

## **Appointment of Assistant Bursar**

### **The School**

Sevenoaks School is a large, co-educational HMC school. Founded in 1432 by William Sevenoke, the school has over the last 50 years developed an international reputation for innovation and academic success. There are just over 1000 pupils from age 11 to 18, including well over 400 in the Sixth Form. All Sixth Form students study the International Baccalaureate Diploma Programme (IB). Around 50 students take up places at Oxford, Cambridge or Ivy League universities each year, and nearly all go to distinguished universities in the UK, USA and elsewhere.

About 350 pupils board in the seven boarding houses, including the Girls' International House, opened in 1977, and the International Centre (for boys) which was founded in 1962. Students originate from over forty countries.

The school is situated on Sevenoaks High Street, surrounded by fine views. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the 1,000-acre deer park of Knole; yet London is only a 30-minute train journey away.

### **The Role of the Bursar & Clerk and his Staff**

The Bursar's Department is responsible for providing the vast majority of services necessary to allow the Head and other academic staff to provide a first class education to the pupils attending the School. These include personnel, finance, management of the estate and facilities, including some which are also used by the wider community. The Bursar is also the Clerk to the Governors of Sevenoaks School (a company limited by guarantee and a charity), as well as the Clerk to the Trustees of Sevenoaks School Foundation (a charity that owns most of the land and buildings on which the School operates and which it leases to Sevenoaks School). He is also a Director of, and Company Secretary to, Sennocke Services Limited (a company that carries out enterprise activities outside the objects of the School). As Bursar, the incumbent reports directly to the Head and is a member of the School's Senior Management Team. As Clerk, he reports to the Chairmen of the respective bodies. The Bursar leads and is responsible for the support staff employed by the School and is supported by the following managers: Personnel Bursar; Finance Bursar; Estates Manager; Facilities Manager; Sennocke (Sports Centre) Manager; and Performing Arts Centre Manager. Additionally, the Contract Catering Manager reports to the Bursar. In addition to those areas, the Bursar also has responsibility for all legal and insurance matters.

### **The Role**

The expansion in the numbers of those attending the School and the development of improved facilities (a Sports Centre and a Performing Arts Centre), as well as our continuing plans for development mean there is a need for an Assistant Bursar reporting to the Bursar and sitting alongside the existing Support Staff Management Team. The duties for which the Assistant Bursar will be responsible to the Bursar & Clerk will include, but not be limited to:



- Assisting in the preparation, running and actions arising from meetings of the Committees, Sub-Committees and Working Groups of: the Governors of Sevenoaks School; the Trustees of Sevenoaks School Foundation; the Directors of Sennocke Services; and, those meetings chaired by the Bursar, including that of the Support Staff Management Team (of which the Assistant Bursar will be a member).
- Developing policies on regulatory and other matters that fall within the Bursar's area of responsibility.
- Co-ordinating cross-bursary and school support tasks, liaising as necessary with Support Staff Managers and other School staff.
- Dealing with day to day queries received by the Bursar, especially those that do not rest with another member of the Support Staff Management Team.
- Providing support to other Support Staff Managers and, if necessary, deputising for them as required.
- Assisting the Bursar in the purchase of insurance and energy for the School.
- Exercising internal financial controls as required by the Bursar.
- Overseeing internal and external communication on those matters that are the responsibility of the Bursar.
- Undertaking project work and other duties as directed by the Bursar & Clerk from time to time.

### **Qualities, Experience and Qualifications Required**

The Post would suit someone with the following qualities and experience:

#### Qualities

- Excellent written, spoken and analytical skills;
- The personal qualities necessary to work with all constituencies at Sevenoaks School;
- The capacity for hard work, including an ability to work under pressure, and to meet deadlines;
- A positive attitude and the flexibility to contribute, both individually and as a member of the Support Staff Management Team, across all those disciplines overseen by the Bursar & Clerk.

## Experience

No previous experience working in a School is required. The post would suit an individual with some or all of the following experience:

- The preparation of well written papers for consideration at board level;
- Presentation to, and liaison with, senior audiences;
- A wide range of business and management skills, ideally including some financial acumen;
- Previous experience of project work;
- A knowledge of the law and regulation applicable to the workplace;
- Previous exposure to those areas overseen by the Bursar & Clerk.

## Qualifications

Although a degree and/or professional qualifications are not essential to fill the post, appropriate qualifications would be an advantage and will be taken into account, together with personal qualities and experience.

## **Other Information for Applicants**

**Working Hours:** The normal working hours are from 0900 to 1700 Monday to Friday, but the successful applicant must be prepared to work outside these hours when required to meet the requirements of the post.

**Salary:** The post will attract a salary of not less than £45,000 per annum, dependent on qualifications and experience.

**Pension:** The successful applicant can join the school's defined contribution pension scheme for support staff. The School will make a contribution of 10%, provided the individual contributes a minimum of 5% to the scheme. Additionally, the successful applicant will be enrolled in a Group Life Scheme for those in the defined contribution pension scheme.

**Fee Discount:** The children of members of staff are entitled to a fee discount, which is currently two thirds of the tuition fee. This is subject to staff children being successful in the entry process for admission to the School. Further information about the school can be found on our website: [www.sevenoaksschool.org](http://www.sevenoaksschool.org).

**Holidays:** Thirty three days holiday per annum, inclusive of public holidays. Holiday plans must be agreed in advance with the Bursar and would not normally be taken when the School is in session.

**Medical:** The successful applicant will be required to undergo a medical examination by their doctor.

**Start Date:** It is envisaged that the successful candidate would be in a position to have joined the School by no later than the end of April 2012. However, there is some flexibility regarding the start date.

**Child Protection:** The post-holder has a responsibility to promote and safeguard the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact, and will adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he or she must report any concerns to the Deputy Head (Pastoral). The award of a contract to the preferred applicant will be subject to satisfactory completion of a Criminal Records Bureau Enhanced Disclosure check process.

## **Application**

The application form (in two parts) (which can be downloaded from the school's website <http://www.sevenoaksschool.org/vacancies> must be completed and returned either by e-mail ([personnel@sevenoaksschool.org](mailto:personnel@sevenoaksschool.org)) or post to the Personnel Assistant, Sevenoaks School, High Street, Sevenoaks, TN13 1HU (Tel: 01732 467740). The form must be completed in full and accompanied by a brief covering letter explaining the candidate's suitability for the position. In addition to completing the two forms, applicants may submit a CV if they consider that this would enhance their submission. **The closing date for applications is 0900 on Friday 10 February 2012.** Initial interviews are scheduled to take place on 28 February 2012, with second round interviews on 5 March 2012.

**References:** References will be sought in advance for those invited for interview.

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