

Appointment of Bursar & Clerk to the Governors



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Welcome from the Head

Dear Candidate,

Thank you for your interest in the role of Bursar and Clerk to the Governors at Christ College Brecon. This is an exciting opportunity to take a leading role at one of Wales's most historic and respected independent schools, as it enters a new chapter in its distinguished history. Founded in 1541 by King Henry VIII, Christ College has, for nearly five centuries, stood as a beacon of academic excellence, personal growth, and community spirit. This is reflected in Estyn's 2024 report, which noted: "pupils leave the school as well-rounded individuals, with strong public examination results and a clear understanding of how to identify and follow their future pathway."

Our current Bursar, Mr Martin Allen, will step down after eleven years of dedicated service to take up a new post at The Blue Coat School in Birmingham. During his tenure he has strengthened the financial health of the school and enhanced many of the College's systems and processes to ensure the estate, our infrastructure and --most importantly-- our people are supported. In recent years, we have expanded our international partnerships, notably through the creation of our sister school, King Henry VIII College in Malaysia. We are now seeking a Bursar who has the entrepreneurial instincts to build on these achievements and support the delivery of our vision.

Several key initiatives currently under development are central to realising our goals. These will not only safeguard the long-term future of Christ College but also enhance the educational experience for all pupils. They include expanding the Prep School, growing weekly boarding provision, and increasing the number of short-stay international pupils. We are also working with international partners to

establish further sister schools in East Asia. In addition, there is an increased focus on generating non-fee income through activities such as summer schools and expanded philanthropy.

The next Bursar will play a pivotal role in shaping the College's strategic direction, ensuring we continue to provide an education that is academically challenging, pastorally nurturing, and globally relevant.

Yours sincerely

Gareth Pearson

Head
Christ College Brecon





About Christ College Brecon

Outstanding holistic education for day pupils age 4+ and boarding from age 10-18 in the heart of the Brecon Beacons National Park

Set in the heart of the Brecon Beacons National Park, Christ College was founded by Henry VIII in 1541. Every pupil wears the distinctive 'h' logo, connecting them to the College's rich heritage. Our motto, "They achieve because they believe they can," continues to reflect our belief in building confidence and encouraging pupils to embrace new challenges.

Pastoral care is central to life at Christ College. In our close-knit community, small class sizes and a strong House and Hub system help create an environment where pupils feel supported, safe and able to thrive. We know that pupils who feel happy and secure perform at their best.

The College is structured in three phases. St Nicholas House caters for pupils aged 4 to 11, while Alway House supports pupils aged 11 to 13, offering both day and weekly boarding. Pupils then move into the Senior School, which includes the Sixth Form. Here, a broad

academic and co-curricular programme stretches and inspires every learner, culminating in greater freedom and choice as they prepare for life beyond school.

Our 40-acre campus provides the perfect backdrop for learning that extends far beyond classroom walls. At CCB we call it our 'second curriculum', and it has equal importance in College life as any academic achievements. The outdoor education programme, including our unique Year 9 Beacon Course in the Brecon Beacons, weaves together mindfulness, goal-setting and resilience-building through real adventure. Developed by our Director of Outdoor Education, this approach to personal growth recently earned us the award of *Inventive Extra-Curricular Programme* in the Muddy Stiletto School Awards 2025 which is a real testament to our belief in nurturing the whole person.

Our Focus

A strong moral foundation

The most important aspect of any education is to nurture a strong moral compass. We aspire for all of our pupils to make a positive contribution to the society in which they live. While we will always strive for pupils to achieve academically, it is important that this is underpinned by a set of values by which our pupils can direct their talents in a positive way. This is the cornerstone of a Christ College Brecon education.

Academic excellence

We aspire for all our pupils, irrespective of their academic ability, to achieve the best they can. To accomplish this we help our pupils develop self-belief, a growth mind-set and a work ethic that will enable them to fulfil their ambitions. Our teachers are committed, caring and able to inspire pupils to aim high.

Developing the whole person

Great schools develop the whole person. We believe that as people grow, they should gain self-belief and discover their passions in and out of the classroom. We are deeply committed to offering a rich co-curriculum programme of Sport, Music, Art and Drama, areas where

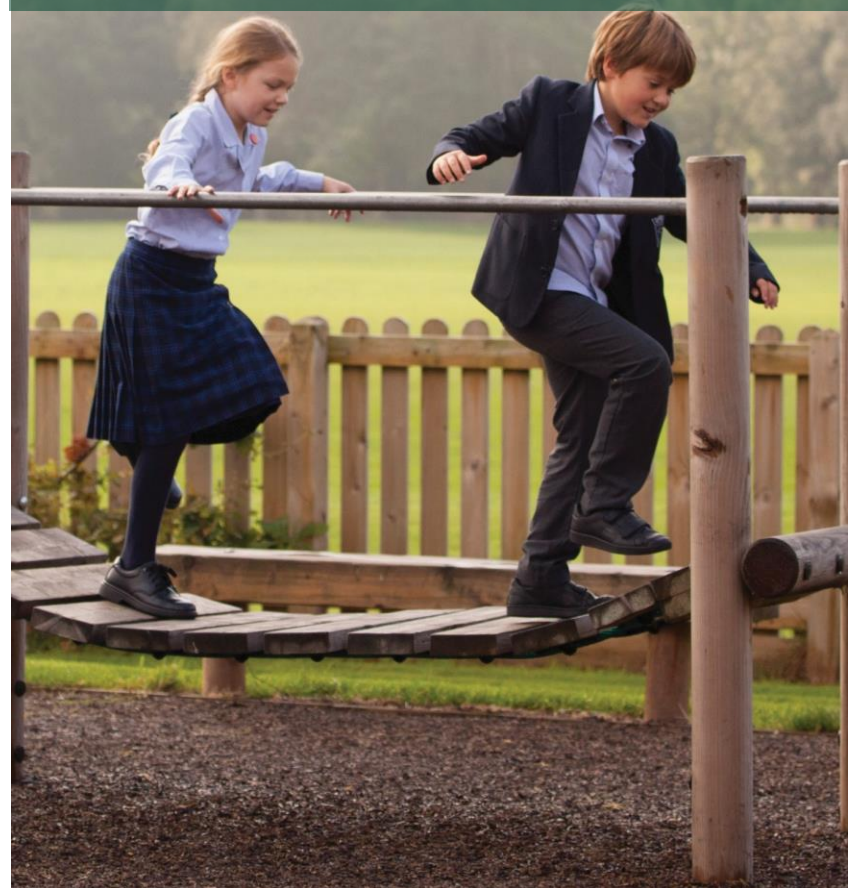
pupils learn about themselves and others, and grow as individuals. They learn how to collaborate, how to win, lose or draw with humility and grace. They learn how to cope with challenge and develop a love of their beautiful environment through our Outdoor Leadership programme, comprised of the Combined Cadet Force, the Duke of Edinburgh's Award and the Curriculum for Life. They also learn about tolerance, respect, community living and leadership through day-to-day life within their House.

Strong community

A good school is built upon a good community. Our community is inclusive of all: parents, the local town, key partners, all staff and pupils. It encourages selflessness, leadership and is a safe and supportive environment for all. Our pupils learn every day about how to contribute positively to society. The strength of a community is perhaps best judged by how they treat the most vulnerable within it. We aspire to nurture a caring and compassionate culture that looks out for those that need support the most.

“Leaders have successfully sustained a caring family community towards which pupils, parents and past pupils display great loyalty and affection.”

- Estyn Report 2024



The background image shows the interior of a large, historic chapel. In the foreground, the backs of many students in dark blue school uniforms are visible as they sit in wooden pews, facing the front of the chapel. The pews are arranged in a central aisle. At the far end, a large, ornate stained glass window with a central crucifix and flanking figures of saints allows light into the space. The architecture features high, vaulted ceilings with intricate stone carvings and pointed arches. The overall atmosphere is one of a traditional, sacred space.

College Life

Boarding

Our aim is to provide facilities, opportunities and experiences that will enable all pupils to develop tolerance of others, high moral standards and a strong sense of citizenship.

We offer flexi boarding, weekly boarding and full boarding options at Christ College, and we are proud that both our day and boarding pupils consider the College a home-from-home and quickly develop a sense of belonging and loyalty to their house.

Our Chapel

For generations pupils and staff at Christ College have participated enthusiastically in worship and particularly in hymn singing, in a chapel building that has for a millennium been used to lift prayer and praise to God.

Christian worship here is not for spectators, but for participants, with pupils leading, reading, speaking, praying and, of course, singing.

Singing great hymns together reinforces our strong sense of community, raises our spirits, and above all lifts our minds from the daily routines and immediate tasks of College life, reminding us of what is deeper, more lasting and more satisfying. We hope that the great poetry and music that we experience in the chapel will enrich, enlighten and inspire those who join in with the tradition of joyful and enthusiastic worship that has flourished for so long at Christ College.



Leadership and Governance

Corporate Information

Christ College has an income of circa £10m per annum. Most of this is generated through fee income, but additional funds are made through a programme of commercial activities that run throughout the year, around the school calendar. In addition, the College has a Development office which is involved in fundraising, as well as an overseas presence through links with its sister school in Malaysia, King Henry VIII School.

Further information about the College's finances and its annual report are found [here](#).

Governance

Christ College is overseen by a Board of Governors, who are all volunteers. Further information can be found [here](#).

Leadership Team

The Senior Management Team includes the following roles:

- Head
- Bursar
- Deputy Head (Pastoral)
- Deputy Head (Academic)
- Head of Prep School
- Director of Marketing & Admissions

The Role

The Bursar & Clerk to the Governors works closely with the Chair of the Board of Governors and the Head. They are accountable to the Head for the provision of top-class finance and operational services, as well as fulfilling the role of Clerk to the Governors. On a day-to-day basis, they will report to the Head. This is a complex generalist remit spanning finance, IT, HR, estates, project management, catering, investment management, property management, regulatory compliance, procurement and risk management. The appointee will make a significant contribution to the College's strategic direction.

Key Responsibilities

Strategic Leadership

- Supporting the Head in shaping and implementing the College's strategic vision.
- Leading and continuously improving the College's financial and operational strategy, anticipating future needs of the College and macro developments in the broader education sector.
- Working closely with the Head in overseeing and developing Christ College's Bursary Programme.
- Ensuring that our catering services deliver their commitments in terms of cost and quality.
- Contributing as a member of the Senior Management Team.
- Oversee the recruitment, performance management and development of the wider support staff.
- They will model an ethos of service excellence in pursuit of the College's educational aims.
- To ensure maintenance of the College's HR policies and processes, overseeing the production of contracts, pre-employment checks and maintenance of the Single Central Register.
- To be trained in, and fully conversant with, Safer Recruitment; ensuring the recruitment process for both employed and contracted staff is compliant.
- To act as the Head's adviser on employment matters including disciplinary procedures as required.
- To be responsible for the safety, security and maintenance of the College.
- To act as the College's 'Responsible Person' under Health & Safety legislation which includes oversight of fire safety, site security, accident reporting, external review and risk assessment programme and implement agreed recommendations.
- To oversee capital developments ensuring that all capital projects come in on time to agreed costs and quality parameters.

Staff Leadership and Management

- Lead by example, with particular responsibility for the four functional managers who in turn lead and line-manage teams of direct reports.
- Articulate a sense of shared purpose amongst the teams they oversee based on a commitment to the College's strategic vision, ensuring that all direct reports and their wider teams are supported to deliver their remits to the highest professional standards and have opportunities to develop and grow in their roles.

The Role

Financial Leadership and Investment Management

- Lead on the strategic planning for the College's finances, including advising on financial policy (including complex issues such as pensions, taxation and charitable status).
- Working closely with the College's Foundation Committee to ensure strong and sustainable investment returns.
- Advising Governors on general financial policy, including investments and taxation.
- Overseeing the annual operating budget, cost management initiatives and advising the Head and the governors on fees and salary levels.
- Overseeing the work of the Finance Manager and the Finance Department, ensuring suitable systems of financial controls and the proper administration of fees, payroll, pensions and insurance.
- Oversee the preparation of quarterly VAT returns and advise governors on approach to Fee VAT recovery.
- In consultation with the Head, prepare the school budget for approval by the Governors.
- Monitoring income and expenditure and presenting regular management reports to the Governing body.

General Management

- Overseeing the stewardship of the College's extensive estate.
- Demonstrable leadership, management and delegation skills.
- Ensure safe systems of work are in place.
- Sufficient financial controls are in place.
- Ensure that the College's IT system is robust and resilient to external threats.

Clerk to the Governors

- Acting as Clerk to the Governors, supporting the work of its Committees; and providing general support and advice, including through the provision of papers for their meetings.
- Overseeing the Charity Commission and Companies House requirements, as well as internal Governance and compliance policies and regulations.
- Produce clear and accurate meeting minutes and co-ordinate delivery of actions directed by the Board of Governors.
- Ensure governance duties are efficiently discharged including submission of timely annual accounts, returns and updates to the Charities Commission.
- Working as part of the critical response team to any serious incidents which may affect the working or reputation of the College.

Reporting Lines and Structure

- Reports to the Head (Bursar)
- Reports to the Chair of Governors (Clerk)



Person Specification

Essential Criteria

- Good level of education, professional qualification and/or aptitude and relevant experience.
- Demonstrable strategic and people leadership experience, including the recruitment, performance management and development of staff.
- Proven experience of managing a range of services to an exceptional standard.
- Experience working with a Board of Governors or equivalent structure.
- Strong financial literacy and the ability to develop long-term financial plans.
- Highly developed interpersonal and communication skills.
- A good understanding of IT and the changing impact of technology on education and business.
- A working knowledge of company, charity and employment law.
- A good knowledge of Health & Safety and Data Protection management.
- Comfortable operating in a high performing environment, a positive approach to change and an ability to move at pace.
- A visible figure, able to motivate and empower others and to command respect within the College and in the wider professional arena.
- An accomplished communicator at all levels, able to balance robustness with diplomacy, and able to manage conflicting priorities.
- An ability to form strong and productive relationships with colleagues at all levels.
- A flexible and solution-focused approach, combined with a keen eye for detail.
- An interest in education and the development of young people, and a commitment to contributing to a culture where their welfare and

safety is central to school life.

- A strong sympathy with the College as an academic environment, a charity and a business with a commitment to Christ College's aims.
- A proven commitment to equality, diversity and inclusion.

Desirable Criteria

- A relevant professional qualification in finance and/or estate management.

“Pupils and staff have a shared ambition for learning that is a hallmark of lessons across the school. Pupils value the distinct academic and pastoral support they receive.”

- Estyn Report 2024



How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Christ College Brecon on this appointment.

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

Click on the 'apply' button and follow the instructions to upload a CV and covering letter and complete the online equal opportunities monitoring* form.

The closing date for applications is **9am on Monday 10 November**

Process & Key Dates:

- First round panels will be held on Friday 5 December
- Individual virtual meetings with the Head, Chair of Finance and the Bursar's direct reports – dates TBC
- Final round panels will be held on Friday 12 December
- The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

Safeguarding Statement

Christ College is committed to safeguarding and promoting the welfare of children. The Head has overarching responsibility for ensuring that safeguarding policies and procedures are fully embedded throughout the College, that a culture of safeguarding prevails, and that statutory guidance—including *Keeping Learners Safe* (Welsh Government)—is adhered to in all aspects of school life. The Deputy Head (Pastoral) is the Designated Safeguarding Lead (DSL), and the Head exercises strategic oversight of all safeguarding matters, ensuring that the Governing Body is regularly updated on safeguarding practices and compliance.

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.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.

Equal Opportunities Statement

Christ College Brecon is committed to fostering a diverse and inclusive community where all staff and pupils feel respected, valued, and supported.

We are an equal opportunities employer and welcome applications from all suitably qualified individuals regardless of age, disability, gender identity or expression, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

We actively encourage applications from all and are committed to promoting equality and eliminating discrimination throughout our recruitment process and working environment.

If you require any adjustments to support you during the application or interview process, please let us know — we will do our best to accommodate your needs.

