



Bursar and Clerk to the Governors

Information for Candidates



Start Date: July 2019 (or as soon as possible thereafter)

Candidates should also spend time looking at St Clare's website www.stclares.ac.uk which provides information about the college and the courses on offer. The staff recruitment section provides additional information about the college and the recruitment process. All applications and queries relating to this position should, however, be directed to Aspirance.

INTRODUCTION

Applications are invited for the post of Bursar and Clerk to the Governors at St Clare's Oxford, to start on 1 July 2019, or as soon as possible thereafter.

St Clare's is a unique educational institution. Founded by visionary idealist Anne Dreydel in 1953, it is the longest-established IB World School in England. Proudly international in its outlook, literature is taught in 25 different languages. St Clare's is also the only school-based authorised IB teacher-training provider in Europe. It has a world-wide reputation for high quality teaching and pastoral care in its IB World School as well as in its adult education and summer courses divisions.

St Clare's is seeking to appoint a Bursar to provide leadership and management of all of its non-academic functions. The Bursar will report to the Principal and will also be a member of the Senior Management Group. An exciting leadership position, this post will be best suited to an experienced professional and senior manager, ideally with experience of the not-for-profit sector.

The successful candidate will have a strong commitment to the College's dual charitable purposes of education and the promotion of international understanding. As well as highly developed financial expertise, they will need proven general management experience to enable them to meet the demands of a broad range of responsibilities.



ST CLARE'S, OXFORD

St Clare's, Oxford comprises two colleges: the IB World School and the International College. Each is based in the conservation area in north Oxford, twenty minutes' walk from the city centre.

While the activities at each college are discrete they are characterised by a common sense of purpose and values. Both colleges share support facilities.

The key attributes of St Clare's are that it is:

- International.
- Independent.
- Fully co-educational.
- Residential.
- A registered charity (no. 294085).

St Clare's operates 48 weeks a year. There are three business streams:

- The IB World School.
- The International College (University Pathways, English language and other adult courses).
- Summer courses (English language, Academic and IB preparation).

Over the course of a year students of up to 80 nationalities study at St Clare's.



The College is in a strong financial position. In the most recent financial year (2017/18) it reported income of £15.1 million and a surplus of £1.2 million. Net assets at the year end amounted to £36.3 million. The budget for 2018/19 shows a similar level of surplus.

The estate consists of 27 properties in North Oxford, all but two of which the College owns as freeholder. These are predominantly late Victorian /early Edwardian houses converted to meet the College's needs, although there are some more modern, purpose-built properties as well. In recent years, there has been extensive refurbishment across the estate, together with some substantial new buildings. Work on a new

kitchen and dining room at the IB World School site is expected to start in the summer of 2019, and plans are being developed for a medical centre and extensive improvements to other areas.

As a charity incorporated as a company limited by guarantee, St Clare's is governed by a Board of Governors who are also its trustees and directors. As is common in the sector, the College has a property development subsidiary for tax purposes.

The range of the College's activities means that it is subject to several demanding compliance and inspection regimes, including ISI, ISI PFE and the British Council. As an international school it is also heavily dependent on meeting strict requirements for student visa sponsorship.

Academically, St Clare's is highly regarded both at home and around the world. The IB World School is ranked in the top 30 sixth forms in the UK, despite being non-selective and having a student body of predominantly non-native English speakers.



JOB SPECIFICATION

Purpose of the role

The Bursar is the senior non-academic member of the Senior Management Group, responsible for the effective financial management and administration of the college, as well as ensuring its compliance with law and regulation.

Reporting structure

The Bursar reports to:

- The Governors as Company Secretary and Clerk to the Governors.
- The Principal for finance and business management, estate management and non-academic administration in general.

The following managers report directly to the Bursar: the Financial Controller, the HR Manager, the Estates Manager, the Head of Housekeeping, the Catering & Commercial Services Manager, the Health & Safety and Security Manager and the Head of IT.

The Bursar is a member of the Senior Management Group and stands in for the Principal in his/her absence.

KEY RESPONSIBILITIES

As well as the key legal and administrative duties, the Bursar's primary responsibility is to ensure that the College provides a safe and nurturing environment for its students.

The following gives a broad outline of duties and responsibilities but is not meant to be exhaustive.

As Company Secretary and Clerk to the Governors

- Acts as Clerk to the Governors, and to any sub-committees that may be established, and prepares and circulates agendas, papers and minutes of all meetings.
- As Company Secretary keeps the statutory books of the Company, lodges the required documents with the Registrar of Companies and with the Charity Commission and ensures all legal compliance.
- Monitors developments in legislation affecting the conduct of charities and private companies and their liability to tax, and draws to the attention of the Governors any that may affect St Clare's.

As Bursar

Finance and Business Management

Day-to-day financial operations are handled by the Financial Controller, assisted by the Bursary team. The Bursar is primarily concerned with strategic financial matters - budgeting, forecasting, input to business plans, and review of and action on management accounts. The Bursar is expected to provide information and advice on all financial, administrative, statutory and business considerations at various levels within the organisation. In addition, certain financial and other procedures will need attention in detail, particularly those that have implications for several areas of the organisation.

Among the specific duties within this area are:

- Reporting on financial and management accounts to the Governors and SMG.
- Preparing budgets, mid-year forecasts and cashflow projections.
- Ensuring reporting on financial matters is clear to all users.
- Monitoring income and expenditure in relation to budgets and taking appropriate action as required.
- Cash management, including money market investment.
- Providing a business perspective to operations and reviews of College courses and activities.
- Supervising the College's insurances in all forms.
- Preparing and/or contributing to business and financial plans for new College ventures.
- Liaising with the auditors, as well as assessing their effectiveness.
- Liaising with other external bodies on financial matters.
- Negotiating banking and financing arrangements.

Through the Financial Controller, the Bursar also has responsibility for:

- Preparing statutory and management accounts.
- Invoice preparation, fee collection, credit control and debt collection.
- All ledger-work and payment control.
- Payment of salaries and wages.
- Taxation, including PAYE, Corporation Tax, VAT and year-end returns.
- Data processing.

Administration

This includes both specific responsibilities and a general co-ordinating role for all non-academic administration. With decentralised admissions, the interface between academic, financial, accommodation and admissions processes is critical. The Bursar ensures that there is effective liaison and passage of information between departments.

The Bursar's responsibilities include:

- Co-ordinating the College's non-academic administration including: finance (Bursary), HR, accommodation, catering etc, and liaising with the Principal and academic staff on administration procedures relating to academic staff and admissions.
- Devising appropriate policies and procedures within the various areas of responsibility, ensuring their effective communication and consulting as appropriate on their development.
- Planning, in connection with the preparation of administrative plans, to support future developments at St Clare's.
- Ensuring appropriate professional development of all non-academic staff.
- Management of designated projects.
- Acting as the College's Privacy and Compliance Officer for data protection purposes. This includes responsibility for devising and updating relevant policies and procedures, including data subject access requests.

HR

With as many as 240 employees on the payroll at any one time, a large number of temporary staff, and increasingly stringent statutory and compliance requirements, HR management and administration is an increasingly time-consuming function. HR is managed by the part-time HR Manager and her team.

The Bursar is responsible (either directly or through the HR Manager) for:

- Ensuring full compliance at all times with Safer Recruiting requirements and guidelines, including ensuring that the Single Central Register is up to date at all times.
- Issuing contracts of employment for all staff, advising the Principal and Governors on terms of service for staff.
- Providing salary policy advice to Governors and senior managers.
- Making sure that pension, insurances and benefit policies are correctly administered and current for all employees.
- Monitoring and advising on employee benefits.
- Development and operation of all appropriate HR policies, procedures and records, ensuring compliance with all relevant law and regulations.
- Ensuring compliance with all relevant aspects of employment law including employment protection, equal pay, minimum wage, Working Time Regulations and discrimination. Advising senior managers on employment matters and their application to planned activities.
- Liaising (directly or through the HR Manager) with the College's employment lawyers.
- Monitoring and reporting on the gender pay gap, and advising on any appropriate remedial action.

Information technology and information systems

Day-to-day IT/IS responsibility lies with the Head of IT.

The Bursar is responsible for:

- Setting (in collaboration with key stakeholders) the College's overall IT and IS strategy, in line with agreed priorities.
- Ensuring that the College's IT systems are robust and meet the developing needs of students and employees, within budgetary constraints.
- Ensuring adequate levels of IT and cyber security are maintained at all times.

The College's public website is managed by the Director of Marketing, Admissions and Development.

Estate / Health & Safety and Security / Housekeeping / Catering Management

The Bursar is heavily involved in such areas as the use of current plant and facilities, planning of plant requirements, property acquisition and larger building projects (project development and management, and financing). This also includes:

- Involvement in the formulation and implementation of estate development plans and major refurbishment and building projects, including drawing up outline specifications, assembling design teams, obtaining tenders, obtaining planning permission, liaising with architects and contractors.
- Periodic estate condition surveys.
- Advising on the acquisition and disposal of property.
- Management of rents, rates and utility contracts.

Through relevant managers, the Bursar is responsible for:

- Preventative and reactive maintenance works and repairs including management of the maintenance team and gardening contractor.
- Maintenance of the plant and associated matters.
- Minibuses and works vehicles. Compliance with the regulations for the operation of minibuses; licences; driver training and assessments; servicing and Vehicle Inspectorate Tests.
- Housekeeping and cleaning, including the contract cleaning and laundry agreements.
- Reception, porters and security.
- Catering operations, including food hygiene and safety. Ensuring catering meets the needs of students at all times.

- Purchasing of supplies, services, materials, furniture and equipment.
- Health, safety and security in all College premises and operations, including chairing the Health & Safety Committee, and taking professional advice as necessary.
- Use of College facilities by third parties and out of term.

The Principal is the accountable person for health & safety. The Bursar has operational responsibility for this, with day-to-day management delegated to the Health & Safety and Security Manager.



PERSON SPECIFICATION

The College is looking for a talented all-rounder with both strong leadership ability, and equally strong financial and business management skills. The ability to relate to the interests and concerns of academic and non-academic staff from a variety of backgrounds and nationalities is essential, as is the ability to empathise with students, parents and agents who come from multi-national backgrounds.

The post requires a broad range of leadership, financial and general business management experience. Whilst the successful candidate may not be able to demonstrate all of the following knowledge, experience and skills, he or she will be an experienced general/financial manager evidencing an ability and willingness to grow into the role in those areas where he or she currently lacks specific experience:

Education and qualifications

Graduate or equivalent education, preferably with a professional financial qualification.

Finance & business management

Proven experience of:

- Financial and strategic planning in organisations of relevant scale and complexity, including benchmarking and key performance indicators.
- Developing and managing financial and budget control systems.
- Monitoring and reporting on matters relating to budgeting and financial management.
- Overseeing the preparation and finalising of statutory accounts in accordance with current regulations.
- Demonstrated ability to provide clear management and financial information.
- Using appropriate accountancy and other software tools.
- Overseeing and using information systems in support of finance and business management.

Desirable experience of:

- Charity SORP.
- Current practice in the field of auditing charities.
- Legal and tax issues as applied to charitable companies
- Overseeing the development or acquisition and management of business information systems.

Estates, facilities & catering management

Experience of:

- Facilities and estates management.
- Managing commercial property transactions.
- Understanding the processes of managing multiple tenancy arrangements and an extensive property portfolio.
- Oversight of property development and maintenance projects.
- Oversight of catering operations.
- Understanding and implementation of health and safety law and guidelines.

Leadership & management

Experience:

- Substantial management experience and evidence of career progression in relevant roles.
- Substantial experience of working with and reporting at Board level.
- Considerable working knowledge of employment law and practice.
- Experience of leading a multi-functional department of relevant scale and complexity.
- Experience of contract management.
- Experience of administration across an organisation at a senior level.

Desirable:

- HR management.
- Leadership roles in the education or charities sector.

Skills

Proven ability to:

- Contribute towards setting, implementing and reviewing College strategies and procedures, especially in relation to business and financial performance.
- Set IT and IS strategy and oversee its implementation.
- Think ahead and plan for future service provision and associated budget controls.
- Develop, implement and review plans and projects in line with future needs.
- Evaluate the overall performance of non-academic areas of the College and seek ways to improve performance.
- Build team cooperation and maintain the effectiveness and efficiency of areas of the College for which the Bursar is responsible.
- Actively encourage the personal and professional development of a management team.
- Work harmoniously with staff across the whole College.
- Manage and prioritise a demanding workload and meet deadlines.
- Communicate effectively both orally and in writing.



TERMS AND CONDITIONS

Terms of Employment	Full time, permanent contract.
Place of Work	139 Banbury Road, Oxford, OX2 7AL.
Hours of Work	The nature of the post precludes set working hours. The successful candidate is expected to work such hours as shall be necessary to discharge his or her duties efficiently and conscientiously but shall not be expected to work for or at specific hours. For the purposes of calculating holiday and sick pay entitlements, normal working hours will be considered to be 09:00 to 17:00, Monday to Friday, although work on some weekends and public holidays will be required.
Probationary Period	6 months.
Notice Period	6 months.
Salary	A highly competitive remuneration package is available for the right candidate and dependent on experience.
Holidays	30 working days' annual holiday entitlement, in addition to the normal public holidays and the period over Christmas and the New Year when the College is closed.
Pension	A contributory pension is offered through St Clare's group personal pension scheme. The employer pays double the contribution of the employee, up to a maximum of 10% of gross salary, i.e. the employer pays up to 10% and the employee pays up to 5%. Employee contributions above 5% may be made but do not attract a matching contribution from the employer.
Life Assurance	Death-in-service benefit of 4 x annual salary.
Meals	A free lunch is provided in the College catering units on working days and when students are in residence.
Relocation	The Bursar will be entitled to claim relocation expenses up to a maximum of 10% of base salary. Claims will need to be receipted or invoiced to St Clare's by agreement with the Principal.
Additional Benefit	Generous fee reductions of day fees are offered to staff whose children attend the College.

REFERENCES AND PRE-EMPLOYMENT CHECKS

St Clare's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.

Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.

- Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted.
- Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.
- Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a pre-requisite of employment.
- St Clare's will request the satisfactory completion of a health questionnaire by the successful candidate.



HOW TO APPLY & SELECTION PROCESS

Applications

For further information including how to apply visit <http://www.aspirance.co.uk/page/Opportunities>
Applications should be emailed to our retained consultants, Aspirance Leadership Services (responses@aspirance.co.uk). If you would like to discuss this opportunity further before deciding whether to apply, please telephone Adrian Brett on 07787 350110.

Applications should comprise a completed application form, downloadable separately. A personal CV may also be attached, if desired, but it is essential that, for compliance purposes, the application form should be completed in full and explain any gaps in employment or education.

The personal statement in the application form should explain your interest in the role, and highlight how you meet the most important requirements of the person specification as set out earlier in this brief. In doing so, make every effort to explain how you might stand out from others, similarly qualified, as a candidate for this appointment – why you **should** get the job not just why you **could** do it.

Please also let us know if you would have any difficulty in attending for interview on the dates set out below. Whilst we will make every effort to offer alternative dates we cannot guarantee to be able to do so.

Closing Date

The closing date for applications will be **Wednesday 6th February 2019 (09.00)**. Late applications may not be considered. Since we reserve the right to commence discussions with strong candidates ahead of the closing date, early application is recommended.

Selection Process

Applications will be acknowledged by Aspirance upon receipt. After the closing date, all candidates will be informed by email or phone of the outcome of their applications. A number of candidates who appear to match the requirement most closely will be invited to an initial interview with Aspirance on Tuesday 12th or Wednesday 13th February 2019.

Following these initial interviews, a long list of the best-qualified candidates will be invited to an interview with a selection panel, including governors, at the College on Tuesday 26th or Wednesday 27th February 2019. During this visit there will also be an opportunity for a tour of the main premises and to meet members of the Senior Management Group, including the outgoing Bursar.

A small number of the strongest candidates will then be invited back for further meetings and a final interview on Thursday 14th March 2019.

Travel Expenses

Reasonable travel expenses will be reimbursed to candidates required to attend for interview, by application to Aspirance. Rail travel should be Standard Class, and mileage claims will be reimbursed at HMRC standard rates. Please discuss any significant expenses (e.g. international travel or long journeys) with Aspirance before incurring the expense.