



CARGILFIELD

Appointment of Bursar

September 2022 | Project Code : FBEPA



An Introduction

Cargilfield was founded in 1873 by the Reverend Charles Darnell, and is Scotland's first and oldest preparatory school. Darnell's aim was "to provide a liberal education and teach the merits of hard work and honesty under conditions of happiness and well-being". This remains at the core of Cargilfield's ethos today and will be rightly celebrated during an exciting programme of events planned to mark the 150th anniversary of the School's founding in 2023

The School moved from Trinity in Edinburgh to its current location in Barnton in 1898. A Pre-Prep and Nursery Department were added to the Prep School campus during the early 1980's in response to the changing nature of the parental body and the introduction of girls.

Cargilfield is now the largest prep school in Scotland with over 300 girls and boys, sending children to the best schools in Edinburgh, Scotland and right across the United Kingdom. The School offers a unique approach to boarding through its flexi-boarding, weekly and weekend boarding options. These are available to all boys and girls from the age of eight. It offers pupils the chance to take their first steps towards independence in a familiar, secure, yet very stimulating environment.

In the classroom, the School aims to take children well beyond the conventional curriculum expectations for 13+, through a coherent programme of learning from the Nursery and early years towards success in Common Entrance and Scholarship examinations in Form 8.

There are a broad range of abilities at Cargilfield but a combination of excellent teaching, high expectations and small classes (an average of 14-16 children per class) helps to explain our exceptional results.



The School

Cargilfield School is an open and inclusive community and visitors often comment on the friendly and warm atmosphere they find at the School. School life is never without its ups and downs but we do our best to support children and their families so as to get the most from these important years of development.

We play sport every day and creative activities such as music, drama, art and design are an important part of our curriculum. We also offer over 50 clubs that take place during the term, either during the day, the evening or on boarding weekends. Whether it be cooking or jewellery-making, climbing or archery, skiing or fencing, debating or dance, every child finds something to enjoy at Cargilfield and develops interests for their future education and the rest of their lives.

Financial Review

The School's enviable academic reputation and its successes on the sports fields and in music, drama, science and the arts are underpinned by a solid platform of retained reserves, cash balances and investments. This strong underlying financial position allows the School freedom to invest in its facilities, its staff and the curriculum so as to remain the prep school of choice in Scotland and beyond.

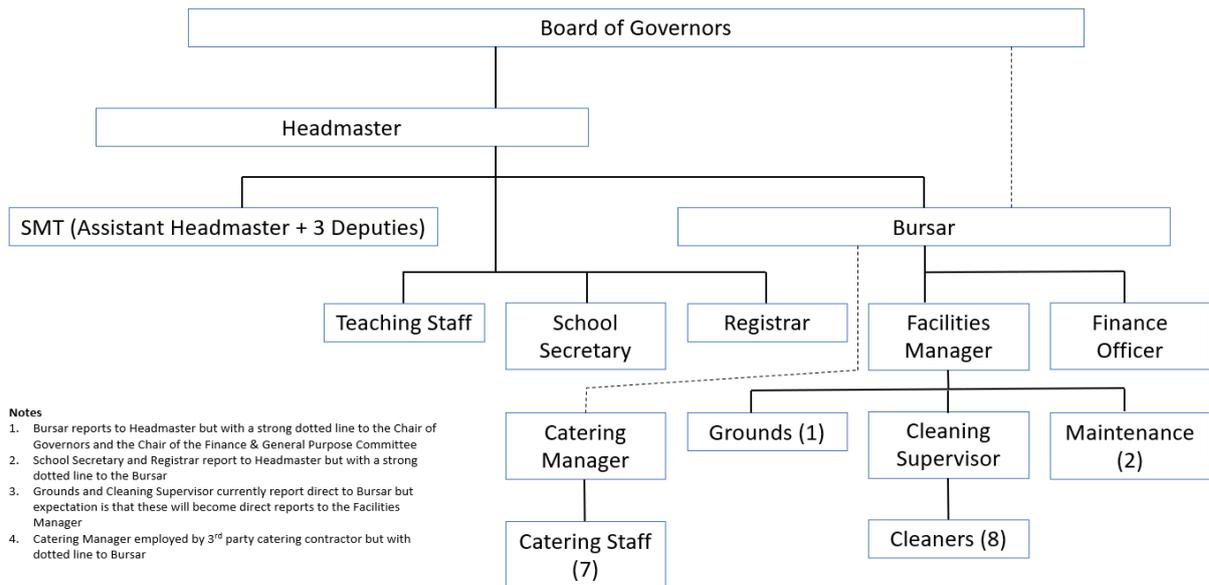
The School is debt-free and in its most recently published accounts (year ending 31st July 2021) reported reserves of £10.4m, investments of £1.2m and cash balances of £2.4m. The accounts for the year ending 31st July 2022 are currently being finalised and are expected to show a broadly similar financial position.

For the year ending 31st July 2021, the School made a small (£17k) loss for the year on income of £3.7m, mainly due to COVID-related disruption, as the second lockdown in Scotland caused the School to undergo a further term of remote-learning along with significant year-long disruption to boarding and other activities. Cashflow however remained positive during this period.

With the cessation of COVID restrictions and positive progress on pupil numbers during 2021/22, the School now moves forward confidently into 2022/23 in the best possible financial health. The incoming Bursar will therefore be instrumental in building upon this firm foundation and guiding the financial development of the School through its 150th anniversary year and beyond.

The Role

The Bursar oversees the entire support function of the School, ensuring it functions as smoothly as possible and in compliance with all relevant laws and regulations. The operations team plays a key role in delivering a first-class student experience, and the foremost role of the Bursar is to ensure the function supports the student experience in every way.



Key Responsibilities

- To be responsible for the management of the School's finances to ensure its long term financial and operational stability;
- To manage and provide leadership to a small team of direct reports including Facilities Management, Finance and Administration;
- To ensure compliance with all statutory requirements and legislation and to provide advice to the Headmaster, SMT and the Board on such matters;
- To develop and oversee the implementation of plans for the School's facilities;
- To work closely with the Headmaster and SMT to develop and deliver the School's strategy and development plan;
- To be an active member of the SMT and to participate in key decisions around the School's educational offering and its policies and procedures;
- To advise and support the Governors of the School; arrange, attend and minute Board meetings and sub-committee meetings;
- With the Headmaster to manage relationships with the local authority, planning authorities, community and neighbours.

Finance

- Oversee the work of the Finance Officer to ensure there are robust systems of financial control, planning and reporting and that all day-to-day financial tasks are carried out in line with agreed processes;
- Ensure procedures are in place for the effective and timely collection of all fees and charges and for the timely payment of all supplied goods and services;
- Ensure all contracts for supply of goods and services are benchmarked and re-tendered where necessary to ensure the School obtains maximum value for money;
- To have a sufficient understanding of all day-to-day accounting processes to be able to undertake these as required in the absence of the Finance Officer;
- Oversee the funding and awarding of means tested bursaries in accordance with the School's bursary policy and procedure;
- Provide financial information to the Board and its sub-committees including termly accounts, termly forecast updates and recommendations to inform the annual pay award and fee-setting process;
- Prepare the School's annual budget and three-year rolling forecast;
- Liaise with the School's Company Secretary and auditors to ensure a smooth completion of the annual audit and preparation of the annual report and accounts for approval by the Board
- With appropriate professional support advise the Board on financial policy, investments and charitable status;
- Monitor the School's investments, liaise with the School's investment advisors and provide information to the Board;
- Advise the Board on banking arrangements and compliance.

Human Resources

- Manage the recruitment and onboarding of all teaching and support staff in line with the School's safer recruitment process; manage the exit process for leavers and retirees;
- Prepare the monthly payroll instructions for approval by the Headmaster and processing by the School's payroll bureau; check and approve the monthly payroll reports and authorise the monthly salary payments and payments to HMRC and pension providers; prepare the monthly payroll journal for processing by the Finance Officer;
- Prepare P11Ds and PSAs when required and liaise with the Company Secretary to ensure all annual returns to HMRC and pension providers are submitted in a timely manner;
- Process intra-year amendments to contracts of employment and the annual pay award increments;
- With the School's employment law advisers, provide HR support and guidance to the Headmaster and Board;
- Deal with employee HR and / or payroll queries in a timely and effective manner;
- Be responsible for the performance management and development of the support and operations staff;
- Liaise with pensions advisers and benefit providers as necessary to ensure the pay and benefits packages provided allow the School to remain employer of choice;
- Work with the Headmaster and SMT to ensure teaching workloads and staffing levels are optimum for the pupil roll at any given time.

Facilities

- Oversee the work of the Facilities Management team to ensure the highest quality maintenance of the School's buildings, grounds, vehicles and equipment and to ensure compliance with all statutory requirements;
- With the Facilities Manager ensure that all domestic services and operations, including caretaking, cleaning, grounds maintenance and driving are in place and completed to a high standard to meet the operational needs of the School;
- Work with the Facilities Manager and the School's Health & Safety advisers to ensure that all relevant aspects of Health and Safety including fire safety, water safety, asbestos management, site security and accident reporting are fully complied with and appropriately documented.

ICT

- In conjunction with the Head of DT, oversee the work of the ICT Apprentice and the School's ICT service providers to ensure that the School's ICT systems meet the needs of the School in a high quality, reliable, secure, user friendly, cost effective and lawful way;
- Act as superuser for all staff users of the School's management information systems (iSAMS, iFinance, Raiser's Edge) to ensure that access rights and permissions are appropriate and that users have the necessary training to use the systems effectively;
- Identify ways to automate manual processes to maximise efficiency of back-office functions.

Legal & Regulatory Compliance

- Ensure the School has appropriate insurance cover across all areas of its operations; liaise with the School's insurance brokers for the annual renewal of its policies and in respect of any claims that may occur from time to time;
- With appropriate professional input ensure compliance with all relevant legal, financial, insurance, data protection, health and safety, education standards and property regulation;
- Ensure that current best practice is adopted in the School's contracts with parents, staff, suppliers and service providers;
- To be a superuser for the School's Home Office sponsor licence allowing the School to sponsor staff and pupils from overseas that require visas; ensuring that the annual compliance check and all other sponsor duties are completed as required by the licence;
- Ensure all Department of Transport requirements are complied with in the operation of the School's vehicle fleet particularly with respect to Section 19 permits.

Operations & Admin

- Manage the provision of administrative support to the operation of the School including staffing, resources, service and utility supply contracts etc;
- Work with the School's marketing consultant to develop an effective annual marketing campaign; monitor its delivery and its efficacy; be present at marketing committee meetings;
- Liaise with the School's contract caterers to ensure that the food service is in line with agreed standards and with budget, through regular contact with the catering manager and catering area manager;
- Work with the Headmaster and SMT to practice and enhance critical incident planning and procedures.

Commercial Activities

- Identify and manage commercial opportunities for revenue generation, balancing the opportunities with the needs and values of the School;
- Support the School's development committee in the establishment of a former pupil database and identify future opportunities to fundraise from the School's alumni to support bursary provision and capital projects.

Clerk to the Governors

- Act as Clerk to the Board of Governors and liaise with the Company Secretary;
- Advise and support the Board of Governors on matters for which the Bursar is responsible;
- Arrange Board and sub-committee meetings, set agendas, prepare board papers, attend and minute meetings;
- Ensure appropriate reporting of and completion of all regulatory compliance including timely filing of all relevant returns;
- Maintain the School's risk register including strategies to mitigate risk and capture opportunities.

Person Specification

The successful candidate will be a dynamic and communicative leader, capable of winning trust throughout the School and inspiring her / his direct reports.

She / he will be a creative problem solver and strategic planner in both finance and operations and will bring the following credentials:

- A degree-level education, ideally with further professional qualifications in relevant disciplines (finance, facilities, HR, business management);
- Proven successful leadership experience in a senior position in a complex professional structure, managing, organising and motivating multi-disciplinary teams including successfully managing change;
- Proven business and administrative experience;
- A high level of numeracy with demonstrable and relevant experience in budget and financial management;
- Advanced ICT skills with the ability to use and manage systems and resources effectively;
- Demonstrable experience in management of a significant estate including building and property development, building maintenance, major capital building projects, the relevant legislative and planning requirements and liaison with architects, professional advisors and external organisations;
- An understanding of and sympathy with the independent education sector;
- An ability to understand the subtlety of the relationship between 'school' and 'business';
- A 'can do', sleeves-rolled up approach to work when this is required;
- Experience of working with a board of charity trustees or equivalent structure.

The successful candidate is likely to have:

- The ability to develop strong effective working relationships with senior academic staff and all levels of support staff whilst also commanding the confidence of the Board;
- Outstanding interpersonal and communication skills;
- Resilience, dynamism, energy and enthusiasm;
- Creativity to innovate, with high standards and a sense of humour;
- A natural ability to lead and motivate dedicated and established teams of multi-disciplinary staff using diplomacy, open mindedness, and the ability to persuade, negotiate and influence others;
- High-level decision-making skills; confident and willing to take difficult decisions when necessary;
- Experience of contract negotiation;
- Demonstrable experience of working under pressure, keeping many different plates spinning and leading by example;
- Good judgement, a fair and calm approach;
- Willingness to self-evaluate and learn;
- A genuine interest in and sensitivity to the School's purpose of education and a willingness/ability to understand and be involved in the wider life of the School – driving a bus, mowing a lawn or supervising a car park if that's what needed to help the School tick;
- Confidence with humility and is appropriately firm/assertive when necessary;
- Integrity, honesty and a strong social conscience.

Terms of Appointment

- A competitive salary will be paid to reflect the importance of the role and the experience of the successful candidate. This will be reviewed annually.
- There will be a 10% employer contribution into a workplace pension scheme.
- The successful candidate will be entitled to up to 35 days annual leave (including bank holidays).
- Reasonable costs of school entertainment and general expenses will be covered.
- The School offers a generous staff fee remission of up to 85% of the day / weekly boarding fee for their children who meet the entry requirements. The School also has reciprocal arrangements in place with a number of senior schools that grant fee remission to children of Cargilfield staff.
- Private health cover is provided for the Bursar (taxable as a benefit in kind).

The confirmation of the appointment will be subject to receipt of satisfactory references and PVG (criminal record) checks.

Cargilfield is an equal opportunities employer and is committed to safeguarding and promoting the welfare of students. The successful candidate must be willing to undergo child protection and other appropriate safeguarding checks including with the Disclosure and Barring Service.

How to Apply

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

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

Click on the 'apply' button and follow the instructions to upload a CV and cover letter.

The closing date for applications is noon on **Tuesday, 4th October 2022**.

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.

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