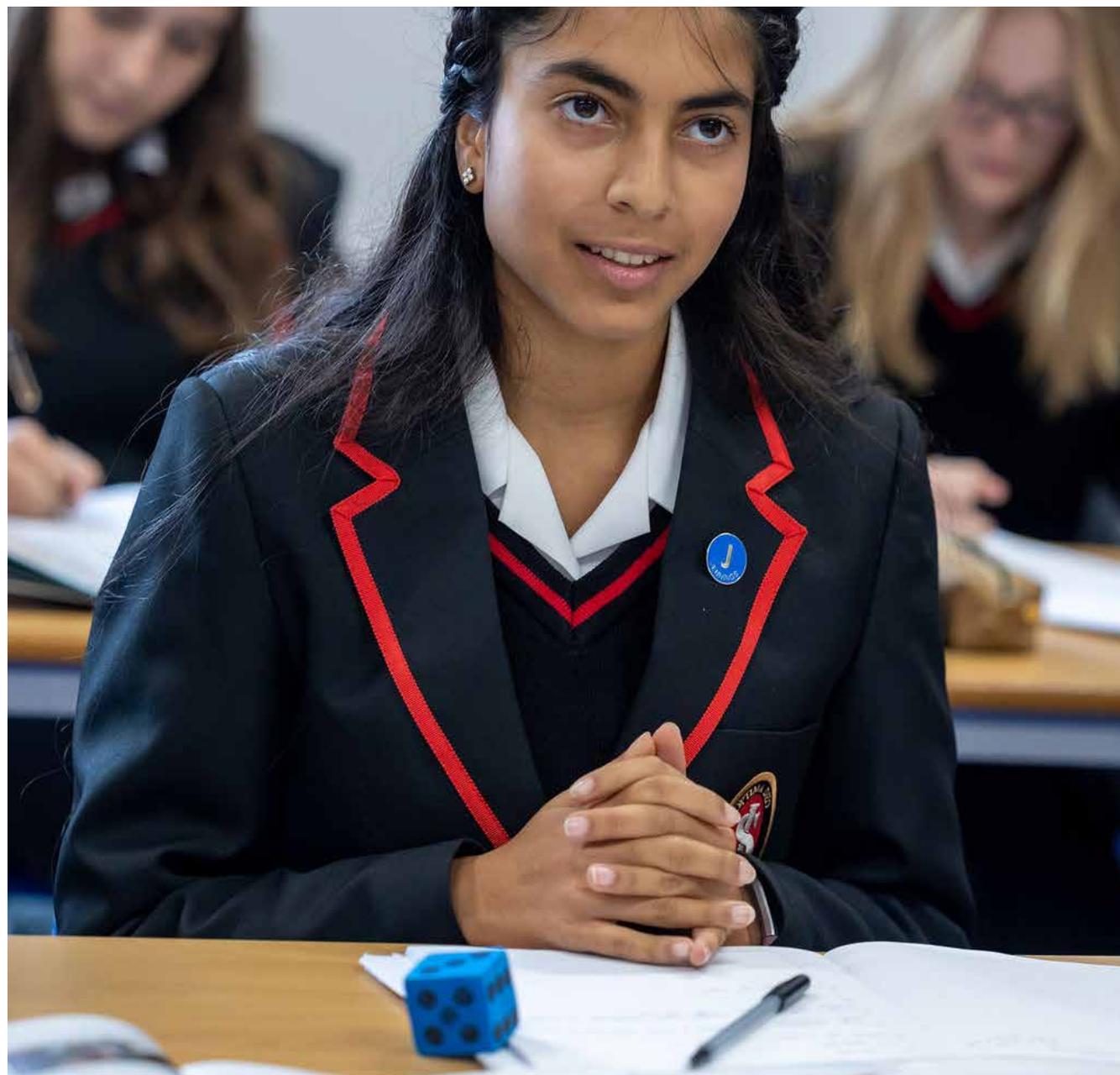
St Joseph's College is seeking to appoint an inspirational, collaborative and forward-thinking Bursar to join in (or before) December 2023, to succeed the current Bursar who is retiring after over 11 happy and successful years in role.

Closing Date: 9am, Wednesday 19 April 2023.

Selected shortlisted candidates will be given a tour of the College and interviewed by the Head and panel of governors on Monday 24th or Tuesday 25th April, and final stage interviews are provisionally scheduled for Tuesday 2nd May 2023.

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Message from the Head, Mrs Laura Stotesbury



Thank you for your interest in St Joseph's College. I am delighted that you are considering our school and I trust that this recruitment pack will provide you with the information you require both about the post and the College.

I believe that this is an exciting time to be joining St Joseph's College. There has been a significant growth in the pupil roll over the last few years and the governors are continually looking to invest in the facilities. There is a real appetite for what we have to offer as both an educational establishment and an employer.

The College seeks to be a school which places an emphasis on providing an all-round education: academic, pastoral, social and spiritual, where pupils develop the attributes of commitment, collaboration, confidence, communication and compassion through the various aspects of school life. The College is a very happy place, and colleagues enjoy working here.

I hope that you will want to apply for this post. I recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration.

Mrs Laura Stotesbury
Head

Purpose of the Job

The Bursar is the senior non-teaching leader in the College and will work closely with the Head and the Governors to drive forward the next chapter of the College's development.

The Bursar will report to the Head and play a central role in the senior leadership team (SLT), partnering the Head, and leading and managing a broad team of diverse colleagues across Finance, Estates and facilities, HR, IT, Data & Compliance and SJCR Enterprises.

The role holder will also serve as Clerk to the Governors, attending meetings of the Board of Governors (and sub-committees) and supporting the Governors as Company Secretary and advising on matters relating to governance and strategic vision.

This is a broad and wide ranging strategic leadership role with impact and responsibility across every aspect of the College. The post holder will lead a number of able and experienced direct reports and committed team members, and will be expected to contribute opinions to the SLT and Governor discussions on the wider College strategy.

The Bursar's role requires an ability to plan and organise for a long-term future vision, whilst remaining nimble to adapt; an ability to juggle ever changing priorities, and/or roll up their sleeves to get immersed "hands on" in the detail is important. The role has many stakeholders and an ability to foster productive working relationships with a variety of stakeholders is a key attribute for success.

The Bursar will promote positive attitudes towards working, carrying out their role and leading their teams in a way that reflects the vision and ethos of the College.





Areas of Responsibility and Key Tasks

The duties and responsibilities of the Bursar and Clerk to the Governors are numerous and varied, and liable to change at short notice to deal with the unexpected but include the following:

Strategic Leadership

- Work in partnership with the Head, SLT and governors to shape and lead the implementation of the College's long-term strategic plans.
- Play a central role in the College's SLT, leading on all matters relating to Finance, Estates and facilities, HR, IT, Catering, Data & Compliance and SJCR Enterprises.
- Lead and manage diverse direct reports (including Financial Controller, Estates Bursar, HR Coordinator, Head of IT Strategy, Data, Reporting & Compliance Manager and Head of Holiday Club & Swim School) and their teams.
- Motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery and monitoring the effectiveness of the support staff in meeting the needs of the College.
- Review, lead and continuously improve the College's operational, financial, risk management, compliance, business continuity and contingency strategies.
- Lead the prioritisation, planning, design and delivery of capital projects, including new builds, the identification of new off-site opportunities and refurbishment programmes.
- Identify, develop and deliver strategies for generating additional revenue streams (eg SJCR Enterprises) and procurement savings to strengthen the school's financial position.
- Act as an ambassador of the College, internally and externally, embodying the ethos and culture of the College; retaining a keen interest in the reputation and activities, whether academic, sporting or cultural, of the College community.



Areas of Responsibility and Key Tasks cont.

Financial Management

- Develop, lead and promote a strong financial strategy to protect the longer-term future of the College.
- Working with the Financial Controller plan, produce and control multi year forecast projections and the annual operating and capital budgets, ensuring resources are used and reserves are generated in line with the longer-term financial strategy of the College.
- With the Financial Controller, oversee production of regular, timely and accurate management accounts and other financial information and reports for the Head, SLT, Governors, and departmental budget holders. Timely production of annual financial statements and management of the external audit process.
- With the Financial Controller, ensure financial accounting and transaction reporting procedures and controls are robust, reliable and fit for purpose, including pupil bills and collection of debtors, management of creditors and administration of payroll and pensions.
- Oversee the negotiation and operation of contracts with a wide range of external contractors, including contracts for outsourced services (including catering, cleaning, grounds maintenance and home to school transport).
- To oversee the management of scholarship and bursary funds, supporting the Governors on making decisions on bursary awards.
- Oversee management of additional non-fee income revenue generation (eg SJCR Enterprises), through lettings and other commercial opportunities such as holiday camps and swim school.



Areas of Responsibility and Key Tasks cont.

Estates, Facilities & Services Management

- Working with the Estates Bursar, lead and promote the enhancement and professional management of the physical assets and infrastructure of the College, and all the supporting services which manage these assets.
- With the Estates Bursar, ensure the buildings and grounds of the estate are kept in excellent order, through management of regular maintenance, caretaking and site security.
- With the Estates Bursar, oversee effective planning and delivery of major capital projects and the rolling programme for upgrading, refurbishing and enhancing existing facilities.
- Oversee service delivery levels from outsourced contract providers (eg catering, cleaning, grounds maintenance and home to school transport).
- Management of minibuses and transport, ensuring compliance with regulations for the operation of minibuses.
- With the Estate Bursar, oversee all aspects of health and safety, and other regulatory compliance.

Human Resources

- Lead and promote an organisational culture where all staff enjoy their work, feel empowered in their roles, are appreciated and appropriately rewarded for their contribution and are proud to belong to the St Joseph's College team.
- Oversee efficient, effective safer recruitment, onboarding, performance management and appraisal processes for teaching and support staff, including regular reviews to update employee job descriptions and objectives to take account of any changes in an employee's responsibilities or working patterns (eg full time to part time).
- Working with the HR Coordinator, keep current employment contracts and College's standard future contracts up to date and compliant as, if and when new legislation or regulations take effect.
- With the HR Coordinator, develop HR policies and practices for the College in line with current regulatory compliance, including safeguarding and oversight of the Single Central Register.
- Act as the Head's and Governors' adviser on employment matters, including any disciplinary and grievance procedures.
- Support the training and ongoing professional development of all staff.



Areas of Responsibility and Key Tasks cont.

Information Technology

- Working with the Head of IT Strategy, oversee all IT services provision to stakeholders within the College community, including Governors, staff, pupils and parents.
- In conjunction with the Head of IT Strategy and Senior Leadership Team, lead and promote safe, efficient and effective informational technology usage across the College community.
- With the Head of IT Strategy and Senior Leadership Team, oversee the selection, configuration and management of fit for purpose IT infrastructure to meet the evolving needs of the College and its pupils and teachers.
- Management of appropriate technology usage policies and standards, including policies on safeguarding and access to content security policies.

Data, Reporting and Compliance

- Oversee an appropriate and effective risk awareness and risk management culture across all aspects of the College.
- Working with the Data, Reporting and Compliance Manager, ensure compliance with all applicable laws and regulatory guidance over operational matters including Health & Safety, employment law, GDPR and data protection, critical incident reporting.
- With the Estates Bursar and the Data, Reporting and Compliance Manager, formulate, monitor, implement and review the College's Health & Safety policy including all risk assessment procedures, and advise all staff as appropriate, and report to Head, SLT and Governors as required.
- Prepare and keep prepared the College for inspection by ISI and other regulatory bodies.
- Adapt and respond effectively to any new guidance and regulation, including any Covid or similar guidelines, and prepare business continuity plans.



Areas of Responsibility and Key Tasks cont.

Clerk to the Governors

- Ensure that governance is carried out in accordance with the Memorandum and Articles of Association in addition to matters of statutory compliance, in particular the requirements of Companies House and the Charity Commission.
- Ensure that governance is carried out effectively, providing timely meeting schedules and supporting the board and committee members with agendas, briefing papers and minutes.
- Support the appointment, selection, induction and ongoing training of governors to ensure ongoing compliance with statutory and ISI regulation and AGBIS guidance.
- Maintain proper and appropriate records of all governance activity, in particular with key governance decisions such as approval of accounts, and review of important policies (eg reserves policy, safeguarding policy).
- Be available and responsive to ad hoc inquiries from governors.

Person Specification

Criteria	Essential	Desirable
Education, Qualifications and Experience	<p>Prior leadership experience and responsibility at board or senior executive team level</p> <p>Prior experience of managing a diverse range of functions and teams</p> <p>Strong track record of team development and leadership of high performing teams</p> <p>Contribution to organisational or team strategic development</p>	<p>Undergraduate and/or Masters degree</p> <p>Formal professional qualifications within one or more of the bursary functions (eg accounting, HR, company secretarial, health & safety)</p> <p>Evidence of ongoing CPD and training within relevant disciplines and/or other evidence of lifelong learning</p> <p>Prior experience of working within a school or similar learning / education environment</p> <p>Prior responsibility for legal and financial management of a legal entity, eg as Treasurer, Company Secretary, Clerk</p>
Skills and Attributes	<p>Leadership and interpersonal skills to build and manage relationships with diverse stakeholders</p> <p>Financially literate, able to understand key financial levers and priorities</p> <p>Commercially savvy, able to negotiate and manage contracts</p> <p>Strong written and verbal communication skills, able to summarise, present and explain pertinent and relevant information to diverse audiences</p> <p>Strong IT skills</p>	<p>Experience of significant capital expenditure project management</p> <p>Management of significant outsourced third party supplier contracts, eg catering, cleaning, grounds maintenance, transport</p> <p>Interest and skills in drafting and review of school policies</p> <p>Committee meeting management – including agendas, briefing papers, minutes</p>

Person Specification cont.

Criteria	Essential	Desirable
Personal Qualities	<p>Excellent role model for pupils and other staff</p> <p>Enthusiastic and able to enthuse, inspire and encourage others</p> <p>Able to establish good working relationships and work well in a team</p> <p>Flexible, motivated, able to work unsupervised and able to deal with the unexpected</p> <p>Able to plan for the long term and adapt to the unforeseen in the near term</p> <p>Humble and willing to recognise when out of depth and needing help</p> <p>Good sense of humour</p>	<p>Understanding of and affinity with the Catholic Christian ethos of the College</p> <p>Continuous ongoing development and lifelong learning</p> <p>Able to recruit and lead high performing talent to create efficient, effective teams</p>
Other Requirements	<p>Commitment to the safeguarding and wellbeing of all pupils</p> <p>Fully supportive of the College's Catholic tradition</p> <p>Commitment to the ethos of the College</p> <p>Willingness to attend certain school events and meetings out of normal school hours</p>	<p>Commitment to the whole life of the College</p> <p>Able to promote the image of the College and the benefits of an independent school education in an articulate and confident manner</p>



About the College

St Joseph's College is the leading independent day school for boys and girls aged 3 to 18 in Berkshire. It is fully co-educational and consists of the Senior School (ages 11 to 18) and the Prep School (ages 3 to 11). The Senior School and Prep School are located within a single campus.

Awards

The College has won several awards over the last few years including TES Independent School of the Year, Outstanding Progress at the Education Business Awards and Outstanding Leadership Team at the Leadership Awards.

Ethos

St Joseph's is a Catholic school welcoming pupils of every faith or no faith. Pupils are educated in an atmosphere where Christian values and standards are recognised and established. The size of our classes means everyone receives the individual guidance and support they need to achieve their potential. Staff, pupils and parents form strong links, with a focus on both the academic progress and the well-being of each pupil. We encourage all pupils to develop an awareness of their own role in society.

Points of Entry

The main points of entry to the school are at age 3, 11, 13 and 16. Entry into the Senior School is by formal assessment, and around 60% of applicants to the Senior School are from maintained primary schools.

Leavers' Destinations

The majority of Sixth Form leavers go on to their choice of university to study a diverse range of subjects. Examination results are strong and improving year-on-year, however our focus is very much on producing young adults who also have skills for life such as confidence, social skills and a good understanding of the world around them.

Recent Developments

During the past six years the Governors have taken a number of measures to develop the College. In addition to becoming co-educational these include an emphasis on marketing and a substantial investment in facilities, buildings and staff. Consistently rising pupil numbers provide momentum for growth and the confidence to make further investment.

The Future

Looking to the future, St Joseph's will continue its ambitious plans to enhance and develop the College. However, we will ensure that as we grow, our caring ethos remains at the heart of the College. The warm and friendly nature, together with the way pupils display concern and respect for one another, are often commented upon by visitors and parents. We are proud of this and it is one of the most rewarding aspects of working here.

Our Mission and Aims

At St Joseph's, our mission is to encourage, inspire, challenge and support pupils to fulfill their potential in a community founded on Catholic Christian values.

We aim to develop life skills of compassion, commitment, collaboration, confidence and communication in each pupil, throughout each of their years at the school.

The College's ISI inspection took place in May 2022

The Educational Quality Inspection report examines the quality of the school's work and focusses on two key outcomes:

- The achievement of the pupils, including their academic development, and
- The personal development of the pupils.

Their key findings were that the quality of the pupils' academic and other achievements is good. They commented that 'pupils have a strong focus in lessons and work positively both as independent and collaborative learners.'

They found that the quality of pupils' personal development is excellent, noting that 'pupils have a very positive attitude towards supporting other people both within the school and wider community', and 'pupils embrace positively the diversity of their school and respect and value their differences.'

The school scored highly in other areas too, with inspectors praising the co-curricular opportunities offered by the school, noting 'pupils achieve success in a wide range of activities both within and beyond the classroom and they gain valuable new skills from their involvement.'



Regulatory Compliance Inspection Report

Regulatory compliance inspections from ISI focus on whether the school meets the Education (Independent Schools Standards) Regulations and the Early Years Foundation Stage Statutory Framework. These are the national standards for all independent schools. In each of the eight discrete areas, including all areas relating to safeguarding, the inspectors found that 'the standards are met'. This is the highest possible achievement under this current inspection framework and is a huge accolade.



Why St Joseph's?

At St Joseph's we offer:

- A safe and happy environment in which academic and social skills are developed
- Education for boys and girls from age 3 to 18
- A varied curriculum and excellent facilities
- A strong sense of community
- High academic reputation
- Wide range of extra-curricular activities including a strong tradition of music and drama

St Joseph's is staffed by teachers who combine the best in traditional educational values with a sharp awareness of what is appropriate for pupils who need to be prepared for the twenty-first century. Our pupils are encouraged to be confident, questioning, independent learners, whilst at the same time developing a moral and spiritual sense of purpose in their lives and in their studies.

Salary

The College has its own salary scales, with starting salaries dependent on the experience and qualifications of the successful candidates. Salary scales are reviewed annually by the Governors, to ensure they remain competitive. Annual salary is paid by bank transfer on the last working day of each month, in 12 equal monthly instalments.

Non-contractual benefits

School fee reduction

Staff at St Joseph's College, (who are not employed on a casual contract) are eligible for a staff discount on basic tuition fees of 50% for full-time staff, pro rata for part-time staff, subject to their child(ren) meeting the entrance requirements.

Childcare vouchers

St Joseph's participates in the government's salary sacrifice childcare voucher scheme or government tax-free childcare scheme.

Cycle to Work Scheme

The school allows staff to purchase a bicycle through the cycle to work scheme after completion of the statutory probationary period, and to those staff with an employment contract for 12 months or more. Further details are available from the Bursar's office together with the terms and conditions of the scheme.

Pension

The college participates in a contributory pension for non-teaching staff. Further details are available from the Bursar's office.

Eye tests

Members of staff are entitled to a free annual eye test.

Drinks and snacks

Tea, coffee and biscuits are available to all staff at break time, and there is access to hot drinks throughout the day. Snacks and light meals are provided to staff when working later in the evening for school events.

Lunch

A duty meal may be obtained from the Dining Hall between 12.00pm and 2.00pm.

Use of a private vehicle

Subject to a journey being approved by the Bursar or Headmaster, staff can use their private vehicle for school journeys during working hours. The insurance will be under the school's insurance and staff can claim for mileage.

Car parking

All staff may park in the school car park, subject to the availability of a space. A valid school parking permit must be displayed clearly on the windscreen of any car parked onsite.

Counselling

Staff have access to a 24 hour telephone counselling helpline. In addition, the lay chaplain or visiting school counsellor may be able to see staff.

Legal advice

Staff have access to a 24 hour legal information telephone helpline, covering issues such as consumer rights, debt, tax and personal injury.

Healthcare helpline

A telephone based healthcare support service is available to all staff at no cost.

Swimming pool

Staff are permitted to use the school swimming pool during designated staff swimming sessions.

CPD and training

Professional development is nurtured and encouraged, and the school has a full annual INSET programme.

Staff Room

There is a professional, friendly and supportive Staff Room, together with departmental workspaces throughout the school.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.





Appointment Procedure

- Applications will only be accepted from candidates completing the College Non-Teaching Staff Application Form in full, accompanied by a covering letter.
- The covering letter should illustrate specifically why you think you should be considered for this role, giving clear evidence of how your skills and experience meet the requirements of the role. You should give clear examples, and relate these to the job description and person specification.
- These should be emailed to recruitment@sjcr.org.uk or alternatively sent by post to Mrs Guest, HR Coordinator, St Joseph's College, Upper Redlands Road, Reading, Berkshire RG1 5JT. Electronic application is encouraged and preferred.
- The closing date for applications is **9am, Wednesday 19 April 2023**. Selected shortlisted candidates will be given a tour of the College and interviewed by the Head and panel of governors on Monday 24th or Tuesday 25th April, and final stage interviews are provisionally scheduled for Tuesday 2nd May 2023.
- All offers of employment are subject to the receipt of two satisfactory references, one of which must be from your current or most recent employer. For shortlisted applicants, references may be taken up prior to interview.
- St Joseph's College employs personnel who are best qualified for the post without discrimination in respect of age, disability, race, gender or native origin.
- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Successful applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.
- A copy of the College Recruitment, Selection and Disclosures Policy and Procedures can be found on the College website: <https://www.sjcr.org.uk/vacancies/>

Interview Process

- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.
- During your visit you should expect to attend a number of interviews with different members of staff. We will also assess your suitability to work with children.
- The interview may include other forms of assessment such as administrative tests, a presentation, or a demonstration of relevant practical or other skills.
- In addition to formal interviews there will also be an opportunity for shortlisted candidates to tour the College and to meet prospective colleagues.
- The College requests that all candidates invited to interview also bring with them:
 - A birth certificate, driving licence including photograph and a passport
 - A utility bill or financial statement issued within the last three months showing the candidate's current name and address
 - Where appropriate any documentation evidencing a change of name
 - Proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.



How to find us

- St Joseph's College is situated in central Reading, near the University and the Royal Berkshire Hospital. It is close to the M4 (Junction 11) and has excellent transport links.
- If travelling by train, the school is approximately 20 minutes' walk from Reading Station, or alternatively there are a number of local buses that stop close by.
- To accurately locate the College entrance at 64 Upper Redlands Road on some GPS satellite navigation systems it may be necessary to use the postcode RG1 5JP.

