



ST FRANCIS SCHOOL



BURSAR

INFORMATION FOR CANDIDATES

Introduction

At St Francis School our children are happy, respectful, kind and a pleasure to teach. Our community is positive, friendly and family focussed. Our 17 acres of grounds offer beautiful surroundings in which to teach and to learn and we are committed to the wellbeing of our staff and our children. It is a great place to be.

We are looking for a motivated, passionate and experienced individual to be our Bursar and take on the financial and operational responsibilities that entails.



The School and its Location

*The School is situated
in 17 acres alongside
the Kennet and Avon
Canal, in Wiltshire's
picturesque Pewsey Vale*

Founded over 80 years ago in September 1941 by Miss Phyllis Burden, with just four pupils in the Rectory in Pewsey, St Francis School is now a thriving IAPS co-educational day prep school and nursery for pupils aged 0 to 13, with 260 children on roll.

In 1984 the School moved out of Pewsey village to Haybrook House (which now houses the Pre-Prep department and Little Saints Nursery), and the neighbouring Travancore House was acquired in 1990.

The main Reception Office is to be found in Travancore House along with the school's administrative offices and a dedicated meeting room. The Music Department, the Library, a Common Room for pupils in Years 7 and 8, and the Learning Support hub are also in this building. A purpose-built, modern, three-floor teaching block (fittingly named the 'Burden Building' after the school's founder) was opened in 2005 containing spacious general and subject specialist classrooms including an Art Room with a Food Technology area, and the Staff Room.

Across the school campus can be found the following facilities: A separate dining room and kitchens in Haybrook Hall (which is also used for music recitals, smaller drama performances and parent meetings); the Hemery Hall sports hall-cum-theatre (used



The School and its Location

The outcomes for Year 6 and Year 8 pupils are exceptional with many gaining scholarships, exhibitions and places at a broad range of schools.

for drama productions, music concerts and assemblies as well as for sport, and in the evenings by the local community for activities such as county cricket nets, badminton and tennis); an indoor climbing wall in the Hemery Hall; playing fields providing pitches for football, rugby, hockey, cricket, rounders and athletics and ample space for cross country; a woodland area for our Kindling Forest School; and a double tennis/netball court.

A further building, the Cannon Centre, was completely refurbished and developed in 2016 to provide a modern Science Laboratory, and a Design Technology Lab downstairs, and a Drama Studio upstairs.

A brand new Nursery building was opened in the grounds of Haybrook House at the start of the Autumn Term 2017, in order to expand Little Saints Nursery to take younger children from babies and extend childcare to 51 weeks a year. The redeveloped Nursery has proved to be a very popular and thriving part of the organisation.

The current School is situated in 17 acres alongside the Kennet and Avon Canal, in Wiltshire's picturesque Pewsey Vale, six miles south of Marlborough. Although a village, Pewsey is well-situated mid-way between the M3 and M4 motorways, and with a mainline



The School and its Location

railway station with regular express services to/from London Paddington (60 minutes) and Exeter/Penzance.

The School's most recent successful ISI inspection was completed in November 2022, and the EYFS successful inspection was in June 2022.

We are first and foremost a friendly, family school priding ourselves on being a happy and welcoming community.

Although the entry to St Francis School is non-selective, the outcomes for Year 6 (11+) and Year 8 (13+) pupils are exceptional with many gaining scholarships, exhibitions and places at a broad range of schools. After their time at St Francis, pupils mainly transfer to Dauntsey's School, Marlborough College and Warminster School, as well as to other senior day and boarding schools including to Bryanston, Downe House, Eton College, Godolphin, Monkton Combe, Pangbourne College, St Mary's Calne, Sherborne, Stonar, and to St John's Academy in Marlborough.

Our learning ethos is very much based on developing core values, skills, attitudes and behaviours alongside subject knowledge and subject skills which are required for children to succeed and flourish in an ever changing world. The School's learning focus is



The School and its Location

*St Francis is a
'Google Workspace for
Education' school with
digital development
very much part of the
future strategy*

summarised in the mnemonic CLICK (Collaboration, Leadership, Independence, Challenge and Kindness). Pupils belong to one of four 'Houses' (Alfred, Brunel, Cromwell, Marlborough) which compete in a range of cultural, sporting and fun activities. Our 'house' points are called CLICK Points as they are awarded based on the individual child's development in the core skills areas.

St Francis is a 'Google Workspace for Education' environment and the use of Chromebooks by all pupils is embedded throughout the School.

Specialist teaching starts in Nursery and Pre-Prep with music, sport and French. This develops year-on-year and by Year 5 all classes are taught by specialist subject teachers.

The School's motto 'deus dabit incrementum' has been translated into modern parlance as 'Use your God-given Talents': with our range of facilities and the expertise of the staff, we provide opportunities for children to find and develop their talents, both outside as well as inside the classroom. Children are encouraged, recognised and celebrated in their achievements.

The School is a Charitable Trust (Registration No. 298522 known as



The School and its Location

the Hayfran Trust) with a Board of Governors, and also a Company limited by guarantee. It is a member of ISC and of IAPS.

The Headmaster is supported by the Senior Leadership Team which consists of the Deputy Head (responsible for pastoral and day-to-day logistics); Deputy Head Academic; Nursery Manager; and the Bursar.

*The School's motto 'deus
dabit incrementum' has
been translated into
modern parlance as 'Use
your God-given Talents'*



Job Description

Our vision

To make a difference to young minds and lives by educating and inspiring children to become confident, considerate and compassionate young people who fulfil their potential, and who make a positive contribution to society.

What we live by

We treat others fairly, while aiming to do our best. We are honest in all we say and do, seeking to forgive and showing tolerance and respect to each other. We are kind and helpful.

Strategy Statement

Continually developing a strong and successful school for a secure and happy future.



Responsible to: Responsible to the Headmaster.

Overview The Bursar takes responsibility for the financial and business affairs of the school (including HR and regulatory compliance), the facilities, buildings and estates, IT and the management of the non-teaching staff.

The Bursar reports to the Headmaster for the day-to-day management of the support function, and as a key member of the Senior Leadership Team, works alongside the Headmaster in advising the Governors and determining the overall strategic direction of the school. The Bursar leads a team of non-teaching staff responsible for accounts, HR, office admin, marketing and admissions, estates and maintenance, IT and catering. The Senior Leadership Team currently consists of: Headmaster, Deputy Head, Bursar, Deputy Head (Academic) and Nursery Manager.

The Bursar acts as Clerk to the Governors and serves on various committees, overseeing the preparation of agendas, papers and minutes as appropriate. The Bursar, who works closely with the Chair of the Finance Committee as well as with the Chair of Governors, reports on financial and other matters to the Board of Governors.



Responsibilities

GENERAL DUTIES OF ALL STAFF

- To share in the corporate responsibility for the pastoral care, welfare and discipline of all pupils at St Francis School with reference to the school's commitment to Child Protection and Safeguarding Policies, including the requirements of Keeping Children Safe in Education.
- To support and promote the VISION of the school to make a difference to young minds and lives.
- To embrace fully the MISSION of the school to educate and inspire children to become confident, considerate and compassionate young people who fulfil their potential and who make a positive contribution to society.
- To promote and fulfil the AIMS of the school.
- To teach classes as allocated by the Headmaster and Deputy Head (Academic), having due regard to the aims and policies of the school, current schemes of work and the relevant syllabuses.
- To promote and engage in the School's development in Digital Competency by employing the Google Classroom Suite to benefit and enhance the children's learning.
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures.
- To ensure that corridors, classrooms, pitches and all other school areas are safe places for the children, reporting any hazards to the appropriate authority.
- To support school functions and activities whenever possible.



**SELECTION
CRITERIA**

The role of Bursar requires first class financial, administrative, communication and general management skills. The Bursar will:

- Have recognised financial qualifications/experience, together with a background in management and administration;
- Have strong inter-personal skills, energy and flexibility and leadership qualities;
- Have a strong empathy with and interest in education;
- Have good communication and presentational skills and the ability to produce and present financial and other reports that are clear and actionable.
- Be detail focused, produce high quality written communications and have high regard for process and timetabling;
- Demonstrate essential personal qualities which include absolute integrity, impartiality and discretion;
- Have the ability to synthesise information and produce well-reasoned analysis of options;
- Be a good team-player ready to work as a member of the Senior Leadership Team and to contribute to the strategic development of St Francis School;
- Have the ability to use ICT effectively as a management tool, be fully computer literate and able to use accounting packages;
- Have the ability to work under pressure and meet deadlines;
- Have a strong understanding of the HR requirements of the school.



CLERK TO THE GOVERNORS AND COMPANY SECRETARY

The Bursar will:

- Act as Clerk to the Governors, and to any sub-committees that may be established, preparing and circulating agendas, papers and minutes of all meetings;
- As Company Secretary, keep the statutory books of the Company, lodge the required documents with the Registrar of Companies and with the Charity Commission, and ensure all legal compliance;
- Monitor developments in legislation affecting the conduct of charities and private companies and their liability to tax, and draw to the attention of the Governors any that may affect the School.

MANAGEMENT RESPONSIBILITIES

The Bursar is line manager to the following departments:

- Financial, HR and Administrative Services (Assistant Bursar plus two others);
- Estate and Cleaning Services (Estate Manager plus Groundsman, and Cleaners);
- Catering Services (Catering Manager, plus four others, employed directly by the School);
- Marketing and Admissions (Head of Admissions and Marketing)



FINANCIAL MANAGEMENT

The financial management of the School is delegated to the Bursar who works in close consultation with the Headmaster and the Chair of the Governors' Finance Committee.

Responsibilities include:

- Maintaining the accounts of the school in line with recognised accounting practices and other legal requirements;
- Preparing annual estimates of income and expenditure, termly management accounts, cash flow forecasts and other reports as required by the Finance Committee;
- Personnel payroll including the School's Pension Scheme;
- Preparation of the annual School budget including: the academic departments, catering, maintenance, grounds, cleaning and administration;
- Preparation of the School accounts to audit standards;
- Advice to the Headmaster and Governors on financial matters;
- Administration of the bursary system for parents and prospective parents requiring financial assistance;
- Administration of fee collection and billing accounts;
- Preparation of reports, management accounts and forecasts for the full Board of Governors and other sub-committees of the Board of Governors or other reports as requested;
- Contribute to the preparation of the School Development and Strategic Plans, in consultation with the Headmaster and Governors and producing annual reports against the business plan, as requested;
- Arrangements and management of the School's insurance policies;
- Training, professional development and support for members of the non-teaching staff;
- Monitoring and support of those with delegated budgets;
- Management of the School's relationship with key external



stakeholders and advisers, including bankers, auditors and solicitors;

- Achieving best terms for the School's purchasing function for all goods and services;
- Completing all relevant returns to regulatory bodies such as HMRC, Charities Commission, ISC, Companies House and Local Authorities;
- Managing the letting of the school premises and facilities to outside organisations, the drafting of letting agreements and the collection of fees.

ESTATE MANAGEMENT

- The Bursar is responsible for the School's buildings, grounds and estates. The Bursar (with the support of the Estate Manager) is responsible for the management of new capital projects, routine maintenance, major improvements, the security of the buildings and grounds, and the maintenance of services.
- Responsible for the work of the Estate Manager in the management, maintenance, and development of the school's buildings and estate to ensure they provide a safe, clean and secure physical environment appropriate to the needs of the school (including the overseeing of the cleaning management of contract and school-employed cleaners);
- The preparation, development and implementation of the rolling planned maintenance programme covering the maintenance and refurbishment of school buildings, security, fire prevention and boilers;
- Management of capital projects in respect of planning, liaising with professional advisors, negotiating contracts and monitoring progress;
- Ensuring the appropriate provision and maintenance of resources including minibuses;
- Ensuring compliance with the regulations for the operation of minibuses, driver training and assessments, servicing and Vehicle Inspectorate Tests;



- The management of the response maintenance schedules in partnership with the Estate Manager to ensure efficient operation of all the facilities;
- The upkeep of the playing fields, gardens, boundaries, roads and woodland;
- The purchase, repair and maintenance of all furniture and fittings.

HEALTH & SAFETY

- The Bursar is responsible for regulatory compliance across all support functions and will:
- Oversee procedures to ensure the wellbeing of staff, pupils and visitors;
- Act as the school's named Health & Safety Officer and undertake the role of Secretary of the Health & Safety Committee (which is chaired by a Governor);
- Ensure that the school's Health & Safety Policy and Fire Risk Policy comply with relevant legislation;
- Maintain and develop a disaster recovery plan and ensure all staff are ready and able to implement the plan;
- Act as Fire Officer and be responsible for the installation and maintenance of equipment for protection against, detection of and escape from fire. Keep records of all staff training and regulatory tests and procedures;
- Be responsible for the security of the school site;
- Ensure that processes and paperwork are compliant in readiness for inspection.
- Ensure appropriate levels of first aid training is maintained.



HR POLICY & PROCESSES

The Bursar will:

- Take an executive role in maintaining the school's HR policies and processes, overseeing the production of contracts and maintenance of the Single Central Register, keeping abreast of employment legislation and ensuring compliance in all areas;
- Organise the selection, appointment and performance management of non-teaching staff;
- Oversee the training, professional development and support for members of the non-teaching staff;
- Be involved in the recruitment and induction of staff.

GENERAL ADMINISTRATION

The Bursar will:

- Ensure the effectiveness of the school's administrative policies and procedures;
- Oversee the secretarial and administrative staff and be responsible for the front of house provision in the School Office/Reception;
- Attend and contribute (as necessary) to staff briefings in order to maintain strong communication with staff.
- training and regulatory tests and procedures;
- Be responsible for the security of the school site;
- Ensure that processes and paperwork are compliant in readiness for inspection.
- Ensure appropriate levels of first aid training is maintained.

CATERING MANAGEMENT

The Bursar will be responsible for the work of the Catering Manager in the provision of a cost-effective and high standard of catering.



GDPR

The Bursar acts as the school's Privacy Officer:

- Ensuring that the school's policies and procedures are fully compliant with current data legislation;
- Taking responsibility for processing all data queries and/or subject access requests.

ICT INFRASTRUCTURE MANAGEMENT

The Bursar will:

- Work closely with and support the school's external ICT support in the maintenance and development of the ICT infrastructure of the school;
- Ensure that adequate levels of IT and cyber security are maintained at all times;
- Sit on the ICT Development Committee, providing financial as well as general input and advice.

GENERAL DUTIES

The Bursar will also:

- Have a visible presence in school;
- Provide up-dates on financial and estate matters at staff meetings as appropriate;
- Liaise closely with the Executive Committee (especially the Treasurer) of the Friends of St Francis (the parents association), attending and contributing to committee meetings, as required;
- Attend events as required and insist on good behaviour from all pupils and staff at all times;
- Be available on an evening and at the weekend 'on call' at reasonable times, in case of an emergency;
- Perform all reasonable duties as requested by the Headmaster in line with a senior role at the school.



Remuneration

A competitive remuneration package will be available for the right candidate in line with the responsibilities agreed and dependent on previous experience. The package also includes a pension scheme (AVIVA), contractual sick pay and lunch. The site offers ample free parking. We also offer attractive staff remission on nursery and school fees together with further professional training opportunities.

Application Process

All applications must be received on the official St Francis School application form which can be found at: stfpewsey.co.uk or by emailing Danita Peacock on recruitment@stfpewsey.co.uk.

All application documents should be emailed to: recruitment@stfpewsey.co.uk or posted to St Francis School, Marlborough Rd, Pewsey, SN9 5NT

St Francis School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.



Recruitment Timeline

The closing date for applications is **Friday 29th March**. We will however be considering applications in the order they are received and the School reserves the right to make an appointment prior to the closing date should the ideal candidate be identified.



ST FRANCIS
SCHOOL

ST FRANCIS SCHOOL, MARLBOROUGH ROAD, PEWSEY, WILTSHIRE, SN9 5NT

www.st-francis.wilts.sch.uk