

## **BURSAR'S APPOINTMENT**

### **Monmouth School**

#### **INTRODUCTION**

Monmouth School is situated beside the River Wye in the attractive county town of Monmouth. The school was founded in 1614 through the generosity and foresight of William Jones, Haberdasher and philanthropist whose original home was in the Forest of Dean.

Monmouth is an independent boys' school with approximately 700 pupils, of whom 445 are day boys, 145 are boarders, and a further 110 are in the preparatory school (The Grange). Together with Haberdashers' Monmouth School for Girls (HMSG) and Haberdashers' Agincourt School it is one of three schools of the William Jones Foundation of the Haberdashers' Company and benefits from a substantial endowment income. All three schools are under the same Board of Governors, most of whom are appointed by the Haberdashers' Company. A sub-committee of Governors (the School Committee) (SC) is responsible for the day to day governance of the School.

Annual income of the school is £10 million. Since the school became fully independent in 1975 there have been major improvements to the facilities and equipment – and this policy of continuous improvement continues.

The School is well maintained and has an excellent and loyal workforce.

There is joint working with the other schools in relation to VI<sup>th</sup> Form Teaching, Publicity and Marketing, Clerkship to the Governors and the Bus Company.

Pupils achieve high standards in the classroom, on the sports field and in music and drama. Virtually all progress is to tertiary education, mainly at the leading universities.

#### **JOB DESCRIPTION**

##### **Job Title**

Bursar

##### **Job Summary**

Responsibility for the non-academic functions of the school and for ensuring that academic activities can take place in a well-ordered environment.

##### **Responsible to**

The Head

##### **Accountable to**

The Chairman of Governors through the Chairman of the School Committee.

## **Principal Duties and Responsibilities**

### ***Financial***

- Advising on financial policy
- Preparing school and departmental budgets, management accounts and cash flow & financial forecasts. Monitoring and controlling income and expenditure
- Ensuring billing, fee collection, payment of invoices and payroll functions are carried out accurately and expeditiously
- Preparation for audit of annual accounts in the statutory format
- Preparing full appraisals of proposed capital projects for governors' consideration
- Overall responsibility for all financial aspects of scholarships, bursaries, assisted places, pension schemes, VAT, Gift Aid, trading companies, insurance and advance fee schemes

### ***Management***

- Member of School Senior Management team
- Ensuring the School is meeting all its statutory obligations in relation to Health & Safety and staff employment
- Responsibility for provision of catering and housekeeping services, works projects, maintenance of buildings, facilities and grounds, and ICT support
- Responsible for employment, terms of service and supervision of support staff
- Overseeing the process of Professional Development reviews (appraisals) for support staff and for conducting reviews as relevant
- Liaison with statutory authorities, Haberdashers' Company, relevant trade unions, teaching staff representatives and outside contractors
- Acting as secretary to committees as required
- Generating income from holiday and other lettings and accommodation
- Ensuring security of school buildings and responsibility for fire safety policy and procedures
- Responsibility for Bursarial services to Haberdashers' Agincourt School
- Responsibility for the supervision and management of the Monmouth School Enterprises Ltd.
- Creating an environment wherein support staff enjoy their work, can air their views and feel part of the organisation

### ***Relationships***

The Bursar will work closely with:

The Head and, where appropriate, the Second Master  
The Chairman of the School Committee  
The Chairman of Governors  
Clerk to the Governors  
The Bursar, HMSG

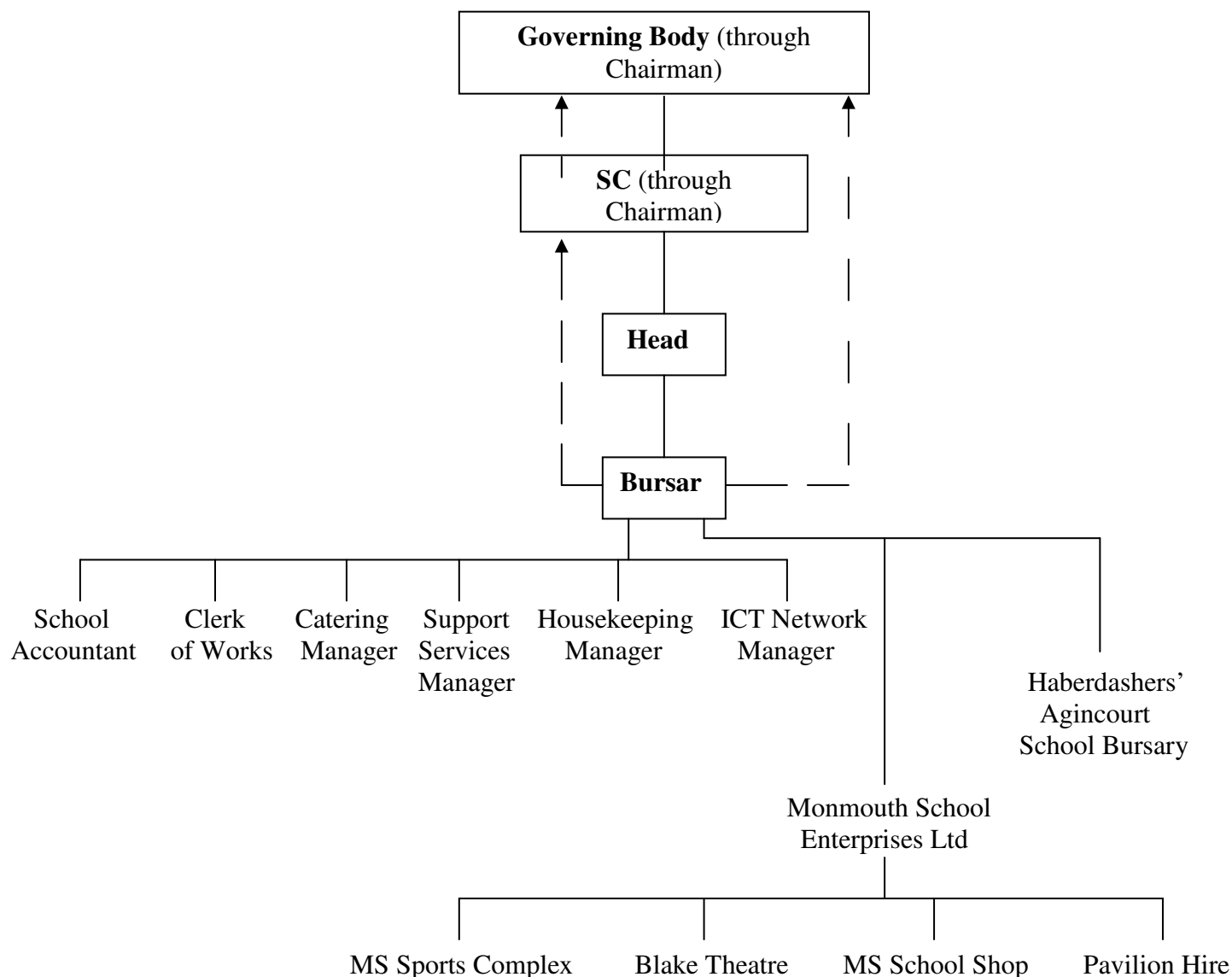
The Bursar must be able to deal with parents, staff, pupils and outside contacts in a friendly, efficient, and, where necessary, sympathetic manner.

It is the expectation of Governors that the Bursar works closely with his/her counterpart at HMSG in order to achieve uniform and best practice where appropriate across all the schools. From time to time one or other Bursar may be asked by the Governors to take responsibility for specific cross school services. Some services may be provided on a combined basis.

### ***School Development***

It is anticipated that there will be significant further capital investment in the future which will involve close cooperation with the Trustees of the William Jones Foundation.

## REPORTING STRUCTURE OF MONMOUTH SCHOOL



## PERSON SPECIFICATION

The successful candidate is likely to have:

- Graduate level education
- Relevant financial management experience
- Well-developed and proven interpersonal skills
- Computer literacy
- Tact and diplomacy
- Complete integrity, discretion, reliability and commitment
- The ability to work under pressure
- An understanding of education issues
- Sympathy with the aims of independent education
- Personal attributes that help to enhance the reputation of the school

The following would be an advantage:

- A relevant further degree in business administration
- A skill or interest that enables the bursar to participate in the non-academic activities of the school(s) (e.g. music, art, a sport)

## **TERMS AND CONDITIONS**

(Indicative - subject to contractual agreement)

Salary	Dependent on experience
House	Not provided (except on a temporary basis) The Bursar must live close to the School, ideally within 15 minutes drive
Expenses	Mileage at agreed rate and other expenses necessarily incurred in performance of the duties of the post will be reimbursed
Private Health Insurance	For self with favourable rates for other family members
Holidays	6 calendar weeks
Hours of work	The school operates on Saturday mornings and provides a full weekend boarding programme. The Bursar may from time to time need to be in School on Saturday mornings and also recognise the occasional need to be available to parents outside normal school hours during term time
Remission of School fees	Currently 2/3rds (quantum subject to possible review by the governors)
Retirement	Aged 65
Pension	Contributory group personal pension scheme
Removal expenses	Cost of the removal
Probationary period	2 terms

### **Appointment will be subject to:**

1. Satisfactory medical report (assessment to be at Governors' expense)
2. Satisfactory references and CRB disclosure
3. An agreed contract