



BURSAR INFORMATION PACK

LANDMARK INTERNATIONAL SCHOOL



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Welcome

Thank you for expressing an interest in the Bursar position at Landmark. Landmark is a vibrant and exciting place to be. Our close-knit community supports a family feel that helps build a sense of belonging. I was warmly welcomed into the Landmark family nearly seven years ago and I have seen the school grow to its current capacity, develop the onsite facilities and establish itself as an International Baccalaureate (IB) school.

We are excited to meet potential Bursars, who are ready to critically and creatively engage with the role, to motivate those around them to succeed and lead Landmark in the school's next phase of growth and development.

If you are interested in learning more about the role and Landmark please review the information in this pack and on our website. Please do not hesitate to contact me to ask for any clarification or further details.

Gareth Turnbull-Jones (Headteacher) and Martin Beazor (Chair of Trustees)



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School Structure and Background

The Landmark International School was founded in September 2016 as a charitable company limited by guarantee. It is run by a Board of Trustees comprising 6 non-executive directors from education, business and professional community, and is chaired by Martin Beazor. The Headteacher, Gareth Turnbull-Jones, joined the school seven years ago.

Landmark is co-educational and caters for students from reception in primary school to year 11 in secondary school. Initially the school had 50 students and now has over 100 students with capacity to 120. We are ambitious to grow the school and the Bursar will be critical to its development. The school currently has 24 members of teaching staff, 21 members of non teaching staff and a range of external services providers including Balancing Act Cambridge (accountants), Peninsula (HR and Health and Safety specialists) and a range of peripatetic staff.

The Board of Trustees currently meets termly. The Board currently has a finance and education committee. The Senior Leadership Team comprises two groups, one for Education and one for Management. The education group consists of the Headteacher, Secondary Head, Primary Head (DSL), PYP Coordinator, MYP Coordinator (DSL) and SENDCo. The management group consists of the Headteacher, Bursar, Deputy Bursar and Registrar.

The Bursar is accountable to the Board of Trustees and responsible to the Headteacher for the effective running of the School.





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The Bursar Role

Landmark is committed to upholding its vision, mission and aims. The Bursar plays a vital role in achieving this, and we value this contribution highly. The following outlines a summary of responsibilities of the bursar in being an active advocate for Landmark's vision, mission and aims, to deliver the strategy of the board and to provide support to the Chair and the board.

The Headteacher is responsible for the success and leadership of the school. To support the headteacher the Bursar is a vital member of the Senior Leadership Team. The Bursar is responsible for overseeing the non-academic management of the School which includes an in-house catering team. The Bursar takes the lead in the development of financial and business strategy, operational plans and the management of the school's assets and resources.

The key areas of responsibility are:

- Finance
- Administrative and personnel management
- Property and commercial
- Legal matters and regulatory compliance
- Governance



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Detailed Responsibilities

The following pages outline in detail the responsibilities of the Bursar to ensure the successful management of the non-academic administration of Landmark.



Finance

The Bursar is responsible to the Board of Trustees for the financial affairs of the School. This includes development of financial strategy, supervision of the accounting function, preparing business cases, drawing up budgets and forecasts, making recommendations to the Finance Committee on financial policy and strategy and charging and preparation of management and statutory accounts

The Bursar is responsible for the levying and collection of student fees and charges, with the support of the Finance Committee. This involves consultation with parents about the level of charges, financial modelling and proposals to the Finance Committee. Management of student bursaries and student debt with the Finance Committee. Decisions on hardship cases are made by the Board of Trustees.



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Administrative and Personnel Management

The Bursar supervises the personnel management of all staff and any external contractors and the management of all non-teaching staff. The Bursar is responsible for all contractual and legal matters relating to the employment of staff and also for training, staff benefits, communication with staff, terms and conditions, disciplinary and performance issues and staff welfare and Health and Safety at work. The Bursar leads by example in terms of team-working across areas and striving to raise standards of service delivery. The Bursar advises the Board of Trustees on all matters relating to personnel management, oversees the administration of salaries, taxation, pensions and other benefits of all employees, and ensures that the regulations are up to date.

The Bursar oversees the catering provision of the school and ensures that service levels are kept and standards of food and service are delivered in a timely manner. The Bursar acts as Clerk to the Trustees and ensures meeting papers and minutes are prepared and ready for meetings, keeping all minutes and other records for the Trustees. The Bursar ensures the appropriate and timely communication of information to the Board of Trustees, staff and external stakeholders, including the School's neighbours. All non-teaching staff report to the Bursar.





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Property and Commercial

The Bursar is responsible for the repair, refurbishment and ongoing maintenance of all School operational property. The Bursar creates and maintains the property strategy and advises the Board of Trustees on planning of maintenance of the current site. The longer term development potential of the School is a key element of the Bursar role who will lead on specific re-location and/or building projects, providing the business case to the Board of Trustees to justify expenditure and providing the case for borrowing or fund-raising. During building projects, the Bursar will act as project manager and the supervision of quality and delivery.



Legal matters and regulatory compliance

The Bursar is responsible for ensuring that the School complies with company law, accounting law, employment law and all other relevant areas of legislation. The Bursar will maintain and update the School's governing documents in line with decisions of the Board of Trustees, and any relevant external legislative changes. The Bursar recommends to the Finance committee the selection of consultants for the School on matters of specialist input such as legal affairs, taxation and audit, property and planning. The Bursar supervises the management of Health and Safety in the School and is the Data Protection Officer and provides continual review of policies within the School on all aspects of its operation, including risk management.



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Governance

The Bursar is the key adviser to the Trustees on all matters of Governance, Risk and Compliance, and is the Clerk to the Trustees to ensure effective Trustee meetings. This includes preparation of agendas, papers and minutes. The Bursar supports the Headteacher in the provision of any social programme for Parents. The Bursar is responsible for the management indebtedness to the School. The Bursar is expected to be available to the Board of Trustees and staff and to establish working relationships with them.



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Key Landmark Responsibilities

We expect all our staff to:

- Always act in the best interests of the students.
- Support the school's vision, mission and aims.
- Act in accordance with school policy and the school's Code of Conduct.
- Ensure that Landmark is a safe environment for learning by actively applying the Safeguarding and Child Protection Policy.
- Promote a culture where diversity and inclusion are encouraged and students learn to respect differences, take responsibility for their actions, exercise leadership, actively build community and strive for academic excellence.



Professional Learning and Other Duties

- Being aware of the significance of the role and conducting themselves in an appropriately professional manner.
- Participating in appraisal and identifying areas in which they will benefit from training.
- Keeping abreast of developments in school administration and business management through membership of the Independent Schools' Bursars Association.



Person Specifications

The role of Bursar requires first class financial, administrative, communication and general management skills. The Bursar should ideally possess the following personal attributes, skills and experience.

Education

Essential:

- Good general education (to degree standard or equivalent)
- Good financial awareness

Desirable:

- A recognised financial qualification (eg. ACA/ACCA/ACMA/AAT/ICSA/SBM)
- Working knowledge of the law with regard to governance, contracts, leasing, and data protection

Experience

Essential:

- Managerial and administrative experience including accounts
- Demonstrable track record managing budgets and cash flow
- Understanding of the financial drivers of school business

Desirable:

- Similar position within an educational environment
- Providing robust, strategic financial advice and management information up to Board level



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Skills

Essential:

- Range of financial, strategic and operational management skills to undertake responsibilities of the role
- Excellent administrative, communication and general management skills
- ICT literate with experience of using and ability to use accounting packages such as Xero, Google Workspace, Microsoft Excel, and Management Information Systems
- Ability to produce high quality written communications and have high regard for process and timetabling
- Ability to produce and present financial and other reports that are clear and intelligible to audience
- Excellent communication skills (oral and written) with key stakeholders (governors, staff, parents and students)
- Ability to deal confidently with enquiries from key stakeholders
- Good listening skills and able to handle situations sensitively and sympathetically
- Ability to synthesise information and produce well-reasoned analysis of options
- Ability to supervise the management of financial, human and physical resources
- Strong interpersonal skills on a range of levels and with a wide variety of people

Personal Qualities

Essential:

- A pleasant, outgoing personality, with a good sense of humour
- Motivated with high levels of energy
- Flexible and prepared to work long hours if/when necessary
- Thorough with an excellent eye for detail
- Demonstrate essential personal qualities which include absolute integrity, diplomacy, impartiality, confidentiality and discretion
- A good team-player ready to work as a member of the Senior Leadership Team and contribute to the strategic development and management of the school
- The ability to think and work quickly and calmly whilst under pressure, and to manage multiple tasks, working to and meeting deadlines
- The ability to prioritise and delegate when appropriate
- Patient and flexible when required
- Confident, firm when required and willing to take difficult decisions
- A strong commitment to Safeguarding and Child Protection
- An affinity with the ethos of independent education and the Landmark International School in particular
- A high standard of personal presentation
- The initiative to work on own, but the sensitivity to work as part of a team

In addition it is essential that all applicants have a strong commitment to child protection and safeguarding. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where necessary). Please see our Safeguarding and Child Protection Policy for full details of our safer recruitment procedures. Please also note that Landmark International School is an equal opportunities employer.



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A Landmark Education

At Landmark it is our vision to create a caring community, that nurtures creativity and inspires global citizens.

We provide a people-centered approach to learning, ensuring that each individual is nurtured to be self-directed creative thinkers that contribute to making their communities and the world around them a better place.

IB WORLD SCHOOL

Landmark is an authorised IB World School. At Landmark all of our community strive to develop their IB Learner Profile Attributes:

Inquirers	Knowledgeable
Thinkers	Communicators
Principled	Open-Minded
Caring	Risk-takers
Balanced	Reflective

CURRICULUM

At Landmark students do the IB Primary and Middle Years Programmes and GCSEs. An in depth look at the curriculum can be viewed on the curriculum page of our website or via the following links:

- [Primary Curriculum Website](#)
- [Secondary Curriculum Website](#)

GCSE RESULTS

In 2025, 92% of the results were 9-4 grades and 47% were 9-7 grades. Both of these percentages are well above the 2025 national averages of 67% for 9-4 and 22% for 9-7. As a non-selective school which admits students throughout the secondary years, this is an excellent achievement.





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Terms of Employment and Remuneration

The Bursar role at Landmark is a full time 40 hour a week contract, but we would consider flexibility for the right candidate, including opportunities to work from home subject to the needs of the business.

Landmark will offer a competitive package that commensurate with the skills and experience of the candidate. In addition the successful candidate will receive:

- Statutory holiday allowance taken by agreement with the headteacher
- School contributions of 5% to a defined contribution pension scheme
- Up to 40% staff discount on school fees at Landmark International School





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How to Apply

Please visit our website for more information on how to apply.

The closing date for applicants is **Monday, 30th March 2026**.

There will be two rounds of interviews, which will take place on:-

16th April 2026

20th April 2026

If you would like to discuss the role please contact either Gareth Turnbull-Jones, Headteacher to arrange a mutually convenient time.

gareth.turnbull-jones@landmarkinternationalschool.co.uk

If a pool of suitable candidates becomes available before the closing date, Landmark International School reserves the right to appoint without further notice.

