



Blackheath Preparatory School

Appointment of Bursar

August 2019





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**“It is an environment
in which pupils thrive
in a whirlwind of
opportunity and
excellence”
– A Blackheath Parent**





INTRODUCTION

Blackheath Preparatory School is an independent prep school for just under 400 boys and girls aged 3 to 11. Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village and its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts, cricket nets and a Forest School area.

It is a quite remarkable school with outstanding facilities, a formidable track record in academic success and dazzling achievements in Music, Sport, Drama and Art.

The vision of Blackheath Preparatory School is not just to be a good or very good school but a real **beacon of excellence**. This means providing an exceptionally good quality of education for every one of the pupils. They aim for the children to be happy, thoughtful, confident and responsible. The ethos of the school is purposeful and supportive and the moral values of courtesy, consideration and care are held by all. The school's aim is to provide an environment in which pupils can flourish, confident in the adults caring for them.

The culture of the school is one of immediate warmth and friendliness. The pupils are bubbly and focused. In this purposeful and energetic environment, boys and girls grow up to regard learning as fun. Pupils come from mainly British families living within a five-mile radius of the school and reflecting the ethnic mix of the local area.

Children go on to a range of independent and maintained secondary schools, with a large proportion being awarded scholarships at schools such as Alleyn's, Colfe's, Dulwich College, Eltham College, James Allen's Girls' School, Sevenoaks School and City of London Schools and/or places at top Grammar schools such as Newstead Wood and St Olave's. A large number of children are also awarded scholarships in Art, Music, Sport and Drama.

The school was inspected in June and both the quality of pupils academic and other achievements and the quality of personal development were judged to be excellent. This [website](#) will give you a flavour of the school, its beautiful grounds and its superb facilities.

The Governors are looking for an outstanding Bursar who will support the incoming Head in taking the School to ambitious new heights.





THE ROLE

This is an exciting opportunity to play the leading role in the development of wonderful School. At a time of significant change for Blackheath, and indeed the sector, the next Bursar will inherit a strong financial base on which to base an ambitious new era.

Supporting the acting Head, and soon to be appointed permanent Head, it is expected that this person will be a key player in developing and delivering a new ten-year plan, including: new capital developments; skilful handling of near-time regulatory changes; and a budgetary agenda which will ensure future sustainability while also supporting the advancement of the School's academic, co-curricular and pastoral offering.

The Bursar will be a member of the Leadership team and oversee all of the non-academic aspects of the School, ensuring best-in-class services are delivered for students and academic staff. They will report to the Head on all day-to-day matters and to the Governors as required. In addition, they will act as Clerk to the Governors and look to proactively develop the School's governance arrangements.

The successful candidate will be expected to play an active part in school life and ensure good working relationships with and amongst School employees. They will promote the reputation of the School and make sure that all interactions with parents, pupils, employees and the local community are courteous and constructive.

In summary, this is a role of profound breadth and depth that offers the next Bursar the chance to at a strategic level while also remaining close to the delivery of education to students during the formative years of their academic life.

PERSON SPECIFICATION

The successful candidate should be able to demonstrate the following:

- A professional accountancy qualification or similar proven experience of strong financial, economic and commercial awareness
- Additional experience in one or more of the following areas:
 - capital projects
 - information technology
 - project management
 - health and safety
 - compliance/risk management
- Able to show empathy with the teaching profession and a passion for the highest standards in education (NB: it is not essential for candidates to have worked in a school previously); the person must demonstrate an appreciation of the importance of safeguarding children and a personal commitment to ensuring that children are kept safe
- Inspiring leadership – able to use their personal combination of strengths, experience and knowledge to motivate and support others in leading the School forward
- Able to multi-task – capable of devising, implementing and monitoring both long and short-term plans whilst also managing day-to-day operations
- Capable of producing high level reports and analysis, with an acute eye for detail
- Collaborative and open
- Decisive and firm in upholding Executive decisions and the School's aims and policies, strongly committed to creating a **beacon of excellence**
- Able to lead and develop other staff – recognising and encouraging the strengths and contributions of others, giving constructive feedback and acting as a coach
- Confident – able to present and engage with staff, parents, pupils and other stakeholders
- Flexible – able to attend School events, Governors' meetings and prepared to be 'on call' for site and other issues





KEY DUTIES & RESPONSIBILITIES

Financial and Commercial

- Advising on general financial policy and ensuring compliance
- Preparing and regularly presenting forecasts and budgets
- Monitoring income and expenditure in relation to the budget, analysing variances and presenting regular management accounts and reports
- Keeping the statutory accounts of the School - Income and Expenditure Accounts, Balance Sheets, Cashflows and facilitating the annual audit preparing all relevant documentation
- Overseeing the pupils' billing arrangements and collection of all fees and other dues
- Oversight of the Bursary system
- Payment of expenses and wages, including PAYE, Superannuation and National Insurance
- Administering pension schemes
- Dealing with VAT, taxation and HMRC matters
- Investment and treasury management
- Maintaining effective relationships with, and regularly reporting to, the Governors

General School Management and Strategic Leadership

- Contributing to the implementation of the School's approved Strategic Vision, taking an active part in short and long-term strategic planning processes
- Working closely with the SMT (Senior Management Team) to support the overall operational management of the School
- Key contact for Charity Commission, Companies House, Government Bodies, DfE, ISI etc.

Estates

- Preparation, project management and financing of a rolling programme of capital works
- Improvements to the School's environmental efficiency, security etc.
- Ensure maintenance of School buildings, grounds and property is in order
- Outline specifications for new projects, competitive tenders, planning permissions
- Ensuring quality and standards of external service providers

Information Technology and Data

- Helping to review IT service delivery to ensure that the IT infrastructure for the whole school runs smoothly
- Evaluating IT project proposals and being instrumental in the roll-out of new systems
- Responsibility for GDPR and acting as the School's designated Data Controller

Compliance & Governance

- As required, carrying out testing and monitoring in accordance with an Annual Compliance Plan, ensuring that the School's policies and procedures are fully compliant
- Advising on key aspects of ISI and other regulatory compliance
- Act as Clerk to the Governors and Company Secretary
- Ensuring training is delivered and spreading awareness of policies amongst the staff

Health and Safety

- Commissioning H&S audits
- Overseeing the implementation of H&S regulations
- Risk management processes, including risk assessments, risk register, emergency procedures and critical incident planning



TERMS OF APPOINTMENT

- A competitive remuneration package, with a salary commensurate with the seniority and responsibilities of the post within the education arena
- Employer contribution to the School's Pension Fund
- Full-time hours (there are several School events and activities at which attendance will be required as an important member of the School community)
- Paid annual leave
- Other benefit e.g. fee remission

THE PROCESS

The Closing Date for Applications is **Wednesday 4 September 2019**.

Following a longlisting meeting on **Tuesday 10 September**, longlisted candidates may be asked to engage with Saxton Bampfylde for further conversations about the role which will take place on **between Wednesday 11 September and Monday 23 September**.

Subsequent to a shortlisting meeting, selected candidates will be invited to the first round of panel interviews on **Wednesday 2 October OR Friday 4 October**.

Final round of panel interviews with Nominations Committee will take place on **Monday 14 October OR Tuesday 15 October**.

If you have an issue with any of the dates specified, please let us know in your application.

HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to **Blackheath Preparatory School** on this appointment.

Candidates should apply for this role through our website at **www.saxbam.com/appointments**, using code **GAGALB**.

Click on the '**apply**' button and follow the instructions to upload a CV and covering letter. Letters should be addressed to Mr Hugh Stallard, Chair of Governors.

Candidates who reach the final stages will be asked to complete an application form.

The closing date for applications is noon on **Wednesday 4 September 2019**.

Blackheath Preparatory School is committed to child protection and safeguarding, its policies are available on its website and [here](#). Appointment will be subject to referencing and DBS Checks.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please **do not** include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

A group of seven children, four girls and three boys, are standing in front of a red door. The girls are wearing pink and white checkered dresses, and the boys are wearing white polo shirts with a school crest and grey shorts. They are all smiling and looking towards the camera. The door is red with a white pediment featuring a sunburst design. The door has a small window with a grid pattern and a brass handle. The number '4' is visible on the door. The door is set in a white frame against a brick wall. There are two black lantern-style light fixtures on either side of the door. Two small evergreen trees in black planters are also visible. The children are standing on a paved area.

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