



Appointment of Bursar, Fairley House School

Candidate Information, February 2024

Reference: FAOAAB

Saxton Bampfylde



01 ABOUT US

Fairley House was established as the first school of its kind in 1982, and it remains London's leading day school for supporting children with the specific learning differences of dyslexia, dyspraxia and dyscalculia.

It is a happy and vibrant co-educational school that has grown significantly over the last 40 years, now offering provision from Key Stage 2 all the way up to a uniquely tailored GCSE programme in Year 11.

And all of a sudden...nothing is impossible

Fairley House is proud of the large number of students who may attend the school for only two to three years before being sufficiently equipped with the confidence, the skills and the strategies to re-enter mainstream education. Fairley families invariably talk about the incredible, and almost immediate, positive impact the school has on their children's enthusiasm to learn and succeed both in and out of the classroom.



02 Magic formula for success

The decades of deep expertise embedded in Fairley House has created a formula that works time and time again. It begins by making children feel welcome and comfortable in an environment where they can truly flourish. The likelihood is that in their previous educational settings children may have felt they didn't have the support or understanding they needed from their teachers and peers. Fairley House is different.

Small class sizes of no more than twelve students enables all the staff and pupils to get to know each other as the individuals they are. Fairley House create a level playing field, boosting confidence, and dispelling pupils' fears of making mistakes or giving a wrong answer.

In English and Maths there are multiple sets based on assessed ability enabling teachers to tailor the learning experience for different pupils with different rates of progress. When one approach isn't working, they change and adapt until they are able to remove or circumvent barriers to learning. Specialist staff identify learning gaps to be plugged and provide multiple opportunities for re-learning. They know not all brains are wired the same, so they adjust their teaching for the different neural pathways of each child. This is regularly validated through the monitoring, planning and tracking of progress to constantly steer development and boost learning outcomes.

All this is enhanced by the transdisciplinary approach executed by the on-site Speech and Language Therapy (SLT) and Occupational Therapy (OT) teams and an in-house Educational Psychologist (EP). These specialists work with teachers to implement multisensory teaching across all facets of learning. This could be anything from



applying their own formulated frameworks for emotional regulation, to using shaving foam to write out and improve recall of vowel sounds.

When a strategy isn't successful, specialists develop their own tools and methods, and this pioneering spirit has kept Fairley House, and their magic formula for success, at the cutting edge of SpLD education.

03 Commended across the board

The school has been rated as 'Excellent' by the ISI, the highest rating possible, with the inspectors observing that "pupils of all abilities, many of whom had limited success in other educational settings, make excellent progress" and that "pupils develop increasing self-confidence and self-esteem which makes them happy and successful learners". Meanwhile a CReStED report from November 2023 noted that, "parents were unanimous in praise of the school and how it has benefitted their children". CReStED inspectors spoke to fifteen students across the Junior and Senior Schools and when asked to score Fairley House out of ten the "average score was nine". Glowing praise from the people who matter the most!

Excitingly, Fairley House has recently been approved by the ISI to increase their pupil capacity to 250 children so the school can spread the Fairley House magic to improve the prospects of even more young people



04 Fairley House Centre of Excellence

The magic of Fairley House is not restricted to being just a day school; the Fairley House Assessment Centre created the first nationally recognised SpLD Teaching Diploma in partnership with University College London. Since 2006 the Centre have trained over 250 teachers and therapists on their Level 5 and Level 7 training programme which is open to all teaching professionals. It has helped create a new generation of highly motivated and passionate SpLD staff supporting students with specific learning differences in the UK and around the world.

This has been augmented by the extensive research and community outreach undertaken by Fairley House staff. Whether it is partnering with academic institutions to pioneer new methods for diagnosing and understanding neurodiversity, to sharing best practice with state schools for how to support neurodiverse children in their own classrooms.

Fairley House's core belief is that every child has the capacity, and should have the opportunity, to regain their confidence, succeed in their learning and realise their full potential. Find out more and see how Fairley House make it a reality.



05 THE ROLE

The Fairley House School Board of Governors are now looking for an outstanding Bursar, who can bring a strong operational management track record, commercial acumen, excellent communications skills and an empathetic style. A qualified accountant, they will lead on all non-educational aspects of the school.

Key Responsibilities

The Bursar will be responsible for all day-to-day and strategic financial, estates and operational matters at Fairley House School and Charity. They will report in these respects directly to the Head and to the Board of Governors. They will be a key member of the Senior Leadership Team (SLT).

Financial

The Bursar will have responsibility for all financial matters relating to the school and charity, including:

- Strategic oversight of budget setting and financial control
- Responsibility for preparing, finalisation and filing of audited accounts to both HMRC and Charity Commission
- Identification of efficiencies to maximise use of school resources
- Management of key financial relationships with third parties (e.g. banking)
- Identification and organisation of fundraising or opportunities
- Control and promotion of FHS' bursary and hardship funds
- Monitoring the financial implications and requirements of staffing and pupil levels
- Sales and credit control, preparing and sending invoices, chasing payment, and posting entries to the sales and general ledger.



06

Strategy & Management

- The Bursar will design and implement strategies to promote and support the school and charity's educational vision, aims and objectives.
- Working as a member of the Senior Management Team, they will provide leadership and direction in relation to non-educational aspects of the school and charity.
- They will provide support with reputational issues, including Health & Safety, safeguarding and HR issues.
- They will be responsible for performance managing & developing all non-teaching staff, including management of Admissions, Reception, HR and Technology & Data.

Operational

The Bursar will oversee the provision of (non-educational) operational aspects of the school and charity on a day-to-day and strategic level, as well as liaising with the School's lawyers and other specialist advisors on all matters regarding contracts with suppliers, contractors and staff. This will include:

- Catering
- Transport
- IT
- Health and Safety
- Administration
- Security
- Property and Asset management (see below)
- Compliance with all non-educational aspects of inspection regimes

Property and Asset Management

The Bursar will have responsibility for the School's fixed and moveable assets, including property. This will include:



- day to day asset management in order to ensure both compliance with relevant legislation and regulation and the wellbeing and comfort of pupils and staff
- overseeing asset maintenance, renewal improvement and expansion to accommodate the school's needs
- providing strategic leadership to the Head and the Board in relation to property affairs in order to shape and promote the School's vision

Governance & Compliance

The Bursar will support the Board of Governors in:

- attending Board of Governors meetings, reporting on Finance and Operational matters attending relevant sub-committees as required
- providing information and guidance to assist with strategic decision making
- providing feedback to the Fairley House Chair and/or Committee Chairs and Head, as appropriate
- Serving as Company Secretary, with responsibility for regulatory reporting requirements and mandatory Board training
- Maintaining and developing appropriate policies and procedures

07 PERSON SPECIFICATION

Qualification and Experience

- Educated to degree level and Member of a Chartered Financial Body.
- Proven record of accomplishment and experience of leading a team.

Leadership and Personal Qualities

- Outstanding leadership skills
- Excellent people skills
- Ability to inspire team and guide them to action and personal development
- Ability to work under pressure and manage time effectively
- Able to build relationships with all stakeholders
- Able to manage and influence internal stakeholders and outsourced service providers
- Excellent management and administrative skills
- Well-developed analytical skills
- Understanding of strategic financial planning and monitoring
- Able to produce financial reports for the Board of Governors
- Experience of taking a strategic view and implementing change
- Excellent communication skills, able to engage with all stakeholders
- Have the capacity to understand and appreciate the demands of parents, pupils, staff and Governors
- Energy and enthusiasm to ensure success
- Able to promote and safeguard the welfare of pupils



Desirable

- Experience of working in a school or educational establishment or charity
- Good understanding of financial and business issues in schools
- Ability to cope with ambiguity
- Ability to juggle multiple activities or projects at one time
- Willingness to roll sleeves up and work as a team

08 APPOINTMENT TERMS

The expected start date is **September 2024**. This may be negotiable depending on the successful candidate's notice period.

The package will be competitive, based upon experience.

HOW TO APPLY

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

Candidates should apply for this role through our website at www.saxbam.com/appointments using code FAOAAB. Click on the 'apply' button and follow the instructions to upload a CV and cover letter.

The closing date for applications is **Friday 5th April 2024**.

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.

Safeguarding

Fairley House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are required to undergo child protection screening appropriate to the role, including checks with past employers and the Disclosure and Barring Service.



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