



# Appointment of Bursar

Candidate Information, December 2024

Reference: FASEB

Saxton Bampfylde



ST ALBANS  
SCHOOL



# 01 WELCOME

As Chairman of Governors, it is my great pleasure to introduce St Albans School to you. The Governing Body seek to appoint a new Bursar, following the retirement of Richard Hepper after 10 years of dedicated service. The School is in exceptional condition, with a record high enrolment, excellent ISI inspection report and examination results going from strength to strength.

You will find that St Albans School is a community which seeks to embody its ethos and traditions whilst striving for academic excellence within a warm, caring and inclusive atmosphere, with a real commitment to the extensive pastoral care provided to all. It is a school which provides depth and breadth to the holistic educational experience offered to pupils to produce ambitious, well-rounded individuals, happy and resilient as they encounter the challenges and opportunities of the world of the future.

The School recently appointed a new Headmaster, Joe Silvester, and is operating from a position of financial strength within a time of challenge and opportunity for the Independent Sector. This is a unique opportunity to play a leading role in one of the most ancient educational foundations in the world through changing times and if this inspires and excites you, I would urge you to apply. I very much look forward to meeting you and welcoming you to St Albans School.

Neil Osborn

Chairman, Board of Governors

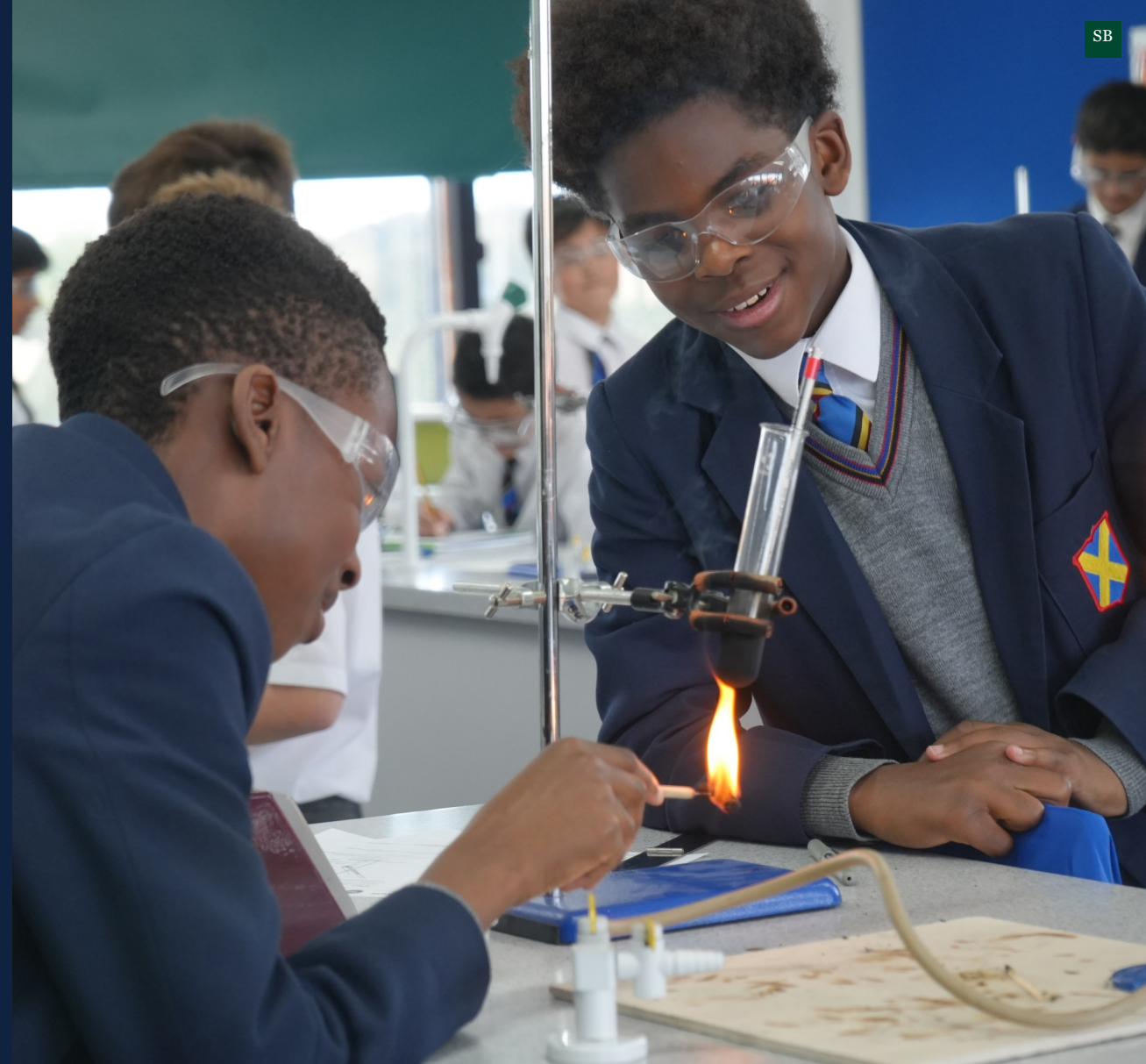




## 02 ABOUT US

Educating 889 pupils (571 boys aged 11 to 16 and 318 in the Sixth Form, of whom 59 are girls), St Albans School enjoys an outstanding reputation as a vibrant and dynamic school, whose prime focus is the needs of its pupils for the world of the future. The achievement of superb examination results in the most demanding academic subjects is matched by our conviction that a world-class education is multi-dimensional. Here, academic excellence, intellectual development and strong pastoral care lie at the core of an exceptional, all-round education, thus enabling us to identify and nurture each pupil's potential and making us one of the leading day schools in the country.

St Albans School is served by a committed Board of Governors and an experienced Senior Leadership Team including the Bursar/Clerk to Governors, Second Master, Deputy Head - Academic and Deputy Head - Staff who are supported by various Assistant Heads, Heads of Year and Director of Marketing, Admissions and Communications. Together they ensure that all pupils have the best possible experience and support. The wider staff body is comprised of 112 teaching staff and 94 support staff.



*"Pupils' academic and other achievements are excellent, in confirmation of the School's aspiration to help each pupil flourish intellectually and personally."*

*(ISI Inspection Report November 2022)*

## 03 ETHOS AND VALUES

Over seventeen hundred years ago Saint Alban, a seeker after truth, lived and died in this place. Today, more than one thousand years since its foundation, this School which bears his name continues to play an important role in the local community, fostering scholarship and intellectual enquiry at the heart of an exceptional, integrated education. Enriched by inspirational teaching, wide-ranging academic, cultural and sporting opportunities and strong pastoral care, our pupils develop a love of learning together with the values, skills and qualities to enable them to live successful and happy adult lives in an ever-changing world, faithful to the altruism of our motto.

### Vision

To help each pupil flourish intellectually and personally, developing self-knowledge and self-confidence in order to find meaning and purpose in life.

### Goal

To enhance the School's reputation as one of the UK's leading institutions for academic excellence at the heart of an exceptional, holistic and value-rich education that develops intellectual, personal and interpersonal potential, and that is attractive to pupils, parents and staff.

### School Values

- Integrity
- Empathy and humility
- Courtesy and generosity
- Self-discipline and self-motivation
- Organisation and collaboration
- Ambition, courage and accountability
- Independence, industry and inquisitiveness
- Resilience, resourcefulness and reflectiveness



### MOTTO

**NON NOBIS NATI**  
*(born not for ourselves)*



## 04 ACADEMICS

St Albans School has developed its own Teaching and Learning Programme and Digital Learning Strategy which offers a comprehensive educational experience for pupils and includes a 'bring your own device' (BYOD) scheme.

Results are consistently outstanding. In 2024 43% of A Level qualifications taken were awarded the top A\* grade and 71% A\*-A grades. At GCSE 68% of examinations taken were awarded grades 9 and 8 and 87% awarded grades 9-7.

## CO-CURRICULAR

An exceptionally rich co-curricular programme plays a vital role in developing values, skills and qualities in preparation for adult life: drama, music, sport, CCF and the Duke of Edinburgh's Award Scheme are all thriving, as is our extensive partnership scheme with local state-maintained schools. St Albans School also owns its own Field Studies Centre, Pen Arthur in Bannau Brycheiniog, an invaluable location for the teaching of field skills and outdoor activities.

The success of the School's rich co-curricular offering is in no small part due to the dedication and commitment of staff, which includes contributions from non-teaching staff.





## 05 PASTORAL CARE

The School's pastoral support for pupils is recognized as outstanding and it is an aspect of School life which is important to Governors. Great care is taken to put the well-being of the individual pupil at the forefront of the School's policies and all staff play an important role in encouraging every pupil to feel valued and cared for in an environment that celebrates diversity and is inclusive of all.

## ADMISSIONS

St Albans School is heavily over-subscribed at all levels of entry, with the main entry points at 11+ and 13+ by competitive examination and interview. Many 13+ joiners secure their place through 12+ assessments in the Summer Term of Year 7 and the School enjoys excellent relationships with its local prep schools. Entry into the Sixth Form is by interview and conditional upon GCSE results.

Scholarships are offered at all ages of entry, and the School is able to provide assistance to some families, in cases of proven need, from its own bursary fund.





## 06

## FINANCES

St Albans School is in good financial health, generating an income of some £19million per annum which provides a healthy surplus each year.

Provision of bursaries is core to the School's values and significant support is provided through means-tested bursaries for pupils who are economically disadvantaged. The Bursar ensures the implementation of the School Bursary Policy and produces financial reports and information for both the SLT and Governors. The School raised a substantial hardship fund during COVID and supported many pupils and their parents through those difficult times; as a result and to the best of the School's knowledge, not a single pupil left the School due to financial hardship directly caused by COVID.

The School has also been successful in raising significant donations to help pay for development, including the entirety of the cost of the construction of the Corfield building and the subsequent conversion of space released by the Maths department into science labs. Donations received in the last 9 financial years for bursaries and developments exceed £10million.





## LOCATION

The School itself is located right next to the Cathedral and Abbey Church of St Alban, where it meets twice a week for assembly and ecumenical worship. It is also the venue for many events during the year including Prize Giving, Founders' Day, carol services and concerts. Despite the strong links between the two institutions, St Albans School is not a Church of England Foundation, but is officially registered as a school "with a religious character". The next Bursar will need to appreciate and support this.

## FACILITIES

The Abbey Gateway is a striking Grade 1 Scheduled Ancient Monument dating from around 1365. The School moved to the Gateway in 1871, which has been used by the School, mostly for teaching, ever since.

Just north of the city are the Woollam Playing Fields. Opened in 2002 and extending to 45 acres, they provide unrivalled facilities for games and are also home to the Old Albanian Club's 25 acres of grounds. There are 19 winter pitches and 7 cricket pitches, an artificial surface for tennis and hockey as well as netball courts. The magnificent pavilion is also used for a number of School functions.

Additions over the last 15 years include a Sports Centre (with swimming pool, sports hall, fitness centre, dance studio and climbing wall) and the purchase of a large building (Aquis Court) on an adjoining site which has been converted into a superb Art School, Sixth Form Centre and a suite of classrooms. The Hall has recently undergone the first phase of a major refurbishment programme, the main feature of which was the construction of a new Music School which was opened in May 2018. The Corfield Building, an outstanding £6.5m facility for Mathematics (on the Upper Ground and First Floors) and the CCF (on the Lower Ground Floor (including rifle range and armoury), opened in January 2020. There is a rolling programme of refurbishment and the classrooms vacated by Mathematics have been converted into new facilities for Computer Science (opened in 2020) and additional Science laboratories (2021).





## 08 THE ROLE

The Bursar & Clerk to the Governors works closely with the Chairman of the Governors, Headmaster and as part of the Senior Management Team. The role is key to the strategic development of the School as an enduring institution with a history of more than 1,000 years. He/she should be looking to ensure that, in all that the School does, a long-term approach is taken.

### Key Tasks & Responsibilities

#### Strategic Planning

- To co-ordinate the work of the Governors, Headmaster and the Senior Leadership team to develop a clear strategy which is set out in the Strategic Development Plan and reviewed annually. This will be linked to a rolling five-year financial model which will be agreed by the Governors, with the objective that the School should have sufficient surplus each year for sustainable development, to support the School's long term strategic goals and to be able to cope with unexpected circumstances.

#### Staff Management and Oversight

- To manage the overall Bursary team, including accounting, estates & maintenance etc., and to ensure that the team is appropriately staffed and motivated to deliver its objectives over the long term.
- To select, appoint, manage (and if necessary, dismiss) non-teaching staff of the Bursary and associated departments in accordance with the School's policies and procedures.





## 09

**Financial Management**

To be responsible for all aspects of financial management of the School through the effective management of the finance and accounting team. Specifically, the Bursar is responsible for:

- Advising on general financial policy within the School and its trading company Abbey Gateway Enterprises and the arm's length charity, the Woollams Trust.
- Advising on the level of tuition fee and additional charges in the next academic year.
- Preparing annual estimates of income and expenditure, to include the preparation of departmental budgets within the School, and present them for the approval of the Governing Body, through the Finance Committee, by the agreed time each year.
- Monitoring income and expenditure in relation to budget by the use of a management accounting system and presenting regular reports to the Governing Body.
- Keeping the accounts of the School and preparing annual Statements of Financial Activity (SOFA) and Balance Sheets in accordance with the Statement of Recommended Practice (SORP).
- Maintaining a rolling five-year financial forecast and linked cashflow projection.
- Administration and monitoring of the investment portfolio to ensure compliance with relevant legislation, and making changes as instructed by the Finance Committee or Governing Body, depending on delegated powers.

**Management of Finance and Accounting Team**

Management of the finance and accounting team to ensure the following duties are executed in an effective and timely manner:

- The effective management of invoicing and collection of all fees and extras.
- The management of fee debtors in accordance with delegated powers.

- All payroll functions.
- Taxation matters generally, including VAT and Business Rates.
- The scrutiny and passing for payment of all invoices received in the School.
- The administration of pension schemes for teaching and non-teaching staff.
- The management of the Fees in Advance Scheme.
- The keeping analyses of costs and other statistical records.
- The preparation of financial appraisals of particular projects.
- The administration of schemes for the payment of scholarships and bursaries.
- The segregation of duties in the Bursary to minimise risk of fraud.

**General Management and Administration**

- Responsibility for managing the HR functions of the School through the effective management of the HR Manager
- To ensure that the Single Central Register is maintained correctly by HR through regular reviews.
- To ensure that the School has adequate insurance cover at all times to include employer's liability, buildings and contents, third party liability, personal accident, travel, business interruption and other relevant cover.
- To oversee and manage effectively those responsible for purchasing all goods and services for the School.
- Arranging via the School surveyors for buildings and contents to be revalued at an appropriate frequency.

**Oversight of Catering**

Overseeing the catering operation and ensuring that the contractor provides a high quality service in accordance with the contract specification at reasonable cost, including maintaining the catering areas so they meet the requirements for food and hygiene safety.

**Estate Management & Security**



Responsible for Estate Management through the effective supervision of the Estates Bursar and Head of Strategic Land, whose responsibilities include, but are not limited to, the following:

- Planned and routine maintenance of School buildings over the long term. Preparation of maintenance schedules and keeping of records.
- The installation and maintenance of equipment for the detection, warning, protection and escape from fire. To ensure the necessary fire risk assessments are carried out.
- Overseeing the cleaning operation and ensuring that the contractor provides a high quality service in accordance with the contract specification.
- The maintenance of the lighting and ventilation in all School buildings.
- The maintenance and efficiency of the plant and letting of energy supply contracts. Promotion of energy and resource conservation.
- Drawing up outline specifications for new buildings and capital projects and acting as Client Representative on the Design Team.
- Upkeep of playing fields, athletics facilities, pavilions, courts, gardens, grounds, land drainage, boundaries, roads and rights of way.
- The swimming pool and its plant, with the need to ensure that proper safety procedures are enforced, particularly out of School hours and during the holidays.
- Arranging for staff accommodation and dealing with the letting of School property to School employees and third parties, including the provision of appropriate licences and leases.
- Advising on and taking the appropriate security measures to protect the security of staff and pupils, and School buildings.
- Regulation and maintenance of the School minibuses, including driver training.

### **IT Services & Data Protection**

Responsible for IT services through the effective supervision of the Head of IT Services, whose responsibilities include the following:

- Management of the existing IT services;
- Reviewing current practice to ensure that there is sufficient forward-scanning of potential use, and usage, of IT within the School;
- Developing new hardware, software, processes and procedures for security, efficiency or compliance and to support agreed objectives;
- Together with the Data Protection Manager Ensuring the School meets all requirements of data protection legislation.

### **Risk and Compliance**

At a high level, ensure that there are processes and procedures in place to identify and manage risks, and to optimise the School's compliance with its regulatory responsibilities. These will include:

- Maintaining the School's risk register and ensuring it is reviewed frequently by the SLT and by Governors;
- Compliance with Health & Safety legislation;
- Compliance with Data Protection legislation.

### **Clerk to the Governors**

- Administer the charity and company on a day-to-day basis. Be the routine point of contact with the Charity Commission and Companies House and ensure that all statutory returns are completed and filed on time.
- Provide advice to the Chair of Governors and the Governing Body on charitable and company law, recommended practice and procedural issues.



- Attend and act as Secretary for all meetings of the Governing Body and supporting committees with the exception of the Education Committee. Prior to such meetings, to liaise with the relevant Chair and the Headmaster to agree the business and the agenda for the meeting.
- Draw up the minutes of each meeting. Circulate draft minutes to the relevant Chair prior to wider circulation.
- To assist the Chair of the Nominations Committee if requested to do so in the identification, appointment and departure process for Governors and Advisory Council members.
- To assist the Chair of the Nominations Committee when requested to do so in the process for appointing and inducting new governors in accordance with the principles outlined in Guidelines for Governors.
- To maintain a training register for all governors aimed at recording the date, name place and type of training carried out. To circulate to all governors a list of external training opportunities and administer the booking process with the provider.
- In liaison with the Chair of Governors, to provide an administrative service for the Governing Body to include the convening of meetings, preparation of agendas and papers; documents relating to the Governing Body e.g. biographies, committee list, contact list etc.; payment of expenses; correspondence with and advice to governors.
- Establishing and servicing Governors' appeal panels for hearings associated with disciplinary matters, grievances and parental complaints.

#### General

- Keeping abreast of developments in the administration of schools, and wherever possible, attend the ISBA annual meeting, regional meetings and professional development courses

# 11

## PERSON SPECIFICATION

It is expected that the Bursar will work with the Governing Body and Headmaster in a spirit of openness and co-operation to support and further the aims, policies and strategic direction of the School and will have the following:

#### Skills and Knowledge

- A good quality degree
- Relevant professional qualifications and experience in substantial senior leadership roles
- Financial literacy (including budgeting, financial planning and reporting)
- Strong analytical skills and the ability to easily assimilate data and present information clearly
- High level of attention to detail
- Commerciality, including management and delivery of projects
- IT literate

#### Personal attributes

- Strong inter-personal skills and high levels of emotional intelligence including quality of communication and negotiation skills
- Approachable, diplomatic and adaptable when engaging with different stakeholders with the ability to forge effective and long-lasting relationships
- Managerial acumen to ensure co-operation and personal development of staff
- A visible member of the SLT who will engage in a breadth of School life
- Personal integrity and sound judgement'



## APPOINTMENT TERMS

The School has a great deal of flexibility around candidate start dates and notice periods.

A generous package accompanies the post, dependent upon the candidate's qualifications and experience. Benefits include:

- Employer's pension
- Family health insurance
- Life cover
- Gym membership
- Fee remission (entry is subject to meeting the School's normal entrance requirements)
- School accommodation may be available subject to discussion.

St Albans School is committed to ensuring that the School community is an inclusive environment, treating everyone fairly and equitably, and seeking to employ the very best. All staff are afforded equal opportunity for advancement.

The School is committed to working to eradicate discrimination and prejudice, reduce barriers to learning and promote participation for all, responding to and embracing the diversity of pupils, parents, staff, governors, volunteers, donors and suppliers as well as the local community. The School recognises the benefits of having a diverse and representative school community who value one another and the contributions everyone is able to make.





# 13 HOW TO APPLY

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

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

Please note that shortlisted candidates will also be required to complete the St Albans School application form.

The closing date for applications is noon on **Friday 17th January 2025**.

There may be opportunity for informal visits to the School as part of the process

## Data protection 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

St Albans School is committed to safeguarding young people and promoting the welfare of children. Applicants must be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974.





# Saxton Bampfylde

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