



BURSAR

Information Pack

December 2023

As Gad's Hill School enters its centenary year, we have an ambition to cement our reputation as an outstanding school delivering academic and pastoral excellence. We plan:

- To produce confident, resilient, compassionate young people with the knowledge, skills and character to achieve outstanding outcomes, access highly rewarding careers and make positive impacts on their communities as adults, leaders and employers;
- To deliver an ambitious, innovative and global curriculum;
- To benefit from a highly-motivated, highly-qualified staff;
- To work within attractive premises equipped with excellent resources;
- To be financially secure, preserving our remarkable heritage while building a clear vision for the future;
- To be environmentally sustainable;
- To be a major partner in the local community and an excellent employer;
- To enjoy recognition for our excellence by the ISI and other external bodies.

To play a pivotal role in realising this ambition, the School requires a highly skilled and enthusiastic team-player to serve as our Bursar.

The post is an appointment made by the Governing Body, to which the successful candidate will report directly on all financial matters, while reporting to the Headmaster on day-to-day operational issues. The Bursar will be a key member of our Senior Leadership Team, working closely alongside the Headmaster, Heads of Upper and Lower School, our Lower School Senior Leader and our Inclusion Lead.

The Bursar is expected to be comfortable managing an organisation's accounting and financial systems. As well as having hands-on experience, the Bursar must also be adept at working with and getting the best out of people and is expected to represent the school while forming strong working relationships with a variety of external partners. Additionally, the Bursar is line manager to the heads of a number of non-academic departments, including the Operations Manager (who oversees estates services, catering and transport), the Financial Controller, Head Groundskeeper and the Network Manager.

The right candidate must be able to demonstrate attention to detail, have excellent communication skills, be good with people as well as having the boundless energy to contribute and lead by example in this busy independent school. Our new Bursar will, ideally, have experience in business/commerce, be a first-class administrator, IT literate, a strong team leader and must be enthusiastic about working in an environment where our pupils come first. We want someone who will ensure that our support infrastructure is best suited to help the school develop, improve and move forward.

Our School History... and Future



Gad's Hill is an independent day school for boys and girls aged three to sixteen years, located near Rochester, Kent. Based within and around the grounds of the former home of Charles Dickens, the School is ideally situated with easy access to the M2 motorway and high-speed rail connections to London. The School combines modern facilities with timeless values. At the present time, the School has about 385 pupils on roll and employs around 90 staff, approximately 40 of whom are qualified teachers.

Gad's Hill Place has Grade I Listed status and is world-famous as being the former home of author Charles Dickens, who lived here from 1856 until his death in 1870. It is here that he penned his classic novels "Great Expectations" and "A Tale of Two Cities".

In 1924, Gad's Hill Place was converted into a school for girls and, in September 2001, the School became fully co-educational, admitting boys throughout. Gone, however, are the days when the School could be housed solely in an 18th-century country manor house. In recent years the School has developed the site, against the backdrop of the historic house. After a lengthy process, planning consent was finally secured in July 2010 to develop entirely new accommodation for the whole School.

Phase I of this project was opened in 2013. Our new building is now the established home of the Lower School, along with a number of facilities used by pupils of all ages: a music suite, sports hall, theatre and catering and dining facilities. These facilities provide future generations of pupils, aspiring sports stars, budding young musicians and actors with the resources that they need to thrive and excel.

Now, we face the exciting next steps in the redevelopment of our site. We have just concluded the pre-application planning stage for the construction of several brand-new Upper School buildings on the site. As part of the plan, Gad's Hill Place will be restored to its former glory and take its place as a jewel in Southeast England's heritage, offering pupils and the wider public access to a state-of-the-art creative arts hub, celebrating the storytelling tradition in all its forms.

The new Bursar will play an intrinsic role in developing the financial strategy to deliver the scheme, as well as working with architects, local authority planners, funding partners and a number of internal and external stakeholders. Applicants for this position should be every bit as excited by this prospect as we are.



Our Mission

Our mission is to enable our students to enjoy school, to achieve good academic qualifications and to develop those personal attributes and qualities which will guide them on their journey through life.

Our Vision

Our vision is to be the first-choice independent school for families in Kent who value a well-rounded education for their children. It is our intention that our pupils leave Gad's Hill as confident, mature, articulate, pleasant and self-reliant young people who are well equipped to enter the world through a university education or career of their choice.

Our Values

We value **excellence, enthusiasm, friendship** and **success**. These attributes underpin all that we do. Our mission, vision and values are shaped by our commitment to educate children holistically, as articulated by our school motto: "***First to thine own self be true***".

Our Ethos

We believe that children do well when they are happy at school and at Gad's Hill we pride ourselves on providing a friendly environment, where enthusiasm and hard work are the foundations for achieving success.

There is more to life than exam results alone and while Gad's Hill enjoys the reputation of receiving good GCSE results this is not our sole focus. We want to offer our pupils a foundation in life, working with them to become confident, motivated and articulate young people ready for the next stage in their education and life beyond.

Structure and Nomenclature

The School is structured as follows:

Section	Year Name	NC Year
Lower School	KN	Nursery
	KR	Reception
	K1	Year 1
	K2	Year 2
	J3	Year 3
	J4	Year 4
	J5	Year 5
	Lower Shell	Year 6
Upper School	Upper Shell	Year 7
	Lower 4 th	Year 8
	Upper 4 th	Year 9
	Lower 5 th	Year 10
	Upper 5 th	Year 11

Our Character

The school achieves good academic results with the vast majority of pupils leaving Gad's Hill to attend their first-choice post-16 destination.



Gad's Hill is not an academic hot-house above all else. We place a priority on our children enjoying school and one way in which we do this is to ensure that there are ample opportunities to experience drama, music, competitive games, swimming, trips, visits and CCF to keep our children occupied, challenged and inspired. Most of these things never appear in a league table but we believe that by ensuring children enjoy their time here they are much more likely to contribute in all aspects of their school life and this benefits the academic side too.

At Gad's Hill we pride ourselves on being a small friendly school, where academic success is valued along with the recognition that there are many other attributes of a good school to prepare a child to live their lives. The joy and agony of team games, the discipline and concentration of learning an instrument, the confidence and challenge of performing to an audience, the awareness of the complex world around them, the care and concern for others and the opportunity to shape their destiny.

Our Curriculum

Gad's Hill School's One Curriculum is an ambitious and challenging curriculum for a child's educational journey from 3 to 16. It is designed to deliver strong outcomes in a broad range of GCSE subjects and other valuable areas of achievement, allowing leavers to progress to their first choice of further study and equipping them with the teamwork, independence and leadership skills necessary for rewarding careers and adult life.

The One Curriculum covers issues of critical importance on a global scale, as well as reflecting the rich history and cultural diversity of Medway, Kent and the South East of England. The curriculum favours opportunities to make learning enjoyable and incorporates significant opportunities for speaking and listening to produce articulate and thoughtful young people who are capable of empathy for others and keen to serve their community.

The curriculum allows for learning to be supportive and personalised, taking advantage of the high levels of expert guidance within each classroom, while still offering excellent value for money in its delivery. Through the school's curriculum, children learn how to look after their own wellbeing and develop compassion for the wider world.



Bursar: Key Accountabilities

The Bursar takes overall responsibility for management of the finances, administration, human resources, estates and IT functions of the School. The Bursar manages support staff across a number of departments ensuring cohesive working to ensure pupils of the school enjoy an environment conducive to learning. The Bursar supports Board of Governors in strategic planning as part of the Senior Leadership Team in pursuit of our development plan and ethos. The Bursar may additionally be required to carry out other duties as reasonably required by the Chair of Governors.

Financial Management

Assisted by an Assistant Finance Manager and Credit Controller, the Bursar has overall responsibility for:

- Maintaining the accounts of the School in line with recognised accounting practices and other legal requirements
- Liaising with the School's auditors in the preparation of statutory accounts
- Advising on general financial policy, preparing appraisals for projects as they arise and a long-term financial strategy (in conjunction with the Governors' Resources Committee) for the future development of the School
- Preparing quarterly management accounts, cash flow forecasts and other reports as required by the Resources Committee
- Preparing annual estimates of income and expenditure as required by the Governors
- Obtaining agreement of budgets and monitoring accounts against budget, both at departmental and whole school level
- Preparing any other papers requested by the Governors to inform their decisions on matters such as annual fee increases and staff salary reviews
- Reporting immediately any exceptional variances
- Preparing regular reports for budget holders
- Using benchmarking tools to identify areas of relative spend and assess trends
- Managing the School's accounting systems and all necessary accounting procedures
- Securing funds and grants to which the school may be entitled
- Managing the administration and allocation of Early Years Funding
- Preparing the payroll for school staff, including the generation of BACS payment instructions and the production and distribution of pay slips
- Administration of monthly PAYE, NIC and pension returns and payments
- Submitting annual returns to HMRC and the relevant pension authorities
- Liaising with the School's bankers re deposits, overdraft facilities, servicing of loans, collection of fees, automated payment of suppliers and control of banking
- Preparing all statutory financial (and other) returns within the statutory deadlines set
- Advising on the financial implications of the charitable status regarding current and any future tax legislation
- Operating billing system to prepare pupil statements of account
- Managing the collection of any late payment of fees and any other debtors
- Administering the bursary system for parents and prospective parents needing financial assistance
- Overall supervision of the catering budget and operation in conjunction with the Operations Manager and Head Chef
- Supervising the School's insurance in all its forms and dealing with any insurance claims and liaising with the School's insurance brokers to ensure that adequate cover for the School and its pupils is in place

- Managing the letting of School premises and facilities to outside organisations, the drafting of letting agreements and the collection of fees
- Ensuring the School complies with all of the reporting requirements of the Charities Commission and that there is full compliance with the demands placed upon Independent Schools

Premises Management

Assisted by an Operations Manager, Network Manager, Head Groundskeeper, Head Chef and a team of Estate Services Assistants, Catering Assistants, Minibus Drivers and ICT Technician, the Bursar has overall responsibility for:

- Strategic overview of the maintenance and refurbishment of School buildings and premises
- Management of the maintenance schedules and the efficient operation of all facilities on the estate
- Maintenance of all fixtures and fittings
- Liaising with architects and planning departments with regard to building improvements and new capital projects
- Negotiating, managing and monitoring contracts, tenders and agreements for the provision of support services such as cleaning, energy supply, telephone and broadband communications
- Negotiating and managing capital and maintenance projects and regularly monitoring and reviewing such projects to ensure control and, where possible, savings on expenditure
- Operation of the school minibuses including the organisation of daily minibus routes
- Ensuring that catering areas meet the requirements for hygiene and food safety

Health and Safety

The Bursar has overall responsibility for:

- Maintaining the School's health and Safety policies to comply with the requirements of all relevant legislation, including risk management and hazard identification
- Overseeing procedures to ensure the wellbeing of staff, pupils and visitors and compliance with Health and Safety legislation on the School premises
- Maintaining awareness of Health and Safety and Disability Access legislation and ensuring compliance in all areas
- Chairing the School's Health and Safety Committee
- Acting as Fire Officer and responsible for the installation and maintenance of equipment for protection against, detection of and escape from fire; keeping records of and initiating regular fire practises and alarm tests and ensuring that emergency procedures are current and timely
- Ensuring the security of the school site

Human Resources

The Bursar has overall responsibility for:

- Leading on the implementation of the School's HR policies and processes, and overseeing the production of employment contract
- Maintaining awareness of employment legislation and ensuring compliance in all areas
- Maintaining awareness of Safer Recruitment strategies and overseeing the recruitment process for employed and contract non-teaching staff

Compliance and Data Protection

The Bursar has overall responsibility for:

- Ensuring compliance with DfE regulations and ISI requirements
- Acting as Data Protection Officer, ensuring compliance with Data Protection legislation and overseeing fulfilment of Subject Access Requests
- Reviewing and updating relevant policies and procedures in line with regulations and best practice

Clerk to the Governors

As Clerk to the Governors, the Bursar will:

- Prepare the agenda and minutes and other documentation for meetings of the Board of Governors and their committees
- Provide information as required by the Chair at any time

Bursar: Person Specification

- **Leadership:** Gives clear direction and sets standards and expectations. Creates a motivating environment to get the best out of individuals and teams, and to achieve goals. Delegates responsibility whilst maintaining accountability.
- **Strategic Perspective:** Displays an integrated overview of the total business and how it operates. Defines a long-term vision, accurately identifying opportunities and threats. Tackles day to day issues in the context of a broad strategic framework.
- **Commercial Awareness:** Recognises financial and marketing implications of decisions and actions. Is alert to economic conditions, business opportunities and competitors' activity.
- **Problem-Solving and Decision-Making:** Identifies and anticipates issues. Generates multiple options to resolve issues and evaluates these objectively.
- **Interpersonal Skills:** Gets on with different types of people and interacts well with people at all levels. Is insightful about others; seeks to understand other people's views and adapts own approach accordingly.
- **Communication Skills:** Listens effectively. Communicates clearly and consistently both verbally and in writing, adapting content to the task and audience.
- **Quality Commitment:** Wants to do the best they can; setting high work standards for self and others. Seeks to understand the needs and priorities of others. Responds flexibly to changing requirements.
- **Planning and Organisation:** Manages time effectively. Develops effective procedures. Focuses on the right things, balancing conflicting priorities and meeting deadlines.
- **Resilience:** Keeps calm and in control in difficult and/or stressful situations. Is resourceful, flexible and optimistic when tackling challenging obstacles. Remains motivated and productive during periods of change or when under pressure.
- **Confidentiality and Integrity:** Respects and shows consideration for others. Builds a climate of trust and openness. Deals with information confidentially and with discretion.
- **Technical Expertise and Knowledge:** Applies a high level of technical expertise and experience to enhance job performance. Maintains and updates own technical knowledge. Is a respected and credible practitioner in own field.

Bursar: Key Details

Salary: Negotiable, dependent on experience

Contract: Full-time; permanent

Commencement: Immediately, or negotiable for the right candidate

Hours: As required for the successful completion of duties as detailed above, and to include working on-site 8.30am to 5pm on weekdays

Benefits: Free cooked lunch in school during term-time; generous staff fee assistance

The Process

Completed application forms are to be submitted to the Chair of Governors, Mr Dean Martin, either:

- via the TES jobs online application form OR
- via the Gad's Hill School application form to the Headmaster's PA, Mrs Tracy Barker, by email to t.barker@gadshillschool.org

Completed applications must be received by the School no later than **9am on Monday 15th January 2024**. Please note that if you do not receive an acknowledgement of your emailed application by this time please contact the School as a matter of urgency as you should assume your application has not been received.

Interviews will be held at the School for short-listed applicants and it is hoped that the selected candidate will be able to commence employment as soon as available.

Gad's Hill is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All posts are subject to enhanced Disclosure & Barring Service checks (DBS) and pre-employment checks will be undertaken before any appointment is confirmed. An overseas police check will be required by candidates who have worked or resided outside of the UK, in the last 5 years.

Thank you for your interest in this position.