



Appointment of a Bursar



Edgeborough

David Williams-BursarSearch



An Introduction to Edgeborough

Edgeborough is an outstanding co-educational Preparatory School with approximately 340 pupils aged between 2 and 13. The School was founded in 1906 as a small, privately owned boarding school for boys and was registered as a charitable trust in 1966. The School became co-educational in 1992. The Pre-Prep and Nursery have been added subsequently.

The School is set in 50 acres of beautiful, rolling Surrey countryside in Frensham. It is extremely well resourced both in terms of buildings and staff. Facilities include a Sports Hall, Theatre, Music, Art, DT and Dance studios, state of the art Science and ICT facilities, Swimming Pool, an outstanding Boarding House and a large Astro-turf.

The pupils are polite and respectful, energetic and confident, while the teachers harness this enthusiasm with creative lessons and a friendly approach. Subject specific experts teach lessons in the Prep School while in the Pre-Prep pupils learn through exciting discoveries, entertaining topics and well structured lesson plans.

The School boasts an award-winning, in-house catering team. An exemplary Boarding House offers a nurturing home away from home. The Music, Arts and Design Technology departments encourage talent to win regular prizes and the dedicated sports staff have the enthusiasm to motivate each pupil to find a love of exercise and a healthy way of living alongside earning regular regional and national success. Investment in buildings, facilities and staffing provide a first class foundation for an exceptional school.

Edgeborough is non-selective. Pupils enjoy small classes and excellent teaching. There is a very successful Learning Support Department which gives provision to those who need support whilst fine tuning the learning of those who are most able.

The School enjoys a very strong reputation and is well-known for the successful preparation of boys and girls for entry to some of the country's finest Senior Schools. These include: Bradfield College, Canford, Charterhouse, Churcher's College, Cranleigh, Eton College, RGS Guildford, Guildford High School, Harrow, Lord Wandsworth College, Marlborough College, Monkton Combe, Priors Field, Radley, St Catherine's Bramley, St Swithun's, Wellington College and Winchester College. Overall entrance results are high and a large number of pupils have been successful in gaining scholarships throughout the disciplines.

More than anything else, however, our philosophy here is that happy children will thrive and succeed and our aim, therefore, is to facilitate a warm, nurturing atmosphere where children feel safe and happy.



The Opportunity

Why work at Edgeborough?

Edgeborough is one of Surrey's top Prep Schools and is a fantastic environment in which to work. The staff room is a warm, friendly and vibrant place with everyone pulling together in their quest to keep Edgeborough right at the forefront of Prep School education in the UK.

This is a brilliant opportunity to become a leading member of a dynamic and hard-working team, full of people who are really committed to providing a first-class education for the children here.

There is a very positive buzz about Edgeborough which has resulted in significant growth recently – pupil numbers are up by 15% in two years in spite of the testing educational, economic and political climates. For the right candidate this is a very exciting chance to really help define Edgeborough's future. Working as part of the Edgeborough Leadership Team, the new Bursar will guide and support the Headmaster in continuing to implement his vision which aims to see Edgeborough rise to the very highest echelons of the independent Prep School sector in the UK.

Alongside its fantastic staff, Edgeborough is also very lucky to have an experienced and supportive Board of Governors who help ensure that the School's obligations as a Charitable Trust are met. Edgeborough is also in excellent financial health, is in an affluent catchment area and owns all of the buildings and grounds that make up its estate. Indeed this estate is regarded as one of the most beautiful Prep School settings in the country.

In short, the staff and pupils feel very lucky to be part of the Edgeborough community and this vacancy offers the chance for the right person to not only join our fantastic school but also to help shape the way that Edgeborough continues to thrive long into the future. We are not complacent - Edgeborough is a great school but there is plenty more still to do and the new Bursar will play a key role in helping us in our continual quest for improvement.

If you feel you have the necessary skills, qualities and experience, alongside a genuine drive to make a difference then we would love to hear from you!



Role of the Bursar

The Role

The Bursar is responsible for the effective day to day management of all business aspects of the school and will be a vital financial voice, supporting the Headmaster in helping him deliver and develop his strategic vision for the School. The Bursar takes responsibility for the financial and business affairs of the School, the facilities, buildings and estates, and the management of the support staff. The Bursar also performs the duties of Company Secretary and Clerk to the Governors.

The Bursar will enjoy the support and assistance from:

- A Domestic Bursar who manages the Maintenance, Catering and Cleaning departments and who also directly line manages the Estates Manager
- An Estates Manager who manages the everyday detail of the buildings and Estate, including Health & Safety regulation
- An experienced Finance Officer who looks after the day-to-day financial transactions of the School

Line Management:

The Bursar's immediate Line Manager is the Headmaster and he/she is expected to work with him to provide all information and support that is required for the effective management of the School.

Responsibilities

Clerk to the Governors & Company Secretary

The Bursar assists the Headmaster and Governors in the preparation for Governors' meetings. The Bursar assists Governors with induction and training requirements, including attending seminars and files all returns to the Charity Commission and Companies House.

Finance

The Bursar prepares and presents the annual budget to the Governing Body. The Bursar works closely with the Finance Officer and directs her work where appropriate. The Bursar deals directly with the Auditors and the Bank in consultation with the Chair of Governors.

Policy and Planning

The Bursar undertakes regular discussion and review of policy and future plans with the Headmaster and the Chair of Governors. The Bursar prepares the Business Plan for the school. The Bursar is a member of the Finance Committee and attends meetings of the Governing Body.

Capital Projects

The Bursar oversees all capital projects, particularly in their financial management and works closely with the Domestic Bursar when tendering for contracts for building work.

Domestic and Catering Services, Maintenance and Grounds

The Bursar is ultimately responsible for the above although the day to day management in these areas is provided by the Domestic Bursar. The Domestic Bursar reports directly to the Bursar and meets regularly to discuss the needs of the School and the contracted services it requires.

Additional Lettings

The Bursar should encourage optimal use of the school's sporting, boarding, social and business facilities outside term time as well as being directly involved in the overall promotion of the School and all it offers to parents and pupils. Daily management of lettings is delegated to the Lettings Secretary.

Role of the Bursar

Compliance

On behalf of the Governors, the Bursar is responsible for compliance within the School and will thus keep abreast of new legislation and regulation and be responsible for informing colleagues and for implementation in the school environment.

Health & Safety

The Bursar is responsible for all matters relating to the Health & Safety of the School and chairs the regular H & S meetings.

Human Resources

The Bursar advises the Headmaster and Senior Staff on all HR matters, including the revision of HR policies. The Bursar assists the Headmaster to appoint new staff and to apportion salaries to all staff. The Bursar is responsible for the correct maintenance of the School's Single Central Register and its compliance to ISI regulations. The day to day running of the SCR is managed by The Headmaster's PA. The Bursar is responsible for the recruitment, induction and appraisal of non-teaching staff.

Administrative Staff

The Bursar manages the administrative and support teams at Edgeborough.

Marketing and Admissions

The Bursar helps to oversee the Marketing and Admissions team as these are key parts of the School's financial infrastructure. These departments report directly to the Headmaster for their strategic planning and daily duties.

Other Matters

The Bursar completes the annual DFE and ISC surveys. The Bursar may be required to carry out other tasks as reasonably requested by the Headmaster and Governors.



Person Specification

Person Specification

We are naturally seeking an exceptional individual to become the new Bursar at Edgeborough. They will have the skills and character to thrive in a dynamic Prep School. It is a busy, demanding but exciting role which requires the candidate to be an excellent leader, communicator and negotiator. They will have a proven and successful record in financial management, will be organized and a strong administrator. A financial qualification is important, along with the right skills and personal qualities, however the School is keen to consider candidates from a range of professional backgrounds, not necessarily solely from the education sector.

Essential qualities

- A financial qualification (ACA, ACCA or ACMA) or equivalent e.g. MBA
- Ability to produce budgetary estimates, reports, cash flows and financial summaries
- Proven experience of managing support, business or professional services in a complex organisation
- A degree or equivalent
- Experience of successful staff management
- An appreciation of the law affecting independent schools and a willingness to gain further knowledge as required; this includes a commitment to the safeguarding and welfare of those in the School's care
- Commitment to the priorities and values of the School
- Proven strategic planning ability
- The ability to lead by example, empower others and command respect, both within the immediate community and in the wider professional arena
- Strong interpersonal skills and experience of building productive and collaborative working relationships with a diverse range of colleagues
- Excellent oral and written communication skills
- Strong IT skills

- An ability to multitask, reflecting that no one day in a Prep School is the same and rarely goes as planned
- A positive outlook on life alongside a sense of humour
- A calm demeanour when under pressure
- Diplomacy, tact, patience and tolerance

Desirable qualities

- Experience of working in an education or charity environment
- Experience of project management, and management of building projects
- A knowledge of investment procedures
- Knowledge of charity SORP and of Charity accounting and reporting together with an awareness of the effect of being a charity on other areas of the company's operation
- Knowledge of Health and Safety management
- Entrepreneurship and the capacity to generate creative ideas for the future
- Experience of working in a regulated environment
- Knowledge and understanding of the principles of marketing

Terms of Appointment & How to Apply

Terms of appointment and conditions of the post

Appointment will be subject to the receipt of satisfactory references and relevant DBS checks. The remuneration package will be according to qualifications and experience appropriate to the level of this post. An attractive salary and package will be paid for the right candidate.

How to apply

David Williams of BursarSearch is advising the School on this appointment. Potential candidates are requested to call David on 07713 091657 in advance of submitting an application in order to discuss the role and to answer any initial questions.

The School's application form should be downloaded from www.edgeborough.co.uk/work-for-us/ and will need to be completed, along with a current curriculum vitae and a letter of application explaining how you fit the requirements of the role. All documentation should be sent to recruitment@edgeborough.co.uk. References will not be taken without prior approval but will be required before the post is confirmed and almost certainly before the final round of interviews. All interviews will be held at Edgeborough.

The closing date for applications is midnight on 11th November, 2019.

Long list interviews will take place on 25th and 26th November, 2019.

Short list interviews will take place on 2nd December, 2019.

Edgeborough is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Edgeborough is similarly committed to being an equal opportunities employer - we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

