



Sandroyd

**Candidate Information
Bursar
and Clerk to the Governors**

Commencing September 2022

Introduction

Sandroyd is an independent, co-educational prep school for day and boarding pupils aged from 2-13 years. For over 130 years Sandroyd has represented the very best in prep school education. We aim to develop children through a combination of a caring and supportive environment with the provision of stimulating opportunities in and out of the classroom.

Sandroyd is very much a forward-looking prep school with a firm grip on tradition. In the Prep School we are proud of our record of academic success at both Scholarship and Common Entrance level and our Honours Boards tell a consistent tale of excellence in examinations to all leading public schools. This success is a result of the academic ethos in both the Prep and Pre-Prep Schools.

We are fortunate enough to enjoy wonderful facilities and resources. The school owns the freehold to Rushmore House and is set in extensive grounds within 600 acres of the stunning Rushmore Estate.

Sandroyd has approximately 230 pupils on the roll with 45 in the pre-prep and 185 in the main school. The heart of the school is in boarding and whilst many country prep schools have dramatically reduced their boarding in recent years, Sandroyd has bucked this trend. Our boarding is currently full.

Pastoral care is one of Sandroyd's great strengths. Each child has a personal tutor or form teacher who is responsible for monitoring academic progress, seeing that out of class hours are spent profitably and productively and generally being the first port of call whenever needed. The school aims to produce academic, well-rounded children and to that end operates a long day. The prep school day starts at 8.20am and finishes at 6.30pm for senior children in the prep school.



Why Work at Sandroyd?

There are three main values that are ingrained into both our teaching and support staff. Upholding these values is a significant part of our working culture to ensure we operate as an effective team, in an inclusive, fun and enjoyable working environment. The success of Sandroyd is down to the attitudes, skill set and values of the staff. To ensure we are continually providing an outstanding education for all children at Sandroyd the values we work towards are:

- **Be better than yesterday**

Our staff are dedicated to going the extra mile to provide an exceptional education for each and every child at Sandroyd. Although often experts in their field, there is always room for improvement in our practice and we look for staff who are dedicated to continually learning themselves. Reflecting on where we can improve as a team, and individually, forms a key part of our practice.

- **Support the team**

Sandroyd has an all-embracing staff culture, which sees us support and communicate with one another at all times. For a team to be effective, each member of staff must care greatly about their colleagues. Sandroyd staff understand and appreciate that all members of staff in the school community are equally as important, and valued, in delivering a first class education for the children.

- **Be Passionate about doing the 'right thing' for the children**

When decision making and planning, it is essential that we consistently work towards our mission statement in assessing what is in the best interests of the children. Often this involves us going over and above to ensure an outstanding education for the benefit of the children at Sandroyd.

The staff at Sandroyd are undoubtedly our most important and valued asset, and we work hard to ensure they are rewarded appropriately. We work closely with everyone so that they have the correct training and support to be able to seek internal or external promotion as appropriate to their experience and skill level.

All employees at Sandroyd are enrolled in our Employee Assistance Programme which helps to provide



practical information and counselling on a variety of topics. This is also available to family members of Sandroyd employees. The key benefits include confidential counselling sessions, provided by a third party company, available 24 hours a day, 7 days a week, 365 days a year. The Employee Assistance Programme can provide support on a wide range of work and personal issues from managing stress, managing life changes to support with bereavement or in providing financial or impartial career advice.

The Governors, Headmaster and Senior Leadership team are ambitious to ensure that Sandroyd remains at the very forefront

of boarding prep schools in the country, and the successful candidate will be joining a thriving school at an exciting time.

Our Mission Statement

We aim to ensure that each child's experience of Sandroyd is a thoroughly happy, enjoyable and fulfilling one. We aim to provide an environment that empowers children to flourish in their academic, cultural, sporting, and social endeavours.

We achieve this by:

- Providing a caring and safe school environment that ensures all members of our diverse community are respected and treated equally.
- Maintaining a harmonious and enjoyable working and learning environment, where rudeness and unreasonable behaviour from staff, pupils and parents are not tolerated.
- The provision of a broad curriculum that, in addition to academic excellence, provides a significant extra-curricular programme that allows for the development of a child's character and confidence.
- Small class sizes and an effective tutor system that ensure each child's skills and talents are nurtured and enhanced
- Promoting the importance of manners, kindness and respecting others

In addition, the Governors are committed to:

- Robust financial management to allow for investment in the facilities and equipment required to meet the aims of our mission statement
- Reducing the school's environmental footprint



The Post

From September 2022*, we are seeking to appoint a Bursar and Clerk to the Governors. In addition to playing a key role in the strategic development of the school, the Bursar is responsible for the effective leadership and management of all of the support functions of the school. The primary reporting line for the Bursar is to the Headmaster but, as Clerk to the Governors, he/she is also responsible to the Chairman of Governors for the discharge of the governing body's duties. The relationship between all 3 of these individuals is extremely important.

* there is flexibility to bring forward or slip this date for the right candidate

Person Specification

Previous experience of working in an educational environment is not required, but candidates must be able to demonstrate a genuine interest and passion for the education and welfare of children.

Qualifications & Experience

- Degree level or equivalent
- Relevant professional qualifications (though not, necessarily, an accounting qualification)
- Financial management and budgeting
- Experience of managing varied functions and multi-disciplinary teams
- Knowledge and experience of managing building and maintenance projects would be advantageous
- Experience of Health and Safety management desirable
- Experience of HR and of managing people

Skills & Knowledge

- Strong financial skills including an ability to quickly understand complex financial data and provide in-depth analysis
- Proven ability to prioritise and to manage multiple projects and issues simultaneously
- Ability to take a strategic view of the business and consider all perspectives and stakeholders
- Strong business acumen and commercial awareness
- Excellent time management skills and an ability to work under pressure and to deadlines
- Outstanding communication and interpersonal skills
- Excellent presentation skills and an ability to bring people on board with ideas and strategies
- As Clerk to the Governors, knowledge of procedures at meetings – notices, agenda, minutes, conduct of meetings and secretarial practice
- Highly competent in the use of IT including Microsoft Outlook, Word and Excel
- A strong understanding of the Bursar's responsibilities in relation to safeguarding

Leadership Qualities

- Proven experience of leading and managing at a senior level
- Experience of working collaboratively across multi-disciplinary teams
- Value and promote inclusion and have the skills to support an inclusive and diverse school community
- Confidence in working at all levels including reporting upwards, working collaboratively with Governors and senior management and providing clear and fair leadership to those reporting to this role
- Ability to inspire trust and confidence across all stakeholders
- Willingness to get fully involved to help the support staff team, providing hands-on support and direction

Job Description

Key Responsibilities

- Strategic Leadership
- Work in partnership with the Headmaster and Governors to shape and implement the School's strategic plan
- Review, lead, and continuously improve the School's operational, financial, risk management and contingency action strategies
- Lead the prioritisation, planning and delivery of capital projects

Finance – in Conjunction with the Deputy Bursar

- Advising on general financial policy within the School
- Monitoring income and expenditure in relation to budget and presenting regular management reports to the Governing Body
- Preparing forecasts for the future financial performance of the School over a period of five years
- Preparing financial appraisals for projects
- Advising on the financial implications of the charitable status of the School
- Advising on bursary funds and arranging assessments of parental income and assets prior to making bursary awards.

Commercial

- Oversee letting of school premises to outside organisations
- Oversee letting of residential accommodation to staff

General Management and Administration

- Ensuring that the School has adequate insurance cover
- Ensuring appropriate and effective administration is provided to enable the smooth day-to-day operation of the School

- As the School's Data Compliance Officer, ensuring the School complies with GDPR

HR

- Ensuring compliance with all relevant aspects of employment law (the school uses an HR consultant to advise on the legal aspects of HR)
- Ensuring maintenance of all HR policies and procedures in line with sector best practice
- Ensuring effective recruitment procedures are in place and follow the School's equal opportunities policy
- Recruiting, selecting, and appointing all support staff
- Maintain and develop a culture to promote staff well-being.

Buildings and Estates (in conjunction with the Head of Maintenance and Head Groundsman)

- Ensuring maintenance of all school buildings
- Ensuring all buildings and estates are fully compliant with relevant legislation and ISI Regulations
- Ensuring the upkeep of sports pitches, grounds, all weather surfaces, and hard courts
- Ensuring the maintenance of boundaries, roads, and rights of way
- Ensuring the safety and security of the school buildings and school site
- Drawing up outline specifications for new buildings, obtaining tenders, planning permission, liaison with architects and contractors
- Project managing all capital projects with the assistance of professional advisors
- Ensuring compliance with the regulations for the operation of minibuses.

IT Support (in conjunction with the IT Manager)

- Working with the Senior Leadership Team to develop and implement the IT Strategy
- Ensuring effective and efficient provision of the School's IT network infrastructure and hardware
- Ensuring effective security of the IT network is maintained.

Clerk to the Governors

- Act as Clerk to Governors
- Providing all necessary papers in advance of Governors' meetings and ensuring these are distributed to the Governors in a timely manner
- Following up on actions from Governors' meetings and ensuring these are reported and monitored for action within the School
- Ensuring compliance with Charity Law and adherence to the School's Articles of Association
- To attend regional ISBA meetings and maintain personal CPD through relevant training
- Working with the governors to recruit and train suitable governors, and to advise on good governance

Risk Management, Compliance and Health & Safety

- Promote and develop a culture of active and positive health and safety in the School
- Act as the Health & Safety Officer
- Responsible for risk management throughout the School
- Provision of Health and Safety training to all staff
- Advising on and implement security measures within the School to ensure the safety of staff and pupils, and protection of buildings and equipment
- Ensuring the School complies with all relevant legislation
- Ensuring regulatory compliance is upheld by the School in order to meet ISI Regulations

Safeguarding of children

- All staff are responsible for the safeguarding of children in line with the School's Safeguarding (Child Protection) Policy.

Equality and Diversity at Sandroyd

We recognise the value of a workforce in which people from diverse backgrounds are encouraged to introduce fresh ideas and contribute to delivering an outstanding education. Our staff work in a supportive and safe environment, recognising their responsibility to value and respect each other's contributions. Standards of conduct are expected to be of the highest level to ensure that no one is harassed, bullied or victimised.

We are in favour of a workforce which reflects the make-up of the local and national population. No job applicant, temporary worker or employee should receive less favourable treatment on the grounds of age, disability, gender, race and ethnicity, religion and belief (including no belief), marriage or civil partnership status or sexual orientation.

We are conscious that there are many groups that are currently under-represented at Sandroyd and we are committed to changing this. To that end, we actively encourage applicants from all backgrounds.

Terms and Conditions

- Salary from £60,000 per annum, depending upon experience
- Fee discount for the children of staff
- Stakeholder pension scheme, currently provided by Standard Life
- Annual holiday entitlement of 30 days plus statutory bank holidays.
- Full details of the terms and benefits of the post will be discussed with the successful candidate at the time of the initial offer



Further Information

The completed application form and your brief letter of application should be addressed to the Headmaster and sent via Miss Sarah Harding, Headmaster's PA, Sandroyd School, Rushmore Park, Tollard Royal, Salisbury, Wiltshire. SP5 5QD or by email to sharding@sandroyd.com

The deadline for applications is 12.00pm on Friday 4 February 2022.

The process is as follows:

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact the Headmaster's PA by telephone (01725 - 516264).
- Longlist interviews will take place on Wednesday 2 March 2022
- Shortlist interviews will take place on Wednesday 16 March 2022.

Sandroyd is committed to safeguarding and promoting the welfare of children. This post involves contact with children and is classed as "regulated activity" by the UK government. As such, a number of mandated pre-employment checks (including an enhanced DBS check) will be undertaken to ensure that the successful

candidate is suitable for work with children. Additionally, suitability for work with children will be assessed by taking up appropriate references and at interview. Finally, candidates should be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



**Sandroyd School, Rushmore, Tollard Royal, Salisbury, Wiltshire SP5 5QD
01725 516264**

www.sandroyd.org