

LEARN MORE ABOUT

Joining the MSJ Family



MALVERN ST JAMES
Girls' School



extends to all areas of Malvern St James. In March 2021, the School was awarded the Carnegie Mental Health Gold Award for its outstanding pastoral care and support for pupil and staff mental wellbeing.

WORKING AT MSJ

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 3 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

Two hours from London and one hour from Birmingham, MSJ is in the heart of Malvern in Worcestershire, with excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and Board members alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 18) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi- boarding. ISI recognised the exceptional standard of boarding with an **'Outstanding'** inspection judgement, which

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.



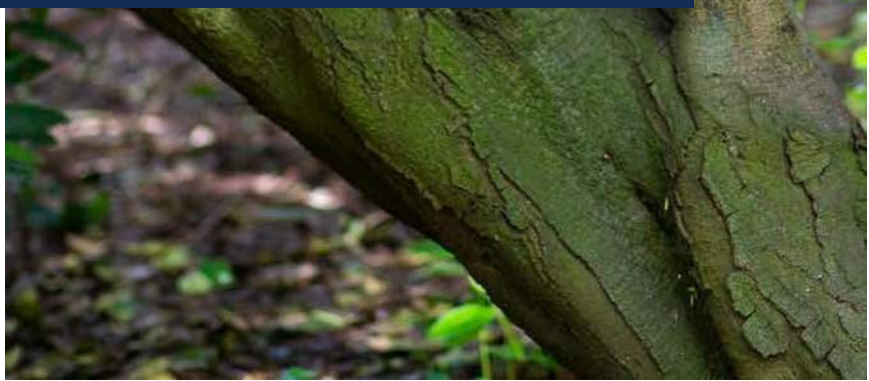
The School has excellent facilities, which include an award-winning Science and Mathematics centre, a Drama Studio, a Music Centre in Avenue, several IT suites, a multi-media Language Laboratory and a brand-new Astro turf, which was launched in October 2020.

The Year 13 Sixth Form Boarding House was transformed in 2018 with an extensive and highly contemporary full refurbishment, which has provided a transition House for university. Benhams, Boarding House, was refurbished in 2021.

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School's daily life. There are regular opportunities for Christian worship.



Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who can meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is “full of girls who are going to change the world”!



BURSAR

JOB DESCRIPTION

AT A GLANCE



FULL-TIME 40 HOURS
52 WEEKS PER ANNUM



REPORTS TO
HEAD AND
BOARD OF
MANAGEMENT

All School staff are expected to:

- a. Work towards and support the School vision and the current School objectives outlined in the School Development Plan;
- b. Support and contribute to the School's responsibility for safeguarding pupils;
- c. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development;
- d. Work within the School's Health and Safety policy to ensure a safe working environment for staff, pupils and visitors;
- e. Work within the Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective;
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues;
- g. Engage actively in the performance review process;
- h. Adhere to policies as set out in the Staff Handbook and Regulations;
- i. Undertake other reasonable duties related to the job purpose required from time to time;
- j. Adhere to School Safeguarding and Child Protection Policies.

ABOUT THE ROLE

The Head and Board of Management seek an outstanding Bursar to provide strong, strategic, operational and commercial leadership, ensuring the efficient delivery of a range of services in support of the School's educational aims. For an exceptionally able individual, this post offers an exciting opportunity to play a key role in shaping the future of Malvern St James' dynamic development. This is a new post as a result of restructuring the staffing at the School to take it forward under new ownership by Galaxy Global Education.

The successful candidate will offer outstanding strategic and organisational abilities, and will have a record of success in leadership and management gained in ambitious environments. An imaginative, open-minded and adaptable team player, they will possess a genuine interest in education, robust intellectual abilities, the confidence to challenge appropriately, well-developed communication and interpersonal skills, and astute financial acumen. A commitment to the ethos and values of MSJ is essential.

The School is characterised by a strong sense of teamwork and courteous relationships, with which the successful candidate will need to be at ease. Of critical importance is the relationship between the Proprietor, Chair of the Board of Management, the Head, the Senior Deputy Head and the Bursar.

The Bursar reports directly to the Head on day-to-day matters, and to the Board of Management at other times as required, including reporting to the Finance and Estates Committee and full Board on all matters financial, and to raise areas of concern or significant issues. The Bursar, supported by a shared PA, will directly line manage:

- The Finance Team
- HR Department
- Network and Compliance Officer
- Estates and Health and Safety Manager (who will be the Fire Officer and will manage the Estates and Grounds Team);
- Business Development Manager;
- Domestic Bursar (who in turn manages Catering, Housekeeping and Transport).

The Bursar will be the designated Data Controller for the School.

The Bursar will also work closely with members of the Senior Leadership Team, for example, the Deputy Head Academic regarding staffing and the Head of Admissions and the Head of Marketing.

This post provides an excellent opportunity to make a real difference to one of the country's leading girls' independent day and boarding schools.

Duties of the role will include, but will not be restricted to:

Strategic Leadership and Management

- To contribute, as a partner with the Head, Senior Deputy Head and the Board of Management, to the overall development and management of the School. The Bursar will play a key role in some significant strategic decisions in the coming years;
- To provide clear leadership for the Operations staff, ensuring that all team members are supported and challenged to deliver their remits to the highest standards. This will include the oversight of all Operational Staff line management appraisals.

Finance

- In conjunction with the Group Finance Team, to develop a robust financial strategy for the School;
- To lead and develop a responsive, forward-looking Finance team, which is also able to make a strong contribution to the future success of the School;
- To provide the Head and Board of Management with timely and accurate financial information on income and expenditure and cashflow, to aid effective decision-making, including a summary spreadsheet of the monthly accounts;

- To oversee all income and expenditures including salaries, pensions, debts and ensure the School meets all statutory and HMRC requirements;
- To oversee the Bursarial offer, liaising with an external company
- To produce for audit the annual Financial Statements of the School in accordance with relevant legislation (including the Companies Act 2016);
- To develop and maintain robust mechanisms of financial control and to provide appropriate systems for financial planning, budgeting and reporting;
- To manage relations with external service providers including insurers, banks and auditors;
- To develop a commercial strategy for MSJ with the Head and Business Development Manager, seeking new opportunities for diversifying income streams and developing robust systems of business continuity and future planning.

Estates and Facilities

- To lead on the development and implementation of the strategic plan and associated major future building projects;
- To ensure that buildings and grounds are maintained to a high standard in the short and medium term;
- To provide facilities support including the management of contracts for cleaning and HR;
- Advise the Head and take appropriate security measures for premises, staff and pupils.

HR, Catering and Housekeeping

- To oversee the HR, Catering and Housekeeping departments, ensuring that systems, policies and procedures meet legislative requirements and best practice;
- Manage contracts of employment and career paths of staff.

Compliance

- To oversee the work of the Network and Compliance Officer, in ensuring that the School conforms with ISI, HSE, GDPR and other regulatory body requirements, guidelines and best practice.

Service to the Board of Management

- To support the Board of Management, providing clear advice on compliance matters, and providing support in the regular meetings
- Develop strong, positive relationships with colleagues, contribute to collaborative work across the School and support other staff in participating in work, in order to develop and share best practice.

Remuneration:

Salary in the region of £85k, depending on experience and qualifications, plus pension package.



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BURSAR

PERSON SPECIFICATION

| QUALIFICATIONS, EXPERIENCE, SKILLS & ABILITIES | ESSENTIAL OR DESIRABLE | HOW THIS WILL BE ASSESSED |
|---|------------------------|--|
| A record of successful strategic and operational management experience in another major organisation. | Essential | Application Form and interview |
| Demonstrable experience of change management (structure and culture) | Essential | Application Form and interview |
| Demonstrable experience of leading teams including recruitment, performance management and development of staff. | Essential | Application Form and interview |
| Experience of managing support services and/or of major project management. | Essential | Application Form and interview |
| Relevant financial management experience at senior level. | Essential | Application Form and assessment |
| Highly numerate with first-class analytical skills and the ability to oversee the development of long-term financial plans. | Essential | Interview and assessment |
| Strong interpersonal skills with a demonstrable ability to relate successfully to people from all backgrounds and at all organisational levels | Essential | Interview |
| The ability to lead by example, empower others and command respect, both within the immediate school community and in the wider professional arena | Essential | Application form, interview and assessment |
| A proven capacity to take a strategic overview and contribute to the wider development of the School, whilst retaining a strong grasp of the operational detail | Essential | Application form and interview |
| To be commercially aware, recognising the financial and marketing implications of decisions and actions | Essential | Interview |
| Educated to at least degree level | Essential | Application form |
| A relevant professional accountancy qualification (ACCA/ACA/CIMA/CIPFA) or equivalent financial or accounting qualification | Desirable | Application form |
| A strong team player with a kind, collegial and adaptable leadership style | Essential | Application form and interview |
| Significant energy, drive and commitment matched with patience, humanity and flexibility | Essential | Interview |
| Sympathy with the School as an academic environment, committed to an all-girls education, all-round excellence and a genuine identification with the MSJ ethos | Essential | Interview |

STAFF BENEFITS

AT MSJ

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

A selection of MSJ staff benefits* can be seen below:



**COMPETITIVE
PACKAGE**



**FREE LUNCH
PROVIDED**



**FREE GYM
MEMBERSHIP**



**PENSION
SCHEME**



**CHRISTMAS
SHUTDOWN**



**PROFESSIONAL
DEVELOPMENT**



**DISCOUNT ON
SCHOOL FEES**



**FREE
PARKING**



**TREAT
THURSDAYS!**

**Some benefits such as pension enrolment activate after completing three months' employment with Malvern St James*

APPLICATION PROCESS

AT MSJ

1

Complete your application form, which must include all dates of previous employment and give reasons for any gaps in employment. **A CV will not be accepted instead of a completed application form.**

2

You should also include a covering letter with your application, which should not repeat the contents of the personal statement section within the application form.

3

Submit your completed application form and covering letter to the HR Department. Post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or email to recruitment@malvernstjames.co.uk

4

Closing date: Open, however, we reserve the right to appoint as soon as we find the right candidate

GENERAL REQUIREMENTS

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive.

It will be reviewed at least once every year and it may be subject to modification or amendment at any time after consultation with the post holder.

REFERENCES

References of shortlisted candidates will normally be taken up before interview one of which should be from your most recent employer.

Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory Enhanced DBS checking.

Malvern St James is committed to safeguarding and promoting the welfare of children; all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, Online checks and the Disclosure and Barring Service clearance at enhanced level.



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