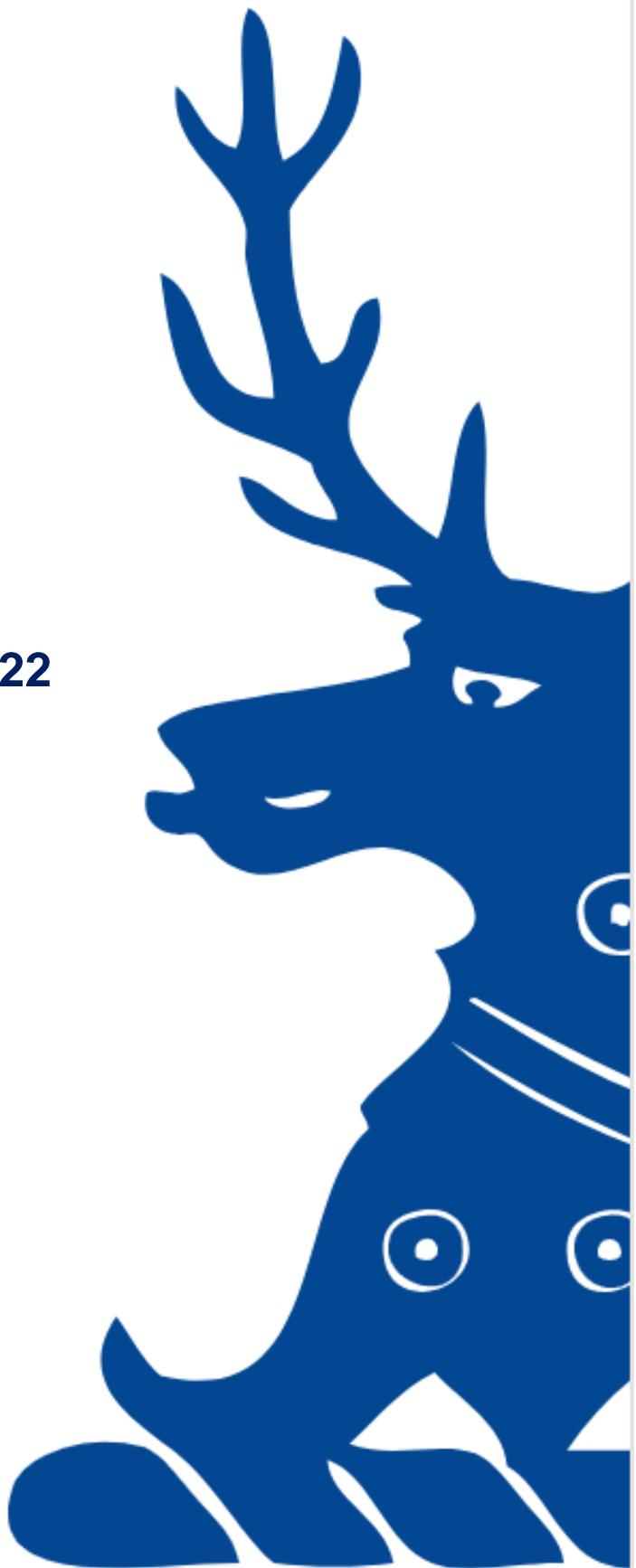


LOCKERS PARK



Application Pack for the Position of Bursar

To commence 1st March 2022





Welcome

A warm welcome to Lockers Park

Thank you for showing an interest in joining our team. The Bursar performs a vital role in the running of our School. It is a wonderful opportunity to become part of the Senior Leadership Team to help lead a successful and ambitious prep school. What's more, you would be joining a very special community.

Lockers Park offers a fully-rounded boys' education. With a background of traditional values spanning nearly 150 years, we aim for high academic standards and exceptional pastoral care.

We are a small school. Purposefully small. The ability to offer intimate class sizes and individualised learning programmes consistently secures excellent academic results for our boys. Pupils move on to the country's leading senior schools, many with sought-after scholarships.

We absolutely understand the needs of boys. At the heart of a Lockers Park education is a recognition that boys learn differently. We employ dynamic, experiential techniques to engage and motivate. And as a small school, every teacher knows every child – by name and by personality too – and understands how to get the best from them.

But a Lockers Park education is about so much more. Take a closer look and you will find a thriving wider life...from Music and Art through to Science and Computing. This gives our boys access to a plethora of inspiring, action-packed activities. Pupils' energies and passions are fully supported from the get-go, imbuing them with an enthusiasm for life and learning.

Underpinning all of this, Lockers Park is a warm and inclusive school community. I can honestly say all of our pupils enjoy a real sense of belonging. Everyone's voice is heard.

The successful candidate will bring experience, innovation, reliability, professionalism and outstanding communication skills to this key leadership role and will be able to quickly develop strong working relationships with pupils, parents and colleagues alike. If this could be you, we look forward to receiving your application.

Warm regards

A handwritten signature in black ink that reads 'Gavin Taylor'.

Mr Gavin Taylor
Headmaster





About Lockers Park

The Benefits of Being Purposefully Small

Since Lockers Park was founded in 1874, we've deliberately been a small school. And the reason we emphasise this is because our experience tells us that this is central in allowing us to truly know your son and so deliver excellent academic achievements and a huge range of opportunities beyond the classroom that will best suit him.

Academic Excellence

With a strong foundational curriculum combined with critical thinking lessons, interactive teaching techniques and optional Saturday school, our academic success is demonstrated through boys achieving Common Entrance with excellent results, passing to an impressive range of first-choice independent and public schools.

A Thriving Community

Each teacher and every member of staff from matrons to cooks to pupils of all ages will know your son and help him to make the most of his full and active school life. Lockers Park is a place of pastoral care excellence, where family spirit, camaraderie and kindness thrive.

Enthusiasm for Life

We offer excellent sport, an exceptional music calendar and rich art and drama opportunities, alongside an outdoor life from playing in the shrubs and roaming our green grounds at break time to daily physical activities.

We offer clubs galore and boys enjoy different options from scouts to chess and from skiing to drum clubs. Building life skills, confidence and resilience, our boys benefit from a packed day with many choosing to flexi-board and stay the night with us to do prep and enjoy evening events such as film nights or unique Lockers Park traditions such as Dark Tower, or to participate in residential courses such as coding and art.

Ready for Senior School

Boys leave Lockers Park to embark on their chosen senior school education with a strong set of social skills, enthusiasm and confidence built up through a special Lockers Park prep school experience.





Governance & Leadership

Lockers Park is a Charitable Trust run by a committed, ambitious and enthusiastic Board of Governors.

Care is taken to recruit Governors from a wide range of professional backgrounds and with broad experience to enhance strategic decision making and to enable the Governing Body to carry out its duties effectively and efficiently.

Strategic Development

The Governing Body delegates the day to day responsibility for the management of the School to the Senior Leadership Team. The Headmaster and the staff, with the approval of the Governors, have drawn up a School Development Plan, which is continually fine-tuned and the longer term strategy is regularly reviewed in order to ensure the School continues to grow and develop to keep pace with an ever changing educational landscape.

Lockers Park is an ambitious school where the children remain very much at the heart of the process.

The School is in a sound financial position and will continue to have a healthy surplus despite the challenges of the recent pandemic.

The School withdrew from the Teachers' Pension Scheme in December 2019 and the teaching staff are now enrolled within a private pension scheme. The estates are in good order and there is a motivated, well-qualified, professional support team who take pride in the School.

The Role

The Bursar plays a pivotal role in the continued success of this leading independent school through compliant, operational and financial management, working as part of a successful Senior Leadership Team and also leading and developing a high-performing support team. The Bursar is responsible for the delivery and efficiency of all support services at Lockers Park, as well as making a leading and important contribution to the School's strategic direction. The remit of the role spans: Finance, HR, Estates, Facilities, Health & Safety, Risk Management and Strategic Planning.

The Bursar is a member of the Senior Leadership Team and has 'hands on' direct line management responsibilities for the Site Manager, Catering Manager and their respective teams, as well as the Housekeeping team and the Bursar's Assistant.

The Bursar reports to the Headmaster and is also responsible to the Board of Governors for the discharge of his/her duties as Clerk to the Governors.

Whilst every effort has been made to explain the main duties and responsibilities of this post, employees will be expected to comply with any reasonable request from the Headmaster and Governors to undertake work of a similar level that is not specified within this document.





Job Description

The Lockers Park Bursar will play a fundamental role in the management of the School. Their responsibilities will include, but are not limited to:

Key areas of responsibility

- Member of the Senior Leadership Team
- The management and reporting, of the School Finances
- Human Resources for all support staff
- Risk management and insurance
- Commercial opportunities
- All development projects
- Line management and oversight of Estates, Catering, Housekeeping, Operations and Finances
- Clerk to the Governors
- Compliance for Health & Safety within a demanding regulatory framework.

As Clerk to the Governors

- To support the Governors in their roles and in the administration of the Board and its sub-committees
- To support the Board of Governors in the recruitment, induction and training of new Governors
- With the Head, to advise the Governors on their statutory compliance responsibilities.

Leadership and Strategy

- Participate fully in Senior Leadership Team meetings, Full Governing Body meetings and appropriate sub-committee meetings
- With the Senior Leadership Team, plan & coordinate development, in line with the School Development Plan
- Prepare financial reports, including for capital projects
- Take delegated responsibility for financial and other decisions in consultation with the Headmaster where required
- Lead the recruitment of Catering, Housekeeping, Grounds & Maintenance staff, dealing with terms and conditions of service and their supervision and welfare
- Provide effective leadership to the wider support staff team ensuring all team members are supported, valued and constructively challenged to deliver their services in an environment which sets the highest professional standard
- Act as the School's Health & Safety Officer, chairing the termly Health & Safety meetings, ensuring systems are in place for effective, monitoring, measuring and reporting
- Act as Company Secretary, completing annual returns and ensuring compliance with relevant legislation
- Act as Clerk to the Governors co-ordinating & advising as necessary.





General Management

- Ensure the School's compliance with all relevant aspects of employment law including Disclosure and Barring Service checks, employment protection, equal pay, minimum wage, Working Time Directive or discrimination on the grounds of sex, race or disability
- Act as the Head's adviser on employment matters including disciplinary procedures, ensuring the School has appropriate, up to date disciplinary and grievance procedures
- Ensure all non-academic staff files and all staff contracts of employment are kept up to date as new legislation takes effect
- Arrange for staff accommodation to be available and deal with day to day issues, ensuring the appropriate leases and licenses to occupy are signed by tenants
- Ensure the School's insurance policies are adequate and fit for purpose with the School's insurers, tendering where appropriate
- Ensure the relevant records and returns required by the Department of Children Schools and Families (DCSF) & Independent School's Council (ISC) are completed annually
- Control budgetary expenditure and agree priorities of work for staff within the Catering department
- Oversee the Maintenance and Grounds departments liaising with the Site Manager
- Oversee the Housekeeping department to ensure the cleanliness and hygiene of the school is kept to the standard required
- Ensure the smooth running of the school's Laundry department
- Ensure Professional Development Reviews of the above non-academic staff are carried out in a timely manner.

Finance and Accountancy

- Take overall responsibility for the financial management of the School
- Line manage and oversee the Bursar's Assistant who processes and administers the day to day purchase and sales ledger for the school, termly billing to parents, as well as the monthly payroll
- Work with the Bursar's Assistant to ensure robust systems of financial controls, and regular and accurate management reporting and forecasts are in place
- Carry out benchmarking evaluations
- Prepare business plans, and projections for the performance of the School; usually over a period of five years
- Maintain cash flow projections for the current and future years
- Prepare annual estimates of income and expenditure to include the provision of departmental budgets
- Set, monitor and review annually the Schools reserve policy
- Prepare statutory accounts for audit by the schools appointed auditors
- Present regular management reports to the Governing Body
- Advise on scholarship and bursary funds
- Drive fundraising initiatives, in line with the School Development Plan.
- Maintain relationships within the local Bursars' network





Health & Safety & Security

- Ensure the School's written Health & Safety policies are in place and clearly communicated and available to all
- Ensure these policies are implemented at all times, put into practice and are subject to review and assessment at regular intervals, or as situations change
- Enable regular consultation on Health and Safety issues, ensuring systems and assessments are in place
- Ensure the necessary fire risk assessments are carried out along with the installation and maintenance of equipment for the detection, warning, protection and escape from fire
- Ensure compliance with the annual legionella testing & risk assessments
- Ensure the necessary annual certification of gas and electricity certifications are carried out
- Ensure Portable Appliance Testing is carried out at regular intervals
- Ensure the School's Asbestos register is kept up to date
- Ensure proper safety procedures are enforced within the swimming pool & plant area particularly out of school hours and during the holidays
- Ensure the maximum level of security is maintained throughout all buildings and grounds, at all times and especially through the school holiday periods.

School Buildings

- Plan and co-ordinate all building repairs and renovations, sourcing external contractors and procuring services as required
- Oversee the day to day maintenance of all school building requirements co-ordinating with the Site Manager as necessary
- Ensure the preparation of school maintenance schedules and keeping of records to include annual certification of gas and electricity as required
- Ensure the maintenance and efficiency of the installations and plant for electric and gas supply, heating, and water.
- Promote and manage the letting of school premises to outside organisations, including residential lettings, the sports hall and school pitches to the local community
- Liaise with school architects and builders for any new buildings, works that may be required
- Line manage the; facilities, grounds maintenance, housekeeping and catering teams on a week by week basis.

School Grounds

- Ensure the upkeep of the school playing fields, gardens, all weather surfaces and tennis courts
- Ensure the maintenance of the school boundaries, roads and right of way.





Personal Specification

We are seeking to appoint a Bursar with strong leadership and management skills who will take a full and active role in the life of the school, with a commitment to the safeguarding and wellbeing of children as the highest priority. The ideal candidate will bring all or most of the following:

Experience

- A strong track record of leadership and senior management experience
- Proven experience of effective financial management and leadership in a school or other 3rd sector environment
- Experience of managing a range of support services and/or major project management
- Business acumen to be able to assist the Board of Governors and Headmaster to develop and implement a vision for the School's future
- Experience of working within a complex and demanding compliance framework with an understanding of the challenges the independent school sector faces now and in the future
- Understand the challenges of fast moving technological changes in an educational setting.

Knowledge & Skills

- Proficient in all Microsoft Office Applications
- Strong interpersonal skills with a track record of working successfully with a diverse range of stakeholders
- Strong working knowledge of financial management (statutory accounting, financial planning, budgeting and forecasting, cost management, management reporting, payroll and pensions) with strong analytical skills and the ability to present financial information clearly and concisely
- Knowledge of accounting policies and standards applicable to the Charity sector
- Ability to contribute effectively to the strategic development of the School whilst maintaining a strong grasp of operational detail
- Commercially aware, with a willingness to identify appropriate revenue generating opportunities
- Delegation skills and the ability to manage a range of tasks and priorities whilst working under pressure to tight deadlines.

Personal Attributes

- A leader and team player who is a natural motivator, clear thinker, adaptable, innovative, diplomatic, articulate and resilient with a strong commitment to excellence
- Committed team player with a collegiate and collaborative approach with an awareness of the importance of employee's wellbeing
- Proactive, energetic and enthusiastic, with a positive outlook and a good sense of humour
- Proven ability to develop and maintain strong and positive working relationships with the Board of Governors, the Headmaster, staff and parents
- Demonstrate good judgement, with a fair and calm approach and the ability to resolve conflicts in a sensitive manner
- Efficient, with good time management and the ability to motivate and engage others
- Comfortable moving between high level strategy and operational delivery
- Personal integrity, honesty and dedication with the ability to maintain confidentiality at all times.



Terms & Conditions

A formal contract detailing terms and conditions will be drawn up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions:

- This is a full-time, year round permanent appointment and the successful candidate will be expected to work such hours as are required to fulfil the needs of the position
- A competitive remuneration package with a salary commensurate with the seniority of the post and the experience of the successful candidate
- Pension provision
- Enrolment in the School's Key Staff Health Scheme from 1st September 2022
- Annual holiday entitlement of 25 days, plus statutory Bank Holidays
- The appointment is subject to satisfactory references and security checks, clearance from the DBS, proof of identity and qualifications and a health questionnaire.

Lockers Park is an equal opportunities employer. It is the policy of the School to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and is committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation, marital or civil partnership status, age or disability. All new appointments are subject to a probationary period.

How to Apply

Please complete and submit the School Application Form in full and return with a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. An alternative method of application will not be accepted, although an additional CV may be included. Referees will not be approached until the final stages and not without prior permission from candidates.

- The closing date for applications will be Friday 29th October 2021
- The first round interviews will take place during the week commencing Monday 8th November 2021
- The second round interviews will take place on Tuesday 16th November 2021

Interviews will be conducted in person, wherever possible, and will include applicants' suitability to work with children. Shortlisted candidates will be invited to meet with a selection of the Governing body. This post is exempt from the Rehabilitation of Offenders Act 1974. All convictions and bind-overs must be declared.

The successful applicant will be required to complete a Disclosure from the Disclosure and Barring Service (DBS) If the candidate has subscribed to the DBS Update Service, they should advise the school of this and bring their most recent DBS Enhanced Disclosure with them to interview. Candidates should be aware that provision of false information is an offence and could result in their application being rejected or summary dismissal if they have been selected, and possible referral to the police and/or DfE Children's Safeguarding Operational Unit.

The School is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff to share this commitment. A copy of the School's Safeguarding and Child Protection Policy is available for download from the School's website (lockerspark.co.uk). Please take the time to read this document.