

Candidate Information Pack

Bursar

Required for April 2022 (with possible start January 2022)



AN INTRODUCTION TO SPRING GROVE SCHOOL

Spring Grove is an independent Nursery and Prep school for boys and girls aged 2 to 11, widely known for its family ethos and feel. It is located in a stunning rural location just outside the village of Wye, between Ashford and Canterbury. The school offers a first-class education, preparing children for both grammar and senior independent school entry.

The creative arts, outdoor learning and sport play a huge part in the life of every child at Spring Grove. The school's extensive grounds are known as 'one of the most beautiful playgrounds in Kent' and its Forest School has won a series of awards since opening in 2016. Spring Grove is proud to fly the prestigious Eco Schools Green Flag in recognition of the work of the school's Eco Council. In 2020 Spring Grove embarked on its Artsmark journey to develop and celebrate the school's commitment to arts and cultural education.

For more information, please visit the school's website www.springgroveschool.co.uk

OUR VISION

There is a strong family feel at Spring Grove – a sense that as a community we are all working together towards a common goal. The children at Spring Grove clearly love learning and enjoy living, and we pride ourselves that academic rigour and wellbeing go hand-in-hand. We deliberately cultivate an appetite for adventure and a tolerance for error, creating can-do people, who are able to act independently.



Our expert teachers and support staff deliver an ambitious, broad, knowledge- and skills-based curriculum, where there is mastery of subjects from phonics and numeracy to the skills needed on the sports field or in an orchestra. We are research-led, outward-facing and innovative. There is a culture of coaching, and we have exceptional teachers who learn from each other. There is also strong parental engagement (which matters to us) and we are impact measured.

As our pupils grow, they develop into adaptive, responsive and caring people. We see every child in the school as unique and seek to nurture each individual, so that they develop and thrive in every area of their lives.

OUR MISSION

We will develop all the children who join Spring Grove to their full potential; academically, socially, physically and emotionally in a supportive, caring and friendly community. Within a beautiful rural setting, our school is small enough for us to know every child and their family and encourage them to support the school motto: 'Always Do Your Best'.

OUR AIMS

Our aims are that pupils at Spring Grove School will:

- Fulfil their potential: spiritually, morally, socially, culturally and academically to the best of our and their ability. We go the extra mile to achieve our aims.
- Learn in a stimulating environment: we develop knowledge and skills and nurture a love of learning that will be lasting.
- Grow a thirst for knowledge: we encourage our pupils to develop a spirit of enquiry and an ability to work hard and independently and to value knowledge for its own sake.
- Be considerate: we constantly encourage children to develop a strong social and moral conscience, to look after their neighbour and realise the importance of becoming a good citizen.
- Develop a strong sense of wellbeing: we aim, as far as possible, to develop the whole child in a confident, responsible, successful and happy manner.
- Endeavour to follow the motto Always Do Your Best: an approximate translation of our Latin motto, *Ad Alta Prae Clara*.

SCHOOL HISTORY

Spring Grove boasts a long and fascinating history before it became the happy, family school of today. It is based in a magnificent Stuart house, completed in 1674 by Dr Thomas Brett and lived in subsequently by generations of the same Brett family. Spring Grove was founded in 1967 and Mrs June Cobb was the Headmistress for the first ten years of the school's life. In the 1980s Niall Washington-Jones guided the school and established its reputation as a family school with a homely atmosphere and emphasis on good manners.

In 2003 a group of parents bought the school and set it up as a charitable trust administered by a Board of Governors. From 2008-2020 Bill Jones was Headmaster and, together with his wife Hilary, strengthened Spring Grove's reputation as a school that provides a first-class preparation for primary age pupils for their next schools. Bill was succeeded as Head in Autumn 2020 by Therésa Jaggard.



LOCATION

Spring Grove is located in the vibrant, rural village of Wye in the heart of Kent. It is halfway between Ashford and the cathedral city of Canterbury; both benefit from a high-speed train service directly into London. Wye village lies in an Area of Outstanding Natural Beauty in Kent. Voted the third best place to live in the UK by the Sunday Times in 2013, Wye has a thriving community, boasting local schools, an active church, post office, bakery and many pubs and restaurants.

The sunny climate and rich soil allows world-class vineyards such as Chapel Down Winery and Chartham Wines to thrive. The French champagne house, Taittinger, has recently purchased 69 hectares of farmland nearby. For keen walkers, Wye is on the North Downs Way that runs from Farnham in Surrey to Dover or Canterbury. In Wye, the route crosses with the upper part of the Stour Valley Walk.

Less than five miles away, Ashford is a rapidly growing town on the south edge of the picturesque North Downs. With its international train station, and direct link to London, it is popular with families moving to the area, providing ample opportunity for Spring Grove to secure pupils.

The stunning medieval cathedral city of Canterbury is less than 11 miles from Wye, and many of the school's pupils come from that direction. Modern day Canterbury has two large universities, many award-winning restaurants and the magnificent Marlowe theatre.

Eurotunnel and Dover's busy ferry ports are 30 minutes drive away, meaning Spring Grove's location is perfect for visiting Europe easily and quickly.

THE ROLE: BURSAR

The Governors and Head of Spring Grove School are seeking to appoint a highly-motivated and inspirational Bursar with proven ability in financial and operational management to guide the school through its next exciting stage of growth and development, and to build on the achievements of the current Bursar, Mrs Sarah Peirce, who is leaving Spring Grove after 16 years in the role.

The Head, Mrs Therésa Jaggard, joined Spring Grove in April 2020 and has guided the school through the challenges of the recent pandemic. The school's strong current pupil numbers reflect its excellent educational provision, both in school and online during Home Learning, and the changing demographics of the local area. The Governors and Head are now engaged in planning the next stage of the school's development, and the new appointee will be intrinsically involved in this process.

This wide-ranging and complex role is an excellent opportunity for a dynamic applicant who enjoys a broad remit and a collaborative 'family' approach to meeting targets and expectations in a constantly changing world.

Spring Grove School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to satisfactory DBS clearance and satisfactory employment references which will be taken up prior to interview (if selected).

Please note:

This post will involve both direct and indirect contact with children. In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding.



Spring Grove School benefits:

- Competitive salary and benefits
- 40 days holiday inclusive of public holidays
- Free school lunches (term time only)
- Free onsite car parking
- A friendly, supportive working environment and staff
- Professional development
- Benenden Health Care
- Private Pension Scheme
- Discounted Spring Grove School fees

JOB DESCRIPTION

Purpose of the job: To be responsible for financial and operational administration of the School, ensuring financial stability and sustainability.

The Bursar is a member of the Senior Leadership Team and is the Clerk to the Governors. He/she will be responsible to the Head for day-to-day matters concerning the running of the school. Whilst liaising regularly with the Head, the Bursar is also responsible to the Governors for the financial and material state of the school and for his/her duties as Clerk to the Governors.

Key Responsibilities

Strategic planning

The Bursar will support the Head and Governors in the development and implementation of the School's Strategic Development Plan and, in particular, all elements of the Plan relating to the School's finance, property and business matters.

Managing Finances and Resources

- Financial planning, including the preparation of short- and long-term budgets and forecasts and investments including recommendations on fee levels;
- Production of statistical data;
- Preparation of financial models to support strategic planning;
- Preparation and monitoring of risk and asset registers;
- Ensuring accurate financial records are maintained, preparing management accounts and cash flow and reporting on a regular basis to the Head and Governors.;
- Exercising financial control of all income and expenditure, current and planned;
- Preparation of annual financial accounts, statutory returns and the audit process;
- Responsible for payroll and the administration of the pension schemes ensuring all auto-enrolment and other legislative requirements are met;
- Responsible for the invoicing and collection of fees.
- Assessing bursary applications and regular reviewing of bursaries granted;
- Advising on VAT, tax, PAYE and benefit in kind issues;
- Management of additional revenue, including lets.

Clerk to the Governors

The Bursar has the role of Clerk to the Governors where the position is accountable to the Chair of Governors and the Chairs of the various sub-committees. The Bursar is responsible for arranging and attending meetings of the full Board and its sub-committees. The Clerk to the Governors is responsible for assisting the Governors in the proper performance of the following responsibilities:

- Preparation of agendas, in consultation with the Chair of Governors or relevant sub-committee and Head;
- Advising and attending all Governors' meetings and sub-committee meetings when required;
- Appropriate induction of Governors;
- Advising on the recruitment and ongoing training of Governors;
- The selection of professional advisers, including lawyers, accountants and bankers;
- Dealing with all legal and other matters that affect the school with the assistance of appropriate professional advisers;
- Ensuring compliance with the law covering employment, Health and Safety, GDPR, accounting, money laundering, copyright, data protection and Charities Commission;
- Working closely with the Head to ensure that the school has up-to-date policies in place in all areas specified by the Independent Schools Inspectorate;

Human resources

The Head is in overall charge of personnel and human resource issues at the school. However, the Bursar also has significant responsibilities for Human Resources such as:

- Acting as adviser to the Head and Governors on all staff employment issues with specific responsibility for ensuring compliance with all relevant aspects of employment law and procedures. Assisting with documentation relating to disciplinary, grievance and connected legal matters;
- Managing the recruitment process and the preparation and implementation of contracts of employment for all staff;
- The assessment and implementation of pay scales for all staff, except the Head and the Bursar, in conjunction with the Head;
- Overseeing the update of the Staff Handbook;
- Ensuring the Single Central Register is up to date and compliant at all times.

Premises

The Bursar will be responsible for the overall management and maintenance of the buildings, facilities, grounds, working with the Head. The specific responsibilities include:

- Taking the lead on compiling and implementing planned maintenance.
- Regular contact with the Clerk of Works to ensure the proper maintenance and repair of the school is carried out, and progress monitored.
- Development Plan including energy conservation.
- Management of all energy and utilities usage.
- With the Clerk of Works, arrange for estimates for work and regularly monitor the work of on-site contractors.
- Management of catering services and quality of food.
- Direction and oversight of all cleaning and support functions.
- Ensuring compliance with all Health and Safety matters, including measures in the event of emergencies and issues of hygiene and food safety.

- To work with the Head and Clerk of Works to be responsible for the security of the school.
- Careful planning with regard to alterations to old buildings and planning laws.
- Ensuring the school has adequate insurance cover at all times.

Administration and IT

The Bursar will be responsible for those aspects of administration of the school which do not relate to the teaching, supervision and pastoral care of students. Specific responsibilities include;

- Managing non-teaching staff including administration, cleaning, catering and maintenance.
- To co-ordinate planning for the effective provision of IT resources at the school including hardware/software and manage the IT consultant.
- To manage the running of the school office.
- Oversee the management of school transport.



PERSON SPECIFICATION

This demanding and exciting role calls for an exceptional candidate who needs to be a leader, good communicator and negotiator, an excellent organiser, a strong administrator and have a proven record of effective financial management and the leadership of a team. The successful candidate will be flexible, energetic, creative and willing to go the 'extra mile'. He or she will be positive, open minded, team spirited, hardworking and be ready to develop and learn professionally.

A recognised financial qualification or equivalent is preferred, as well as a good level of education.

Knowledge and Experience

The successful candidate may come from within or outside the educational sector but must have a proven and successful background in finance/accounting, including planning and control, general management and revenue generation. In

addition, a fundamental is to understand the role of a school, and to provide leadership to the support organisation.

He or she will also have an awareness of some or all of the following:

- Company and charity law;
- Contract, health and safety and employment law;
- Project management;
- Health & safety and HR matters;
- Leading a team;

Aptitude and Skills

The successful applicant should be able to present evidence of the following qualities either through their written application, their references or at interview:

- Leadership;
- A high level of attention to detail;
- Strong interpersonal skills and team-working abilities;
- Excellent oral and written communication skills;
- A good level of ICT competence;
- Flexibility with regard to working hours which will include open days on Saturdays and some early mornings or early evenings to attend meetings;
- The ability to meet deadlines;
- A good sense of humour and a can-do attitude to work;
- Initiative and the availability to plan and implement change;

Staff at Spring Grove School

All staff at Spring Grove School are required as part of their salaried employment to:

- Promote the best interests of the School through the excellence of their own work and courtesy shown to visiting members of the public, prospective and present parents, and other professionals.
- Work co-operatively with other colleagues and other members of the SLT.
- Act professionally in all situations.
- Attend and contribute constructively to meetings, as required to do so.
- Arrive at school at a time to ensure they are prepared to organise or assist as needed.
- Attend school functions as required to do so.
- Help review policies and to participate in working parties, as required to do so.
- Take responsibility for the development of their own careers, through training and the acceptance of additional responsibilities.
- Be conversant with the School's Safeguarding Policy and treat pupils with kindness and respect.
- Be aware of the School's Health & Safety Policy, to abide by it, and to make a positive personal contribution to its further development.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

Additional information

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out. In allocating time to the performance of duties and responsibilities, the post holder will be able to work within the school's normal working day but it is expected that, in a busy independent preparatory school, certain duties may reasonably require extra attention outside of school hours.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every year (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post. The school undertakes to provide appropriate induction, mentoring and professional development for the Bursar.

Guidance for applicants

Suitability for the post will be measured through application form, interview, supporting evidence and references undertaken.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

For an informal discussion about the role please contact the Bursar, Mrs Sarah Peirce.

Closing date for applications: Thursday 30th September 2021

Interviews: Thursday 7th October 2021

An application form and this information pack may also be downloaded from the school website www.springgroveschool.co.uk. This information pack, our terms of employment and an application form may also be requested by email from apeirson@springgroveschool.co.uk.

Completed application forms should be accompanied by a covering letter and should be marked Private and Confidential to Mrs A Peirson, Assistant Bursar, Spring Grove School, Harville Road, Wye, Ashford, Kent TN25 5EZ or emailed to apeirson@springgroveschool.co.uk.

As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully as possible. If there is not enough space provided on the form, please continue on a separate sheet of paper. On each additional sheet that you use, please write your name and the post applied for, together with the section that you are answering.

Spring Grove School reserves the right to close applications early and make an appointment at any stage.