



# Glendower Preparatory School Appointment of Bursar

September 2022 | Reference: FAAWB



# An Introduction

Glendower is a small leading independent day school for girls aged 3-11. Set in a large Grade II Listed, white stucco townhouse on Queen's Gate, with high ceilings and beautiful cornicing, Glendower is at the epicentre of London's cultural highlights (the Natural History Museum, V&A, Science Museum and Royal Albert Hall are all on the doorstep) and makes full use of this next-level location.

The School comprises the Early Years (Nursery to Reception - 68 pupils), Pre-Prep (Years 1 to 2 - 76 pupils) and the Prep School (Years 3 to 6 - 143 pupils) with a total of 285 pupils currently on the roll, and an average class size of 18 girls per class. The majority of children come from professional families, predominantly based in South West London. The School has a selective admissions policy, and, at the main point of entry of 4+, girls are offered a place pending a successful assessment. The offer of a place is based on the academic potential and ability of each child. Entry from Little Glendower (Nursery) into Reception classes is not automatic, and all girls will sit the 4+ entry assessment.

## History

Glendower has been educating girls for over 120 years, since the School was founded in 1895 by two enterprising Victorian ladies, Miss Edith Lloyd and Miss Maud Cornwell, with just three pupils. To begin with the School occupied two rented rooms over a furniture shop in Fulham Road, sharing premises with the hatters Dunn & Co. and The Sports Motor Car Co.

In 1904, the School moved to 5-7 Glendower Place and changed its name to Glendower School. After 16 years there, the School relocated once again, this time to 25-27 Cromwell Road.

The School remained at the Cromwell Road site from 1920 until 1939, when the Second World War forced an evacuation to the White Hart Hotel in Launceston, Devon. After the war, in 1947 Glendower moved into 87 Queen's Gate where it has remained, with some extensions and expansion to the present day, now also occupying 86 Queen's Gate and 86 Stanhope Mews East.

From humble beginnings, through two World Wars and huge technological and educational innovation, Glendower continues to educate girls with the principles and ideals of its intrepid Victorian founders at its heart.

## Aims and ethos

Glendower is a small community with huge character. Within the School we immerse our girls to the wonder of learning, develop their curiosity and actively seek to challenge and extend the girls' minds both within and beyond the classroom. Our girls are renowned for their positive energy and a willingness to learn and 'are continuously encouraged to be kind and compassionate towards each other'.

But good education is so much more than sitting passively and we want our girls to experience many enriching activities both within their classes and beyond the walls of Glendower. Academics are very important to us, but so too are the skills needed to build rounded characters. Girls need to run, swim, play and develop physically, they need to reach out to others in their community, developing generosity of character and most importantly, they need to be kind, not only to others, but also to themselves. When all



of these characteristics are fostered and nurtured, we know that our girls will be happy, thrive and be successful. We are proud to be working with the future leaders of our world!

The results are testament to that ethos: our girls head on to top London day schools such as City and St Paul's, as well as further afield to excellent boarding seniors such as Wycombe Abbey and St Mary's Ascot.

## School Community

By its very nature and location in London, the School is an international, multicultural community. Acceptance of others, and of different cultural and religious backgrounds, creates a strong sense of community. The School actively promotes the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Pupils are guided in the development of their own social, political and economic awareness. Furthermore, fundamental to Glendower's philosophy is the aim for the girls to have a keen sense of their responsibility to the world in which they live, a belief that they can make a difference and the confidence and desire to make things happen.

With a strong tradition of helping others in the School and wider community, and as part of the educational goal of good citizenship, the pupils and their families raise funds annually through initiatives for a range of local, national and international charities. The recently launched Partnership and Development Project forms the bedrock of the School's belief in giving back and supporting others, and in doing so, the girls become better global citizens.

There is a real sense of parents as stakeholders working in collaboration with the Head and her team. Glendower parents are pro-active and enthusiastic, and the Glendower Parent Teacher Association (GPTA) is involved with all aspects of school activity, organising numerous charity fundraising and social events throughout the year.

## Bursaries and scholarships

We are proud that our pupil body reflects the diverse local community - Glendower girls usually live just a short distance from the School but are from a wide range of backgrounds and ethnicities.

Glendower School Trust is a charitable trust committed to widening access to a Glendower education. The Trust has a bursary scheme in place to assist in situations of hardship.

We aim to offer the equivalent of seven bursary places at any one time to enable girls in the local community, whose parents would otherwise be unable to afford to pay the fees, to benefit from an education at Glendower. Bursary places are offered throughout the School.

# The Role

The Governors and Headmistress, Mrs Nina Kingsmill Moore, now seek to appoint an exceptional, forward-thinking individual for the role of Bursar, to commence in March/April 2023.

The Governors and Headmistress will therefore be looking for an inspiring, team-oriented leader with outstanding organisational skills to work alongside all members of the expanded Senior Leadership Team and embrace the special ethos of Glendower.

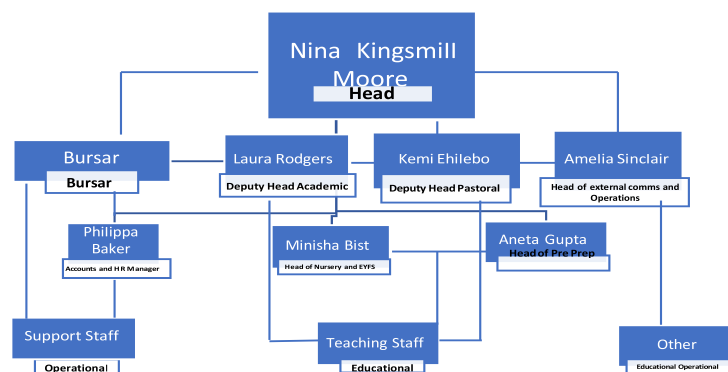
The successful candidate will be passionate about innovative education and learning as well as strategic leadership, have keen financial acumen and the personal presence to represent the School with all of its most senior internal and external stakeholders.

## New Senior Leadership Team Structure

From September 2022, a new SLT structure has been introduced, with two main arms: Academic SLT and Operational SLT. This is due to an expanding SLT. SLT will meet on a 3-weekly cycle. (Week 1. Academic SLT; Week 2. Operational SLT; Week 3. Full SLT.) This is so that important topics can be discussed by the relevant leaders without the need for unaffected leaders to be present. As there are cross over discussion points, a meeting with the full SLT will take place every three weeks. The Bursar will sit on the Operational SLT.

The Organisational chart below shows the structure of the School's Leadership Team from September 2022.

## Glendower Operational Chart



## Key Responsibilities

The Bursar is appointed by the Head 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 Head. The Bursar is responsible for the efficient and effect operation of finance, facilities, health & safety and estates management. The accounting and HR functions are delegated to the Accounts and HR Manager, and the Health and Safety is delegated to the Site Manager on a day-to-day basis, but the overall responsibility remains with the Bursar.

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 initially in draft mode for Finance Committee's approval, and subsequently for the Full Governing Body. The Bursar will have direct interaction with the Finance Committee of the Board on various matters pertaining to his/her role. The Bursar is supported by a part time (4 days) Financial Accounts and HR Manager and a Site Manager.

### Finance

- Prepare the draft annual budget, including estimates of planned income and expenditure, in consultation with the Head and its submission for approval to the Finance Committee and the full Board of Governors;
- Draft the Trustees' Report for the year; preparing statutory accounts and liaison with auditors;
- Prepare termly management accounts (reporting actual and forecast variances against budgets) for the Finance Committee and Governors;
- Prepare financial information for the Head, Finance Committee and Governors in response to ad hoc requests and specific projects;
- Prepare the School's business plans with the Head, which will include three-year forward projections, for the Finance Committee and subsequently the Board of Governors to approve;
- Monitor and report income and expenditure and status of bank loan covenant ratios;
- Advise on financial policy and putting into practice the agreed policy and procedures;
- Liaise with the School's bankers, servicing bank loans and covenants and controlling cash flow on a termly, annual and five-year basis;
- Liaise 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;
- Assess bursary awards and making recommendations to the Head, Finance Committee and Governors;
- Pursue debts;
- Explore and put in place revenue raising schemes;
- Ensure that value for money is obtained in the purchase of goods and services;
- Oversee payment of salaries and pensions;
- Deal with the School's rating assessments.

### Operations & Admin

- Manage the provision of administrative support to the operation of the School including staffing, resources, service and utility supply contracts etc;
- Arranging enhanced Disclosure and Barring Service clearance and Children's Barred List checks;
- Vetting of contracts of employment;
- Liaise with the School's contract caterers to ensure that the food service is in line with agreed standards and with budget, through regular contact with the catering manager and catering area manager;
- Work with the Head and SLT to practice and enhance critical incident planning and procedures;

- Maintain contacts with professional organisations such as the ISBA in order to advise the Head and Governors of current trends and issues.

## IT

- The School's IT services are outsourced with onsite support provided by a Network Assistant., employed by the School. With the SLT, the Bursar has responsibility to ensure that appropriate contracts and services operate effectively.

## Health and Safety

- Check compliance with legislation and regulations, and implementing any necessary corrective actions;
- Put in place and monitor appropriate policies;
- Actively work to make sure that pupils, staff and visitors are safe while on the school premises;
- Analyse risk and maintaining the risk register;
- Liaise with Health and Safety Governor and minute meetings.

## Estates Management

- Run building projects;
- Maintain the fabric of the School through regular upkeep and refurbishment;
- Test and ensure maintenance of all equipment and vehicles;
- Liaise with insurers, contractors, architects, surveyors, planning consultants and suppliers;
- Ensure security of the School's buildings;
- Manage installation and maintenance of equipment for protection against and escape from fire.

## Human Resources

- The day-to-day responsibilities and tasks for Human Resources are delegated to the HR Manager, however, the Bursar retains overall responsibility for this function;
- Line Manage a team of direct reports and conduct annual appraisals for them.

## Clerk to the Governors

- Liaise with the Chair of Governors and Head over the agenda for full governing body meetings;
- Liaise with the Chair of Finance Committee and Head over the agenda for Finance Committee meetings and preparation of ad-hoc reports as needed;
- Co-ordinate and upload documentation ahead of all Full Governor and sub-committee meetings; using the Governor platform GVO;
- Receive and send out paperwork to all Governors;
- Ensure policies are subject to scheduled review;
- Administer appropriate induction and training of Governors;
- Develop and maintain the Governors' area on the school website;
- Selection of professional advisers, including lawyers, accountants and bankers;
- Ensure compliance with the law covering employment, Health and Safety, accounting, money laundering, copyright, data protection and Charities Commission;
- Deal with legal matters that affect the School and as appropriate with solicitors;
- Prepare the Parent Contract and associated documents;
- Act as Company Secretary other duties on behalf of the Head relating to non-teaching areas of the School.

# Person Specification

Glendower Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be required to undertake a Criminal Record Check and undergo enhanced DBS screening.

## Candidates will be expected to bring the following credentials

- A degree-level education, ideally with further a professional qualification in a relevant discipline (finance, facilities, HR, business management);
- Proven successful leadership experience in a senior position in a complex professional structure, managing, organising and motivating multi-disciplinary teams including successfully managing change;
- A high level of numeracy with demonstrable and relevant experience in budget and financial management;
- Experience in dealing with lenders and loan documents would be [advantageous/helpful];
- Advanced ICT skills with the ability to use and manage systems and resources effectively;
- Demonstrable experience in buildings management of a significant estate including building and property development, building maintenance, capital building projects, the relevant legislative and planning requirements and liaison with architects, professional advisors and external organisations;
- An ability to understand the subtlety of the relationship between 'school' and 'business';
- A 'can do', sleeves-rolled up approach to work when this is required;
- Experience of working with a board of charity trustees or equivalent structure.

## The successful candidate is likely to have

- The ability to develop strong effective working relationships with senior academic staff and all levels of support staff whilst also commanding the confidence of the Board;
- Outstanding interpersonal and communication skills;
- Resilience, dynamism, energy and enthusiasm;
- Creativity to innovate, with high standards and a sense of humour;
- A natural ability to lead and motivate dedicated and established teams of multi-disciplinary staff using diplomacy, open mindedness, and the ability to persuade, negotiate and influence others;
- High-level decision-making skills; confident and willing to take difficult decisions when necessary;
- Experience of contract negotiation;
- Demonstrable experience of working under pressure, keeping many different plates spinning and leading by example;
- Good judgement, a fair and calm approach;
- Willingness to self-evaluate and learn;
- A genuine interest in and sensitivity to the School's purpose of education and a willingness/ability to understand and be involved in the wider life of the School - organising a bus, helping with event planning or supervising a car park if that's what needed to help the School tick;
- Confidence with humility and appropriately firm/assertive when necessary;
- Integrity, honesty and a strong social conscience.

# Terms of Appointment

- A competitive salary will be paid to reflect the importance of the role and the experience of the successful candidate. This will be reviewed annually;
- There will be a 12% employer contribution into workplace pension;
- The successful candidate will be entitled to up to 30 days annual leave. The majority of this will be taken during School holidays, in addition to all bank holidays;
- Reasonable costs of school entertainment and general expenses will be covered;
- Private health cover will be provided for the Bursar.

*The confirmation of the appointment will be subject to receipt of three satisfactory references.*

*Glendower is an equal opportunities employer and is committed to safeguarding and promoting the welfare of students. The successful candidate must be willing to undergo child protection and other appropriate safeguarding checks including with the Disclosure and Barring Service.*

## How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Glendower Prep School on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **FAAWB**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter.

The closing date for applications is noon on Thursday 6<sup>th</sup> October 2022. First round interviews will be held on Thursday 13<sup>th</sup> October.

### **GDPR personal data notice**

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.





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