



Elstree School

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Candidate brief for the position of
Bursar



Elstree School



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Elstree School

Welcome from the Headmaster

Thank you for your interest in our Bursar role at Elstree School. This is an extremely exciting time to be joining us. Our pupil numbers are at a record high and we have a reputation for outstanding provision at local and national level.

We are a close community and pride ourselves on the very special, warm environment, influenced largely by the family principles of Elstree School. We understand each parent's desire for their child to feel happy and secure. The Elstree community is one of the real strengths of the School, with an appreciation of each other and the beauty of our large parkland situation. Community bonds are strengthened by the boarding school atmosphere where a family feel to pastoral care is always evident.

We consider our role in the children's development and happiness to be a very privileged one. Our committed, energetic and enthusiastic staff look forward to working in partnership with parents throughout their child's time at Elstree. Elstree children achieve the very best outcomes that they can. Achievement takes many forms and includes personal growth, the co-curricular opportunities, scholarship and common entrance results, and post Elstree school destinations. Elstree children have a keen sense of their place in the world, are environmentally conscious, and have global awareness. All children are valued as individuals and are encouraged to explore and develop their talents to the full; that is the difference that Elstree makes.

The Leadership team is friendly and collaborative with respect and support for each other. We have a progressive and ambitious development plan which is well supported by the governing body. Excellence drives everything that we do. We are looking for someone with new ideas and a clear vision for future success. You will require resilience, stamina, values and a sense of humour.

The wider Common Room are friendly and collegiate with a strong commitment to the individual needs of pupils. Over 20 staff live on the site, many supporting boarding.

The ambitious and driven Senior Leadership team, Senior Management team and Governors are keen to build on recent successes and would welcome your application to be part of that future.

With my very best wishes

A C T Inglis
Headmaster





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Set in 150 acres of stunning parkland in rural West Berkshire, Elstree welcomes boys and girls aged 3-13 years. Originally founded in 1848, Elstree moved to its current location in 1939 and opened its Pre-Prep in 1993. It offers weekly and flexi boarding from Year 4 onwards.



The Governing Body

The Governors are the Trustees of the Elstree School Charitable Trust. They come from a range of backgrounds and bring a wide variety of skills and experience to assisting the school in its management and operation; from experience of working in the education sector to those with significant expertise in business, finance and law and operation and in many cases, they have had a long-standing involvement with the school.

The Chair of the Board is James Sunley and his details, along with the details of the other Governors, is available from the school's website. The Governors are supportive and take a keen interest in all aspects of school life. The Board meets four times a year and also engages regular strategy days.

The Governing Body comprises the Chair, and 15 other Governors. There are a number of committees which support the work of the Board:

- FGP (Finance and General Purposes) – meets three times a year and deals with all the commercial and operational aspects of the school including IT and Catering. The Bursar is a key attendee at this meeting.
- Academic - meets twice per year – the Bursar does not usually attend these meetings
- Marketing – meets three times per year and is led by the Head of Admissions
- Pastoral - meets twice per year – the Bursar does not usually attend these meetings
- Legal and Governance meets three times per year and is a new committee, the Bursar will attend this
- Health and Safety – the Bursar chairs this meeting at the start of every term

From time to time, the Bursar may be required to participate at other meetings of the Governors



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Leadership at Elstree

Sid Inglis is the Headmaster at Elstree and he is supported by a Senior Leadership Team comprising of the Deputy Head, Headmaster's Wife, Head of Pre-Prep and the Bursar. They meet regularly (at least weekly) to resolve immediate concerns together with long term and strategic planning. The Head meets separately with individual members of the team including the Bursar, DSL and Head of HR, Marketing and Admissions. It is a supportive and collaborative team.

Support Staff

The Bursar is responsible for the management of most of the support staff, this is achieved with the department managers via regular team and individual meetings. These departments include finance, human resources, school office, maintenance, grounds and domestic. The Bursar is also responsible for managing the contracts for catering and ICT and as such both the Chef Manager and Head of Digital Learning meet regularly with the Bursar.



School Life

Whilst the emphasis on the academic side is vital, every child is encouraged to have a go at a very broad range of activities and all their achievements are celebrated, whatever the field. Our teachers ensure that each child is given the opportunity to shine in many areas of school life and so develop a sense of accomplishment and personal worth.

Boarding

We firmly believe in the benefits of the boarding experience. It enables pupils to learn to live as part of a community; to build up their self-confidence, independence and organisation skills; to pursue a wealth of activities and interests and to build up strong friendships. There is a wide range of Boarders' Clubs to get involved in – from torchlight games to cookery, scalectrix and board games to judo and touch rugby and many more.

Academic

Our whole school Curriculum Policy offers a wide choice of experiences, skills and subjects from the Early Years Foundation Stage (EYFS), through Key Stages 1 & 2, to Common Entrance and Scholarship level. We aim to realise the highest academic expectations for all pupils within a framework of proven learning techniques and innovative and exciting teaching methods.



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Performing & Creative Arts

Alongside the pursuit of academic excellence, rooted in the school's ethos is the importance of giving children a proper childhood; participating in group and individual activities that develop their own characters and relationships with others. Art, Music, Drama and DT are therefore vital subjects in the education of children and it is important they receive equal standing with all other parts of the curriculum.



Sports

Elstree offers a broad and extensive range of sports in the weekly games programme and gives every child the opportunity to unlock and maximise their potential. It is fully inclusive and aims to challenge, develop and improve their knowledge and skills at the appropriate level. We are fortunate to have highly experienced and dedicated staff who coach both junior (Year 3 and 4) games and senior (Year 5-8) games every day.





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The Role

The Governors of Elstree school are seeking to appoint an outstanding individual as full time Bursar and Clerk to the Governors from December 2022 (or as soon as possible).

At Elstree, the Bursar is the most senior non-teaching position in the school and is appointed by the Governors in consultation with the Head. The role of the Bursar is pivotal to the success of the school being responsible to both the Head and the Governing Body. Effectively, the Bursar runs the school as a commercial enterprise and is accountable for that. Responsibilities are wide ranging, and include finance, estate management, human resources, health and safety, catering, legal, compliance and governance.

The Bursar is the senior line manager for all members of the support staff who work in one of the departments led by a support staff manager. You will be responsible for advising the Head on constitutional, legal, financial and operational support matters relating to the school as well as advising the Head on staffing matters relating to the staff – pay, housing etc.

The Bursar is supported by a dedicated team of professionals in the bursary. A successful bursar at Elstree needs to have the ability to delegate considerable responsibilities to the various managers whilst showing strong leadership from the top. It is important to be able to manage and motivate people.

An important requirement is to have a strong understanding of finance and be able to explain the financial position of the school in simple terms to non-finance people. Leadership, teamwork and good communication are essential skills that we are looking for. On matters of financial planning and performance, the Bursar will in consultation with the Head, report to the Board, through the Chair of the Finance and General Purposes Committee.

Additionally there can be a wide variety of estate related work where oversight and project management can feature significantly.

As Bursar, you will attend Board meetings and the following committees: Finance and General Purposes, Marketing, Legal & Governance and Health & Safety. . As Clerk to the Board, you will report to the Chair of Governors on all matters related to the operation of the Board and its committees.

The Bursar has a critical role in the management of the school and should conduct yourself in accordance with the school's aims and objectives, the ethos and to work closely with the Head to secure their successful realisation. We welcome applications from a wide range of potential candidates including existing Bursars but also from individuals who have gained the appropriate experience in other fields.

No one day is ever the same and there is a need to be able to multitask, and fully engage in the operations of an energetic prep school. The role requires aspects of getting involved in the detail whilst also being able to think strategically.

Information on the school's charitable status can be found at: [Charity overview, ELSTREE SCHOOL LIMITED - 309101, Register of Charities - The Charity Commission](#) and finances at: [Get information about a company - GOV.UK \(www.gov.uk\)](#)



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The Person

Elstree's next Bursar will be a high calibre individual with excellent finance and general management experience and has proven leadership skills. You will have vision, empathy and a high level of personal integrity and ethics. You will be working with all areas of the Elstree community including teachers, support staff, parents, suppliers, contractors, Governors and the local community. We believe that it is important to have an open management style combined and excellent written, oral and digital communication skills.

Your experience can come from a wide range of backgrounds including commerce, finance, education or charities, services, industry or any career where experience gained can be transferred into a collegiate, collaborative yet academic community. You are likely to be highly self-motivated and driven and have a strong commitment to the importance of safeguarding and generally looking after children.

While a professional financial qualification (ACA / ACMA / ACCA/AAT) is desirable, it is not essential. You must have good financial, commercial and strategic awareness and a clear understanding of setting & managing budgets and the key financial drivers of a school. Previous estate management or property experience is preferred, and you will be a confident user of IT solutions and willing to embrace new digital tools.

Our next Bursar must be a leader who is approachable and friendly whilst also being decisive and uphold the highest standard of work and behaviour. You must have the tenacity and resilience to work in a pressurised environment but combine that with a flexible approach to changing situations, and an ability to deal with that change in a friendly caring manner.

Job Description

Appointed by the Governing Body and reporting to: The Headmaster

The Bursar role at Elstree is likely to include the following responsibilities:

Finance and Accountancy

- Advising the Head and the Governing Body on general financial policy and strategy of the school.
- Preparing annual budgets of income and expenditure to include the preparation of departmental budgets within the school, the latter in consultation with the Head, Senior Management Team and Heads of Departments
- Monitoring income and expenditure in relation to that budget and presenting monthly management accounts to the Governing Body & Head
- Monitoring and managing the working capital needs of the school in a prudent manner. This should include preparing pupils' bills and collecting all fees and extras and managing debtors and creditors
- Recording the accounts of the school and preparing Annual Statutory Financial accounts in accordance with the charities Statement of Recommended Practice (SORP) in conjunction with the school's accountant and auditor
- Maintaining a financial forecast 5 year plan which should include cash flow projections.
- Advising on investments in consultation with the school's brokers or investment managers.
- Payment of salaries and wages, including PAYE, Pension and National Insurance Contributions, compliance and regulations for benefits in kind
- Ensuring the school has the appropriate financial systems for bookkeeping and the general management of ledgers and accounts
- Ensuring there is a secure process for the payment of all invoices received in the school including staff expenses in a timely but prudent manner
- Assist in the commercial management of any special appeals for capital projects or endowment funds
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- Hold the role of Data protection Officer (DPO) and keep records for compliance and regulatory purposes in line with GDPR requirements
- Preparing financial appraisals of particular projects
- Advising on taxation matters generally, including Gift Aid on applicable donations
- Awareness of regulations to VAT and ensuring compliance
- Advising on the financial implications of the charitable status of the school
- Dealing with the school's income tax and rating assessments
- Operation of an Advanced (Composition) Fees Scheme
- Advising on scholarship and bursary funds. arranging independent assessments of parents' income and assets prior to presenting applications to the Governing Body
- Work closely with the Head of Admissions, ensuring the parental contact (the standard terms and conditions for pupils and their parents) is current and appropriate
- Involvement in the marketing and development of the school

Human Resources

- The oversight of the selection and appointment of a majority of the non-teaching staff of the school on such terms and remuneration as from time to time may be laid down by the Governors (the Bursar also assists the Head in the selection and appointment of certain teaching staff)
- In consultation with the Head of HR, advising, formulating, implementing and ensuring the compliance of all members of school staff with the rules of the school and any current legislation in respect of employment protection, discipline, data protection, equal opportunities, sexual harassment, and health and safety at work. In respect of nonteaching staff, this is a direct responsibility, in respect of teaching staff this responsibility is carried out in association with the Head
- In conjunction with the Head of HR, acting as the Head's adviser on employment matters including in disciplinary procedures. Ensure that the school has appropriate disciplinary and grievance procedure
- Ensuring that recruitment of all staff is compliant with the school's policy and the necessary legislation for child safety and protection, including oversight of the management of the Central Register
- Developing, in liaison with the Head of HR, HR policies and practices that meet current compliance and good practice standards
- Providing leadership for non-teaching staff across the school, ensuring their integration with teaching staff and understanding of the school's educational ethos
- Supervising and participating in the arrangements for the appraisal of the performance of non-teaching staff
- Ensuring that all non-teaching staff in the school have access to advice and training appropriate to their needs, in accordance with the policies of the school

School Buildings and Property

- The preparation, management and financing of a rolling 5-year maintenance schedule for the school's property in consultation with the Head of Maintenance and outside advisors as necessary.
- The planning and implementation of measures to improve the school's environmental efficiency including: reducing resource consumption, recycling waste, reducing emissions, and increasing environmentally sound travel
- Maintenance of school buildings and property, including the preparation of maintenance schedules and keeping of records, including: the installation and maintenance of equipment for protection against and escape from fire



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- The maintenance and efficiency of the installations and plant for electric supply, heating, domestic hot water, cooking, water-softening, etc.
- The supervision of the lighting and ventilation of school buildings
- The upkeep of playing fields, gardens, all-weather surfaces and tennis courts, land drainage and the maintenance of boundaries, footpaths, roads and rights of way
- Maintaining the security of school buildings
- Maintaining the swimming pool and plant, laundry, minibuses and other transport. In particular, overseeing the need to ensure that proper safety procedures are enforced for the swimming pool, particularly out of school hours and during the holidays
- Drawing up outline specifications for new buildings, obtaining tenders, planning permission, liaison with architects, and other professional advisers
- The co-ordination of car parking within the school grounds including the parking arrangements for major school and outside events
- The letting of school premises to outside organisations, including third party use of the sports centre and swimming pool

Health and Safety

The Bursar shares a responsibility with the Head for Health and Safety.

In particular they are to:

- Ensure that all Health & Safety policies are reviewed regularly and complied with
- Ensure training is provided for the Head of Maintenance and Head of Grounds and other staff with particular Health & Safety responsibilities
- Ensure that all staff are inducted in Health & Safety and receive occasional updates
- Advise the Head and the Board on Health & Safety matters
- Chairing the Health and Safety Committee at the start of every term and other compliance related committees as necessary
- Creating and updating appropriate Health and Safety regulations for the safe operation of all aspects of the school's undertakings and overseeing the implementation of such regulations
- Ensuring the school has appropriate risk assessment and risk management processes, including a risk register, emergency evacuation and lock down procedures and a crisis management plan, in place at all times
- Ensuring that regular fire drills and inspections are carried out
- Ensuring that regular training is carried out on all aspects of Health and Safety, such as COSHH, First Aid and Fire Fighting and Prevention

General Management

- As a member of the Senior Management Team, taking part in short and long term planning processes, and contributing as required with the SMT to the overall management of the school
- The Bursar shall have regard to any matters affecting, or pertaining to the legal position, duties or liabilities of the school (except those regarding the education of pupils). The Bursar will liaise with the school solicitors on fee recovery and employment matters
- The Bursar is responsible for ensuring that the school has adequate insurance cover at all times
- Buying on behalf of the school, either directly or indirectly, the principal commodities for consumption or use
- Maintaining contact with Statutory Authorities and with other organisations
- The provision of catering, laundry and cleaning services to the school



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- The provision and maintenance, in liaison with the Head of Digital Learning, of IT Systems, audio visual equipment, telecommunications and printing for the school
- Arranging for staff accommodation and dealing with the letting of property to school employees and third parties

Clerk to the Governing Body

- Acting as Company Secretary to Elstree school Limited and ensuring compliance with all statutory obligations under company and charities law
- Acting as secretary to certain committees of the Governing Body, which shall include proposing and agreeing the programme of dates of meetings of the Governing Body and its committees, drafting and agreeing agendas for all meetings, dispatching agendas, and papers to all members, and arranging the taking and publishing of minutes of all meetings and maintaining a record of them
- The co-ordination and publication of all school policies, liaising with those Governors and senior staff responsible for individual policies, and ensuring that these are logged in the relevant places and with the appropriate Statutory Authorities
- Preparing advice and seeking external advice, if necessary, on behalf of the Governors as necessary to inform their meetings
- Advising, convening and acting as secretary to any grievance or complaint panels convened by the Chair of the Governing Body
- Maintaining records of attendance, and notifiable interests
- Liaising with Governors to carry out induction and training as necessary and acting as the point of contact with AGBIS
- Maintaining and reviewing the school's Risk Register

Wider School Community and Commitments:

- Play a full part in the life of the school community, supporting the ethos of the school, and encouraging staff, parents and pupils to do likewise
- To keep informed of current relevant developments through documents, meetings and in-service courses
- Organise and take part in school events, Open Days, outings and activities which may take place at weekends or in the evening
- Play as full a part as possible in the corporate life of the school, such as undertaking a contribution to the extra-curricular life of the school (as reasonably required by the Headmaster.)

Additional information

Hours of work

This is a full-time throughout the year role, normally Monday to Friday, although the school is active seven days a week in term time. There are several weekend activities at which the Bursar's attendance is beneficial and other weekend events at which the Bursar is most welcome, as an important member of the school community. Due to the Leadership Team position and the nature of your role, you will be required to commit the hours necessary to carry out your duties and responsibilities effectively.

Holiday

You will receive 30 days' annual leave (pro-rated in your first year, depending on when you join us) plus Bank Holidays. You will be required to work three days before the start of a new term in order to attend INSET days and fulfil any duties at the end of term as discussed with the Headmaster.

Probationary period: 6 months

Notice period: 1 month during the probationary period, four complete calendar months thereafter



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Remuneration

A competitive remuneration package is available, with a salary commensurate with the seniority and responsibilities of the post and the experience of the successful candidate. The Governors review the salary annually.

The School offers a discount on fees for the Bursar's children as day/boarding pupils at the School; this is currently not a taxable benefit.

The School will contribute to a Pension Fund for the Bursar, Private medical insurance, death in service benefit and income protection insurance will be provided.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by their line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School. This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School. The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser. The post holder will be required to attend statutory and mandatory training.

Child Protection and Safeguarding

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Elstree's Child Protection and Safeguarding Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.



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How to Apply

If you would like to be the next Bursar at Elstree, please complete an application form which is available on our website, [Recruitment - Elstree School](#) and send together with a short covering letter to apply@elstreeschool.org.uk. Application forms are available from our HR Department or on our website. Please note that CVs will not be accepted for this post.

Long listed candidates will be invited to discuss their application further during a short telephone interview and formal interviews will be arranged thereafter. In line with Keeping Children Safe in Education 2022, short listed candidates will be required to undergo online searches to determine your suitability to work in a school.

You are welcome to come and visit our school, please call or email Rachel Pither, Head of HR rpither@elstreeschool.org.uk (0118 971 0604) to arrange an informal tour or for more information about the post.

Closing date for this post: 5pm Friday 14th October
Short list interviews begin Week commencing 24th October
Assessment days begin: Week commencing 31st October

If we can be of further help, please do not hesitate to contact us.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.