

## JOB DESCRIPTION: BURSAR AND CLERK TO THE GOVERNORS

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS) and associated checks of their online profile.

**Scope & General Purpose:** The position affords a rare opportunity to work in a pivotal role at one of the leading Prep Schools in the country. The successful applicant will lead all the non-teaching aspects of the School and support the Head closely in implementing the School's vision.

**Directly responsible to:** Chair of Governors and the Headmaster.

**Directly responsible for:** Finance Manager, HR Manager, Estates Manager, Catering Manager, Head Groundsman, Head of IT, Shop Manager, retained external advisors

**Hours of work:** Full-time from ~0815 every weekday. Given the seniority of the role, some flexibility will be expected (*e.g.* at busy times or to attend key School events).

Annual Leave: 30 days a year, plus 8 normal public bank holidays if School is not in session.

**Notice Period:** Six months.

### Overview

To be responsible for all non-teaching aspects of the School, otherwise known as support functions, which include financial and legal oversight of the business alongside day-to-day operations of the physical estate.

As Clerk to the Governors, the Bursar will also report directly to the Board, principally through the Chair of Governors or key Committee Chairs. However, on a daily basis, the Bursar reports to the Headmaster, with whom there must be a very collaborative and supportive relationship, seeking to implement the Headmaster's educational vision for the School. The triangular relationship between Head, Chair and Bursar is key to the success of any school.

## Key Tasks

### ***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 long-term capital projects.

### ***Finance (in conjunction with the Finance Manager)***

- Advise on general financial policy within the School.
- Monitor income and expenditure in relation to budget and presenting regular management reports to the Governing Body and audited annual accounts to the AGM.
- Prepare forecasts for the future financial performance of the School over a period of five years, including detailed cashflow.
- Prepare financial appraisals and funding viabilities for projects.
- Advise on the financial implications of the charitable status of the School.
- Advise on bursary funds and arranging assessments of parental income and assets prior to making bursary awards.

### ***General Business Management and Administration***

- Sit on School's Senior Management Team.
- Ensure that the School has adequate insurance cover.
- Ensure appropriate and effective administration is provided to enable the smooth day-to-day operation of the School.
- As the School's Data Compliance Lead, ensure the School complies with GDPR and develop a strong culture of good data practices.
- Oversee the schedule of review for the School's suite of policies and coordinate the input of key colleagues.

### ***Human Resources (in conjunction with the HR Manager)***

- Ensure compliance with all relevant aspects of employment law (the School uses an HR law consultant to advise on the legal aspects of HR).
- Ensure maintenance of all HR policies, contracts and procedures in line with sector best practice.
- Ensure effective recruitment procedures are in place and follow the School's *Equal Opportunities Policy*.
- Oversee the recruitment, selection and appointment of all support staff.
- Maintain and develop a culture to promote staff well-being.

### ***Buildings and Estates (in conjunction with the Estates Manager and the Head Groundsman)***

- Ensure maintenance of all School buildings.
- Ensure all buildings, equipment and elements of the estate are fully compliant with relevant legislation and ISI Regulations.
- Ensure the upkeep of sports pitches, grounds, all weather surfaces and hard courts.

- Ensure the maintenance of boundaries, roads, and rights of way.
- Ensure the safety and security of the School buildings and School site.
- Draw up outline specifications for new buildings, obtaining tenders, planning permission, liaison with architects and contractors.
- Project manage all capital projects with the assistance of professional advisors.
- Ensure compliance (through the Estate Manager) with the regulations for the operation of the School's fleet of vehicles.

### ***IT Support (in conjunction with the Head of IT)***

- Work with leadership colleagues to develop and implement the IT Strategy.
- Ensure effective and efficient provision of the School's IT network infrastructure and hardware.
- Ensure effective security of the IT network is maintained.

### ***Clerk to the Governors***

- Act as Clerk to Governors.
- Provide all necessary papers in advance of Governors' meetings and ensure these are distributed to the Governors in a timely manner.
- Follow-up on actions from Governors' meetings and ensure these are reported and monitored for action within the School.
- Ensure compliance with Charity Law and adherence to the School's Articles of Association.
- Attend national and regional ISBA meetings and maintain personal CPD through relevant training.
- Work with the Governors to recruit and train suitable members of the board, and to advise on good governance.
- Act as Company Secretary.

### ***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, though delegating day-to-day duties through to a myriad of direct reports as appropriate.
- Schedule the provision of Health and Safety training to all staff.
- Advise on and implement security measures within the School to ensure the safety of staff and pupils, and protection of buildings and equipment.
- Ensure the School complies with all relevant legislation.
- Ensure regulatory compliance is upheld by the School in order to meet ISI Regulations.

### ***Commercial***

- Oversee performance of School Shop (through the Shop Manager).
- Develop programme of letting of School premises to outside organisations.
- Oversee letting of residential accommodation to staff.

### ***Safeguarding of Children***

- All staff are responsible for the safeguarding of children in line with the School's *Child Protection and Safeguarding Policy* and other associated documents.

## Knowledge, Skills and Experience Required

Item	Essential	Desirable
<b><i>Qualifications and Experience</i></b>		
Degree level or equivalent.	X	
Relevant qualifications in an applicable professional discipline ( <i>e.g.</i> ACA, ACCA, CIMA, RICS, IWFEM <i>etc.</i> ).		X
Experience of financial management and budgeting.	X	
Experience of managing varied functions and multi-disciplinary teams.	X	
Knowledge and experience of managing building and maintenance projects would be advantageous.		X
Experience of Health and Safety management desirable.		X
Experience of HR and of managing people.	X	
Experience of working in education or charities may be an advantage but is not necessary; applications from other industries are encouraged.		X
<b><i>Skills and Knowledge</i></b>		
Strong financial skills including an ability to quickly understand complex financial data and provide in-depth analysis.	X	
Strong knowledge of accounting and book-keeping best practices.	X	
Proven track-record of the ability to prioritise and to manage multiple projects and issues simultaneously.		X
Ability to take a strategic view of the business and consider all perspectives and stakeholders.	X	
Strong business acumen and commercial awareness.	X	
Excellent time management skills.	X	
A robust and resilient nature, coupled with a capability to work under pressure.	X	
Outstanding communication and interpersonal skills that promote confidence in dealing with colleagues, governors, parents and other key stakeholders.	X	
Excellent presentation skills and an ability to bring people on board with ideas and strategies.	X	
As Clerk to the Governors, knowledge of procedures at meetings ( <i>e.g.</i> notices, agenda, minutes, conduct of meetings and secretarial practice).		X

Item	Essential	Desirable
Strongly competent in the use of IT including Microsoft Outlook, Word and Excel.	X	
High-level advanced user in Excel and formulae.		X
Experience overseeing multiple cloud-sites and SAAS.		X
Experience in software, data queries, MIS, CRM, API <i>etc.</i>		X
Knowledge of ISSRs used in school inspections by the ISI.		X
<b><i>Leadership Qualities and Personality</i></b>		
Proven experience of leading and managing at a senior level.		X
Experience of working collaboratively across multi-disciplinary teams.	X	
Value and promote inclusion and have the skills to support an inclusive and diverse school community.	X	
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.	X	
Ability to inspire trust and confidence across all stakeholders.	X	
Willingness to get fully involved and work flexibly to help the support staff team, providing hands-on support and direction.	X	
A positive approach to learning in role and identifying personal training needs as appropriate; the School is willing to support learning as required on a mutually agreed basis.	X	
A strong affinity with the aims, aspirations and culture of independent education.	X	

## Note

This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.

Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.

## Application Process

Applications should be made using the School's Application Form and submitted to [hr@withamhall.com](mailto:hr@withamhall.com); please note that CVs may not be accepted instead.

Applications should be accompanied with a brief covering letter addressed to the Headmaster outlining your interest in the role and in the School.

The deadline for applications is 9am on 2<sup>nd</sup> January 2025, though early submissions are encouraged.

Thereafter the process will be as follows:

- Longlist interviews will take place on Thursday 9<sup>th</sup> January 2025 and Friday 10<sup>th</sup> January 2025.
- Shortlist interviews will take place on Friday 17<sup>th</sup> January 2025.

## **Equality and Diversity**

The School recognises 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. The School is conscious that there are many groups that are currently under-represented in the education sector and we are committed to changing this. To that end, we actively encourage applicants from all backgrounds.