

# APPOINTMENT OF BURSAR AND CLERK TO THE GOVERNORS BRIEFING FOR CANDIDATES



Bringing out the best in every child

185 Hampton Road, Twickenham TW2 5NQ

[www.themallschool.org.uk](http://www.themallschool.org.uk)



# APPOINTMENT OF BURSAR AND CLERK TO THE GOVERNORS

## KEY DATES

10am Wednesday 25th May 2022	Closing date
Thursday 9th and Friday 10th June	First interviews
Thursday 16th June or Friday 17th June	Final interviews

Further information about the school and the role, and an application form can be downloaded from the school's website at [www.themallschool.org.uk](http://www.themallschool.org.uk).

Candidates potentially interested in applying are encouraged in the first instance to contact our recruitment adviser **David Stephens** on **07739 457000** for a confidential discussion about their interest in and suitability for this role.



The Mall School



## Welcome to The Mall School

Thank you for your interest in this exciting opportunity at The Mall School. We hope that this information pack gives you an impression of our school, the role and our community but we would welcome the opportunity for you to see first-hand the enthusiasm and enjoyment of pupils and staff.

The school was founded in 1872 and this September celebrates its 150th anniversary. The school is opening a co-education nursery for children aged six months to 4 years old and has recently started a consultation with parents about becoming fully co-educational. The school was rated as excellent in all areas in its recent ISI inspection and has some ambitious plans for its next 150 years, so this is an exciting time to be joining The Mall.

We expect the successful candidate to be a robust and resilient personality, who can adapt to the unexpected and takes pride in delivering outstanding results from a happy team. In return, we offer an exceptional career opportunity to make a difference, as well as a generous and attractive package.

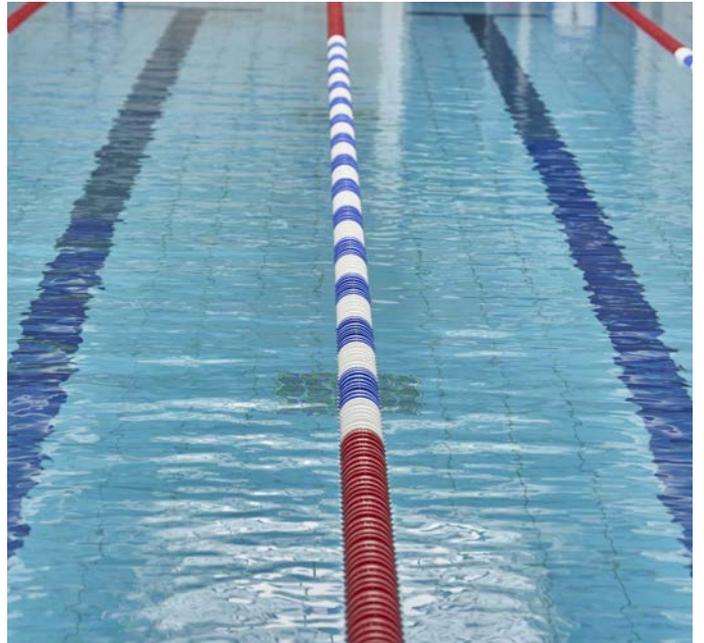
Thank you in advance for considering an application for this very special role.

David Price  
Headmaster

Rupert Walker  
Chair of Governors



The Mall School



## About the School

The Mall School is a successful prep school currently educating 190 boys aged between 4 and 11 in Twickenham. The school has non selective entrance but has gained a strong academic reputation and boys move on to a wide range of senior schools, including King's College School, Hampton and St Paul's, often with scholarships for academic achievement, or talent and promise in music, drama, art and sport.

The Mall was founded 150 years ago, and moved to its current site on Hampton Road, Twickenham in 1907 although most of the current buildings date from the 1980s and more recently. The school is well maintained and has a fresh modern feel with an impressive sports hall, theatre and an indoor 20m swimming pool

which is also made available to a number of local primary schools and swim clubs.

Furthermore the Governors and Head have ambitious plans for their school and in September 2022 will be opening a 51 week full time co-educational nursery for children aged 6 months to 4 years old. The school has recently opened a consultation with parents about becoming fully co-educational and is looking to enhance the outdoor play facilities of the school in coming years.



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## Role summary

The Mall now seeks to appoint a new Bursar to join the Senior Leadership Team (SLT) and partner with the established Head and committed, supportive team of Governors as they work to further develop and evolve the school. The SLT comprises the Head, Bursar, Deputy Head, Marketing Manager and the newly appointed Nursery Manager.

The Bursar has overall responsibility for all non-teaching aspects of the school including Finance, Estates, HR and Compliance, IT, Catering, Legal and Company Secretarial. The role reports into the Head on a day to day basis but additionally serves as Clerk to the Governors and will work closely with the Chair of Governors and sit on a number of Governor sub-committees (currently Strategy; Finance & Property; Marketing; Personnel; Risk, Health & Safety) as well as attending the termly full governing body meetings.

This is a very broad and varied role with evolving priorities and responsibilities and the Bursar will be expected to contribute opinions to the SLT and Governor discussions on the wider school strategy and development of the school.

This role requires a commercial and financially literate general manager, a strong people person keen to immerse themselves in the school community and lead the school through a period of significant change and growth with the opening of the new nursery. Adaptability and a willingness to get “hands on” in the detail as and when required will be key criteria for success.

This is a senior position suitable either for an experienced Bursar or School Business Manager, or an experienced finance, operations or general manager who can demonstrate relevant transferable skills and an empathy for the culture and ethos of The Mall and a clear desire to make a significant impact in the future development of the school.

An accounting or SBM qualification may be helpful but is not a requirement. Likewise prior experience as a bursar or School Business Manager may be an advantage but applications are welcome from a wide range of backgrounds including professional services, hospitality, commercial and charitable organisations.



## Key responsibilities

The Bursar is appointed by the Headmaster and the Board of Governors. The Bursar is responsible to the Board of Governors, but on a day to day basis reports exclusively to the Headmaster.

The Bursar is responsible for financial and property management and for the efficient and effective operation of support services including the accounts, facilities and catering

teams. As Clerk to the Governors the Bursar is responsible for preparing and circulating in advance the agenda for sub-committee meetings and preparing a Finance Report and Bursar's Report for the Full Governing Body meetings. The Bursar is supported by a full-time Financial Manager and Facilities Manager.

## Key responsibilities

### The financial planning and business management of the School:

- Advising on financial policy and putting into practice the agreed policy and procedures
- Preparing the School's business plans with the Headmaster
- Preparing financial information for the Headmaster and Governors in response to ad hoc requests and specific projects
- Drafting the Trustees' Report for the year; preparing statutory accounts and liaison with auditors
- Preparing termly management accounts (reporting actual and forecast variances against budgets) for the Governors.
- The preparation of the draft annual budget, including estimates of planned income and expenditure, in consultation with the Headmaster and its submission for approval to the Finance Committee and the full Board of Governors
- Monitoring and reporting of income and expenditure
- Liaison with the School's bankers, servicing bank loans and covenants and controlling cash flow on a termly, annual and five year basis
- Liaison with insurance broker to ensure that the School's insurance coverage meets the requirements of both the law and the Governors. Ensuring that value for money is obtained in the purchase of goods and services
- Assessing bursary awards and making recommendations to the Headmaster and Governors
- Pursuing debts
- Exploring and putting in place revenue raising schemes
- Liaison with Toddleworld Nursery Management Ltd. regarding business aspects of the nursery
- Ensuring that value for money is obtained in the purchase of goods and services
- Overseeing payment of salaries and pensions
- Dealing with the School's rating assessments





The Mall School



## Key responsibilities

The appointment and line management (including annual appraisal) of:

- Caretaking, catering, cleaning (outsourced), IT support and admin staff (with the exception of the Headmaster's PA and marketing team)
- This will entail attending appropriate safer recruitment courses
- Vetting of contracts of employment
- Arranging enhanced Disclosure and Barring Service clearance and Children's Barred List checks
- Organising checks on staff and volunteers and maintaining the Single Central Register of appointments

Health and Safety:

- Checking compliance with legislation and regulations, and implementing any necessary corrective actions
- Putting in place and monitoring appropriate policies
- Actively working to make sure that pupils, staff and visitors are safe while on the school premises
- Analysing risk and maintaining the risk register
- Putting in place risk assessments
- Swimming pool maintenance



The Mall School



## Key responsibilities

### Site and Estates Management:

- Running building projects
- Maintaining the fabric of the School through regular upkeep and refurbishment
- Testing and maintenance of equipment and vehicles
- Liaison with insurers, contractors, architects, surveyors, planning consultants and suppliers
- Letting of school premises
- Liaison with Sunbury Cricket Club (use of sports facilities)
- Overseeing the school admin and database systems
- Security of the School buildings
- Installation and maintenance of equipment for protection against and escape from fire
- Supervision of catering, sports equipment and facilities, minibuses and transport

## Key responsibilities

### Clerk to the Governors:

- Liaising with the Chair of Governors and Headmaster over the agenda for full governing body meetings
- Co-ordinating the sub-committee meetings
- Receiving and sending out paperwork out to all governors
- Ensuring policies are subject to periodic review
- Administering appropriate induction and training of Governors
- Developing and maintaining the Governors' area on the School website
- Selection of professional advisers, including lawyers, accountants and bankers
- Ensuring compliance with the law covering employment, Health and Safety, accounting, money laundering, copyright, data protection and Charities Commission.
- Dealing with legal matters that affect the School and dealing as appropriate with solicitors
- Preparing the Parent Contract and associated documents
- Acting as Company Secretary

Other duties on behalf of the Headmaster relating to non-teaching areas of the School, such as:

- Overseeing safety aspects of activities such as expeditions and tours
- Liaison with the MSA (Parents' Association) to facilitate events and fundraising
- Overseeing after and before school clubs and activities

The Bursar will be expected to maintain contacts with professional organisations such as the ISBA, the Surrey Bursars' Association and the Surrey Prep Bursars' Association in order to advise the Headmaster and Governors of current trends and issues.





The Mall School



## Terms and Conditions

A highly attractive remuneration package is offered, reflecting the seniority and significance of the post. Salary will be negotiable and depend on experience.

### Main benefits:

- Direct contribution pension scheme (with the possibility of salary sacrifice)
- 6% employer contribution
- Life Assurance (death in service) benefit (4 x annual salary)
- Income protection scheme (50% of salary)
- 30 days annual leave inclusive of Bank Holidays
- Optional benefits including Cycle to Work and Tech Loan schemes
- Discounted school fees
- Free lunch options for all staff (all year round)
- Paid parking permit
- Supportive CPD policy to support staff training and development
- Free, confidential employee assistance programme (EAP)



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## How to apply

Candidates potentially interested in applying are encouraged in the first instance to contact our recruitment adviser **David Stephens** on **07739 457000** for a confidential discussion about their interest in and suitability for this role.

Further information about the school and the role, and an application form can be downloaded from the school's website at [www.themallschool.org.uk](http://www.themallschool.org.uk)

Completed application forms should be sent, together with a CV and cover letter FAO the Head, David Price, to [compliance@themallschool.org.uk](mailto:compliance@themallschool.org.uk) titled "Bursar" and with your name. Early applications are encouraged.

**Closing date for applications is 10am Wednesday 25th May 2022.**

Selected shortlisted candidates will be interviewed at the school on Thursday 9th and Friday 10th June, and final stage interviews are scheduled for Thursday 16th June or Friday 17th June.

*The Mall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).*

*The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.*