



# St Mary's School

## Gerrards Cross



## Application Pack

Job Role: **Bursar**

Start Date: July 2025

Closing Date: 9am on Friday 7<sup>th</sup> March 2025

Interview Date: W/C Monday 17<sup>th</sup> March 2025



# Welcome from Headmistress

St Mary's is quite simply a wonderful school. The experience of each individual student is at the heart of all that we do. Our warm and inspiring environment encompasses a supportive framework where our students, whether in Pre-Prep, Prep, Senior House or Sixth Form, are encouraged to take risks, be creative, think for themselves, learn to make good choices and to embrace a challenge.

All of our students are encouraged to aim for excellence in all of their pursuits, to be kind to each other and look for opportunities to make a difference in the wider world. Students here 'dream big' we prepare our students for their future lives and careers to be compassionate, caring and confident young women.

The opportunities at St Mary's, including those for leadership and co-curricular activities, are wide ranging, the academic and pastoral focus unsurpassed.

Please visit our website to give you a brief insight into our wonderful school, I do hope you will come and meet us to discuss this exciting role.

Mrs. Patricia Adams, Headmistress



## About St Mary's School



St Mary's is an independent day school for girls aged 3-18 in the heart of Gerrards Cross, Buckinghamshire.

Founded in Paddington in 1872, the school moved to its present site in 1942. Class sizes average 16-18 and academic outcomes are excellent.

St Mary's School is warm friendly community where parents, staff, students, and governors work together to ensure that every student exceeds her potential whilst having the time of her life, making memories, and building skills to equip her to be successful through her future years.

Our students leave with the resilience to take on the next challenge, the ambition to follow their dreams and the confidence in themselves to go from success to success in their future careers. Through the pastoral and classroom support she has received at St Mary's, she knows her worth, who she is as an individual, and what she wants to go on to do.

Well-being and happiness of staff and students alike is at the heart of our success – a happy school is a successful school!

Joining St Mary's staff community, you would be welcomed into a supportive, close knit community who can regularly be found spending lunch times in the Senior or Prep staff room, enjoying social time outside of school, competing in the teacher's relay, performing in the school orchestra or at an open mic event, and can even be caught on a space hopper on the lawn on the last day of term!





## Why Work at St Mary's?

- Competitive Salary
- Pension Scheme
- 30% fee Remission at St Mary's
- 25% fee Remission at Thorpe House
- Subsidized staff socials
- Annual pay review



- Hot daily meal
- Use of fitness suite
- On-site parking if available
- Free annual flu vaccine
- Electric Car purchase Scheme

- Full training and development program
- Equal opportunities for all
- Well-being committee to share ideas



All staff share responsibility for promoting and safeguarding the welfare of our pupils and must adhere to, and comply with, the School's safeguarding and Child Protection Policy at all times.



# The Role – Bursar

The Bursar is responsible for the financial and non-academic management of the school and reports to both the Head and the Governing Body. The Bursar is part of the senior leadership of the school and submits regular reports to the Governing Body.

Key areas of responsibility are:

- Finance, Accountancy and Fee Management
- Health and Safety Compliance
- Estates management and maintenance
- General Management and Administration, including managing the school office team, finance team, reception staff and Estates Manager
- Strategic Planning
- School Transport
- Data Protection Compliance

Where these responsibilities are supported by members of staff, the Bursar will be responsible for support staff management, e.g. objective setting and appraisals, training and development.

The Bursar is expected to play a full part in strategic planning with particular reference to the areas of responsibility listed above. The Bursar is responsible for ensuring that financial forecasts properly reflect the income and cost implications of the strategic plans, and to be active in using those plans for any fundraising required as a result.





# Main Duties

## ***Finance, Accountancy and Fee Management***

Advising on general financial policy within the school.

Preparing annual estimates of income and expenditure to include the preparation of departmental budgets within the school, the latter in consultation with the head or senior academic staff.

Monitoring income and expenditure in relation to budget and presenting regular management reports to the governing body.

Keeping the accounts of the school and preparing Statements of Financial Activity and balance sheets in accordance with the charities Statement of Recommended Practice.

Maintaining cash flow projections for the current and future years.

Collection of fees, including outstanding fees.

Payment of all salaries and wages, including PAYE, Superannuation and National Insurance Contributions and compliance with regulations.

Administering pension schemes for teaching and non-teaching staff.

Preparing pupils' bills and collecting all fees and extras.

Scrutinising and passing for payment all invoices received in the school.

Preparing forecasts for the future financial performance of the school; usually over a period of five years.

Advising on taxation matters generally and ensuring compliance with regulations for VAT.

Dealing with the school's business rates.

Advising on scholarship and bursary funds and undertaking assessments of parents' income and assets prior to making bursary awards.

Relationships with Banks, auditors and other financial stakeholders.

**Supported by a Finance Manager, two Finance Assistants and a PA.**



# Main Duties

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

Ensure all Data protection (GDPR) policies and procedures are up to date and followed by all in the school community.

Ensuring compliance with all relevant aspects of employment law.

Acting as the head's adviser on employment matters including disciplinary procedures and ensuring that the school has appropriate disciplinary and grievance procedures.

Ensuring that all relevant staff have contracts of employment and keeping the school's standard contracts up-to-date as new legislation takes effect.

Managing the employment, terms and conditions of service, supervision and welfare of all non-teaching staff.

Purchasing, either directly or through a purchasing group, all goods and services for the school.

Oversee periodic reviews of key suppliers into the school e.g. utilities, telecoms, cleaning, catering.

Management of the letting of property to school employees and third parties; ensuring that the appropriate leases and licenses to occupy are signed by the tenants.

Acting as correspondent with the Department for Education (DfE) and being responsible for the records and returns required.

Advising on and taking the appropriate physical security measures within the school for protection of both staff and pupils.

Maintaining contact with the statutory authorities, the Charities Commission and other organisations.

Catering which may be contracted out.

Cleaning which may also be contracted out.

Management of sports equipment and facilities.

Minibuses and transport - compliance with the regulations for the operation of minibuses; driver training and assessments; servicing and vehicle inspectorate tests.

**Supported by the Bursar's PA and Admin Team.**



# Main Duties

## **GDPR**

Act as the Data Protection Officer for the school

Ensure all General Data Protection Regulation (GDPR) policies and procedures are up to date and followed by all in the school community.

Complete regular GDPR compliance audits.

## ***Estate Management and Maintenance***

Overseeing the activities of the Estates Manager and maintenance staff.

Maintenance of school buildings including the preparation of maintenance schedules and keeping of records.

Managing the installation and maintenance of equipment for the detection, warning, protection and escape from fire ensuring the necessary fire risk assessments are carried out.

Maintenance and efficiency of the installations and plant for electric and gas supply, heating, domestic hot water, water softening etc. Letting of energy supply contracts at competitive rates, either directly or through a purchasing group. Promotion of energy conservation.

Ensure that the digital infrastructure is fit for purpose in line with the school strategy.

Ensure that catering areas meet the requirements for hygiene and food safety and allergy regulations.

Managing the maintenance of the lighting and ventilation in all school buildings.

Drawing up outline specifications for new buildings, obtaining tenders, planning permission, liaison with school architects and builders. Upkeep of playing fields, gardens, all weather surfaces, running tracks and tennis courts.

Maintenance of boundaries, roads and rights of way.

**Supported by the Estates Manager and maintenance staff.**





# Candidate Specification

<b><i>Knowledge and Skills</i></b>
Able to deliver services and systems applicable for effective school management.
Able to deliver value for money initiatives.
Able to understand national and regional educational services and deliver appropriate strategies.
Understanding of educational enterprise issues.
Ability to promote positive relationships with the wider school community.
Knowledge of iFinance and Moorepay.

<b><i>Experience</i></b>
Managing strategic financial plans.
Managing budgets, financial reporting, procurement and fixed assets.
Managing teams.
School Fee Management.
Managing within an educational environment.
Managing at a senior management team level.
Managing change projects.

<b><i>Attributes</i></b>
Highly developed interpersonal skills.
Excellent Communication skills.
Excellent attention to detail.
Willingness to constructively challenge the work of self and others to continually improve own and team performance.
Ability to work under pressure and meet deadlines.

<b><i>Education</i></b>
Accounting qualification or significant experience in financial management.
School Business Manager specific qualification i.e. Fellow of NASBM, DSBM, CSBM.
Recognised finance, management, business degree or equivalent related professional qualification.
Evidence in continuing professional development.



# Safeguarding

*St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment and be willing to undergo checks with the Disclosure and Barring Service.*



## How to Apply

Please complete an application form which can be obtained from the HR Administrator at [hadmin@stmarysgx.co.uk](mailto:hadmin@stmarysgx.co.uk) or from our website [www.stmarysschool.co.uk](http://www.stmarysschool.co.uk)

Early applications are advised as the School reserves the right to appoint at any stage during the application process. Completed application forms and cover letters must be emailed to [hadmin@stmarysgx.co.uk](mailto:hadmin@stmarysgx.co.uk)

Interviews will take approximately three hours and will be held at the school. As part of the process you will be given a tour of the school and attend a panel interview attended by Governors. You will also be asked to provide documentation confirming your identity and qualifications and a search of an online social media presence may also be conducted as part of due diligence checks.

There is no need to visit St Mary's before applying as the school website contains plenty of information, photos and all the school's policies. However, if you'd like to see the school in person, you are most welcome to arrange a visit. Interviews will, as stated, include a tour. All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.

**Closing date for applications:** 9:00am on Friday 7<sup>th</sup> March 2025

**Interview date:** W/C Monday 17<sup>th</sup> March 2025

**Hours:** Full-Time

**Salary:** Competitive