

ST GEORGE'S ASCOT

APPOINTMENT OF BURSAR

APPOINTMENT BRIEF

JANUARY 2020



AN INTRODUCTION

Dear applicant

Thank you for considering the role of Bursar at St George's, Ascot. St George's is a school with a proud heritage, balanced with a positive, dynamic and outward-looking approach. We are a relatively small school, with 270 boarders and day girls, yet we are large enough that our girls have room to grow. We are nurturing but not claustrophobic, and visitors often comment that our girls exude confidence and individuality. Our girls work hard in the classroom but are encouraged to step back from over-focusing on pure academics to forge interests in sport, music, drama and the many other co-curricular opportunities available to them.

I am very proud of all that our girls participate in and achieve, and the reputation we have of being a school that makes a difference and takes the time to get to know each and every one of our pupils. We encourage the girls to be academically ambitious, without being a hothouse, and we give them the space and support they need to be the very best they can be, placing focus on balance and developing a wide range of skills necessary for success at university, in the workplace and beyond.

I am now in my fourth year as Headmistress of St George's and have an ambitious, committed and proactive team of Deputy Heads. It is an exciting time to be joining us in the important role of Bursar, to complete our Senior Leadership Team. There is a strong sense of community at St George's and the new Bursar will be joining a highly valued and supportive staff team, comprising both teaching and support staff, and will play a key role with me in developing the strategic and operational successes of the school moving forwards.

I very much hope that reading this information pack about the school and the role, will encourage you to make a formal application. Please do have a look at the School website too, and if you are a user of social media you will see a great deal about all that is currently going on at St George's by following our busy Twitter, Instagram and Facebook feeds.

With very best wishes

Liz Hewer



THE SCHOOL

Confident, Capable, Connected

St George's is an independent boarding and day school for girls with approximately 270 pupils aged 11-18 years, about 45% of whom are boarders (both full and tailored), and with a Sixth Form of approximately 80 pupils. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA), Boarding Schools Association (BSA), Independent Schools Bursars Association (ISBA) and is ISC accredited.

With a welcoming atmosphere, a warm sense of community, and a cheerful and supportive approach to its pupils, St George's is a happy and successful school. The richness of opportunities within and outside the classroom are fundamental elements of its offering and the school seeks to foster confidence, independence and academic curiosity in its pupils. The School is approximately 25 miles west of central London on a beautiful, leafy 30-acre site, within walking distance of Ascot High Street. It is close to Windsor, Eton and Bracknell and equidistant from the M3 and M4 motorways. Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

ACADEMIC AND CO-CURRICULAR LIFE

St George's has a discerning entry procedure but is not highly selective; it focuses on looking for potential and measures its own success on the value it adds for its girls. The School is in the top 4.5% in the UK for value added, something of which it is extremely proud. In 2019, St George's achieved a 99% pass rate at A level, with 35% A*-A across the 22 subjects on offer. At GCSE, a third of students achieved six or more GCSE's graded 9-7 (eqv A*/A).

The School enjoys small classes sizes, averaging fifteen to eighteen in Years 7-9, and has had notable success at sending girls on to a wide range of further-educational opportunities. In the past three years, 55% of all girls have achieved places at Russell Group institutions, while others have followed their ambitions to study at Central St Martins and the Conde Nast College of Fashion. With an impressive 350-seat theatre space, the School also enjoys a real strength in the performing arts, sending recent students on to The Royal Academy of Dramatic Art and Guildford School of Acting.

The timing of the school day ensures that girls develop their confidence to try new activities and make different friends. Lessons finish at 16:00 but are always followed by an hour of clubs and then supervised prep, ensuring a close connection between the Boarding and Day pupil experience. The School offers a broad range of co-curricular activities; from Young Enterprise to Netball, from The Duke of Edinburgh's Award to Robotics and Coding, Life Drawing to Beginners Ukelele, there is something to enthuse, stretch and challenge everyone.

SPORTING LIFE

Sport is an integral part of School life at St George's, with the aim of giving girls the opportunity to experience a wide range of team and individual sports which will inspire them to perform to the best of their ability and be physically active for the rest of their lives. The School offers sports ranging from Lacrosse, Netball and Athletics to Tennis, Pilates, Polo, Squash and Cricket.

Excitingly, this year the School opened its new, purpose-built indoor swimming pool. The spacious 25m, 6 lane pool provides an array of opportunities for current pupils and staff, who enjoy its use at certain times each week, and the School as it builds relationships with swimming clubs and the local community.





FACILITIES

St George's is able to offer outstanding facilities for its pupils including a science centre, photographic, textiles and art studios, computer rooms and three cosy, family-style boarding houses. The School is particularly proud of its in-house culinary provision, which won the Tatler Best School Food award in 2013. There are five chefs and menus are on a three-week cycle for breakfast, lunch and supper. In addition, the Sixth Form enjoys its own café, where girls can prepare simple meals, socialise and focus on their studies.

ETHOS

The Good Schools Guide 2018 described St George's as 'Old School tradition meets 21st century sensibilities'. St George's is a place where girls flourish academically, creatively, physically and morally, a place where risks can be taken, lessons are learnt, and challenges are welcomed. The School strives to develop a love of learning in its pupils, helping them realise their academic potential and their individual talents while ensuring they are nurtured to become happy, responsible, well-balanced and resilient young women.

This ethos is reflected in St George's renown for its excellent pastoral care, which is structured by year group and underpinned by the fact that every girl has access to their own tutor, in whom they can confide. Boarders are supported by their respective Housemistress and the School encourages Sixth Formers with an interest to volunteer as peer counsellors.

LEADERSHIP AND FURTHER INFORMATION

The School is led by Liz Hwer, who is in turn supported by a Senior Leadership Team (SLT) comprising of the Bursar and three Deputy Heads: Academic, Pastoral, Co-Curricular and Connections. More information about the SLT, wider staff, and the current Governors, can be accessed [here](#).

The School's most recently published accounts are available via the Charity Commission, [here](#) while its most recent inspection report can be found on its [website](#).

THE ROLE

This is a pivotal role at the heart of an ambitious a thriving institution. The Bursar is responsible to the Headmistress for the day-to-day running of the School and, to the Governors via the Headmistress, for the financial management and wellbeing of St George's.

As an integral member of the SLT and the most senior member of support staff, the Bursar is expected to provide visible, active leadership as well as be an exemplar of the School's ethos to academic staff, pupils, parents, and other stakeholders.

PURPOSE OF POST

Having recently completed a very successful major building project and facing a challenging period in the sector, St George's requires an exceptional Bursar to provide strategic and commercial insight, as well as sound operational and financial delivery. The Bursar will play a critical role in ensuring the continued financial stability of the School, which underpins its core mission to deliver outstanding education for its girls.

The Bursar will work closely with the Headmistress on future planning and delivering the School strategy, acting as Clerk and, where necessary, adviser to the Governors, and will lead and develop a broad team of support staff. While always working in close consultation with the Headmistress, the Bursar will be responsible for:

KEY RESPONSIBILITIES

- Proactive membership of the SLT.
- Effective management and stewardship of the School's finances, advising on bursaries as required.
- Clerk to the Governors.
- Overall leadership and management of all non-teaching matters including, but not limited to, HR, IT, Legal, risk management, development projects, commercial opportunities, catering, domestic services etc.
- Representing the School to key stakeholders including parents, alumnae, and the local community.
- Direct line-management of the Operations Manager, Finance Manager, Domestic Bursar and Network Manager and Resources Officer.

KEY ACCOUNTABILITIES

LEADERSHIP AND MANAGEMENT

- Providing inspirational and considered management for the support staff of the School and acting as an example of the School's values.
- Overseeing human resources for all staff and advising the Headmistress on key matters of recruitment, employment law, retention, staff policies, and succession planning.
- Selecting, appointing and developing support staff and deploying them effectively across the school.
- Acting as lead counter signatory for the Disclosure and Barring service and Level 1 user for the UKVI Sponsored Management System.
- Staying abreast of the developments in the administration of schools and, wherever possible, representing St George's at events such as the ISBA annual conference; seeking continuous professional development and actively participating in their own appraisal.
- Attending meetings and liaising with the School's Parents Association representatives.

FINANCE AND ADMINISTRATION

- Preparing the School's Business Plans, presenting them to and advising the Governors, and working with the Headmistress to deliver agreed objectives.
- Overseeing the accounting and control practices in the School, ensuring that resources are utilised effectively and that annual accounts are prepared in a timely fashion and adhered to.
- Ensuring financial records are kept and that reports of the material and financial affairs of the School are produced for the Governors in accordance with their requirements and those of the law; submitting annual returns to the Charity Commission and Companies House, as required.
- Leading and, where necessary sourcing, the delivery of all professional services, including overseeing the Finance Manager in preparing the financial statements for annual audit; enabling the work of the Domestic Bursar and Operations Manager; overall management of the IT Network etc.
- Supporting the Headmistress and Governors in the development of a strategy for commercial activities and delivering that strategy

CLERK TO THE GOVERNORS

- Ensuring that reports to the Governors are clear, informative and contain sound advice on all matters that need to be considered by the Governing Body, such that the Governing Body can be in a position to make the best decisions for the long term future of the School.
- Leading projects as required by the Head or the Governors, maintaining a register of interests and risk register for the Governors.
- Acting as Director Company and Secretary for the School's trading subsidiary.

ESTATES

- Maintaining the School's estate, security, new building developments and utilities.
- Working closely with (and ensure effective liaison with) the Network Manager in respect of all IT related projects.
- Upkeeping and cultivation of the School's attractive environment, ensuring that it is in accordance with the standards expected, health and safety requirements, and the vision of the Headmistress.
- Maximising the commercial revenue generated by lettings and other third-party uses of the estate, developing new and enhancing existing such revenue streams.
- Working closely with the Domestic Bursar regarding financial control and quality.



PERSON SPECIFICATION

St George's next Bursar could come from any professional walk of life, but will be required to demonstrate successful senior management experience and, given the importance of strategic leadership and resource management, a relevant professional qualification is desirable. They will be highly numerate and be able to effectively scrutinise financial information, adeptly present complex concepts, and develop long-term strategies. They will have a breadth of capabilities suitable for a role covering the entire spectrum of support service and be capable of bringing vision and energy to all of those fields.

The Bursar will be a committed team-player, able to build effective relationships with a broad spectrum of stakeholders; most specifically, they will work closely with the Headmistress and the Governors. They will have extensive experience of managing senior staff – inspiring, empowering and supporting. They will be able to identify priorities across a wide range of School activity and know when to delegate and when to intervene.

The successful candidate will have a broad range of skills, including but not limited to:

- Sound financial management and business skills.
- Experience of staff management, team leadership and improving standards.
- Drive and determination to get things done supported by a strong intellect capable of finding imaginative solutions.
- Experience of understanding financial information, managing budgets effectively and ensuring financial propriety.
- Excellent IT skills – confident and adept in the use of, in particular, Microsoft and Google applications such as Word, Excel, Google docs etc.
- Demonstrating a good understanding of charity and employment legislation.
- Understanding of estates management issues and building projects.
- Professional and pragmatics mindset with an understanding of the aims of the independent schools sector.
- Confident communications skills and a natural sense of authority and credibility.
- Empathy, flexibility, persuasiveness, energy and adaptability.
- Collaborative decision-making and accessibility.



TERMS OF APPOINTMENT

An attractive salary will be negotiated with the successful candidate. This is a full-time post and there will be requirements to attend events outside of typical working hours.

Lunch is provided free of charge during term time. Members of staff can use the School's sports facilities at allocated times. There is free on-site parking. The post holder's daughter(s) may, upon passing the entrance assessments, be eligible at the discretion of the Governors for a reduction on tuition fees. The post holder has access to private health cover.

25 days annual leave plus bank holidays are available to be taken in the school holidays, including the five days to cover the Christmas shut down, or such other times agreed with the Headmistress as are convenient to the School.

Appointment is subject to references. St George's School is committed to safeguarding the welfare of children at the School. Therefore, this appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions. An offer of employment will be subject to a probationary period of twelve months.

PROCESS

It is anticipated that candidates selected for interview will be notified by the end of the week commencing 27 January 2020. Such candidates will be invited for initial conversation with Saxton Bampfylde in early February.

Shortlisted candidates will be notified by the end of the week commencing 17 February 2020 and invited to interview at the School on Wednesday 26 February 2020.

Successful interviewees will then be invited for final selection on Wednesday 4 March 2020, at the School, with an appointment expected by 9 March 2020.

HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to **St George's School, Ascot** on this appointment.

Candidates should apply for this role through our website at **www.saxbam.com/appointments**, using code FAIADA.

Click on the '**apply**' button and follow the instructions to upload a CV, cover letter and application form. Letters of application should be no more than two sides of A4. For more information, call 0207 227 0880 (during office hours).

The closing date for applications is noon on **27 January 2020**.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please **do not** include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

