



PRAESTAT OPES SAPIENTIA

HAMPTON SCHOOL

DEPUTY BURSAR

(Full-time appointment)

Job Description

Job Title : Deputy Bursar
Reporting Line : Bursar
Location : Hampton School Bursary

The closing date for applications is 9.00am on Monday 7 December 2015.

General

Hampton School is seeking to appoint a Deputy Bursar to play a key senior role in the management and leadership of a large support staff team. The Hampton School Trust benefits from impressive facilities across four sites, including a Boat House on the River Thames. The Deputy Bursar has a wide-ranging set of responsibilities within the Trust, including oversight of bursarial functions at Denmead Pre-Prep and Prep Schools.

This position represents an outstanding opportunity for a suitably ambitious and well-qualified individual, who will be expected to display excellent management skills, a strategic approach and a high degree of business acumen. It is anticipated that the successful candidate will aspire to the role of Bursar at a leading independent school in due course.

Hampton is one of the country's most successful independent schools and a suitably attractive benefits package will be offered, including a salary commensurate with the successful candidate's skills and experience. Applicants may contact the Bursar or HR Advisor in confidence to discuss the terms and conditions involved.

Person Specification

The successful candidate will ideally:

- Demonstrate excellent communication and interpersonal skills
- Excellent management skills
- Demonstrate a good knowledge of:
 - Health and Safety
 - Maintenance Projects
 - Finance supervision
- The ability to prioritise and work under pressure to tight deadlines
- Enthusiasm, willingness and flexibility
- Ability to set and work to targets and deadlines
- Have experience of working in an Educational Environment
- Be educated to degree level
- Good IT skills including MS Word and Excel

Job Description

Denmead School

- To be responsible for all non-academic functions of Denmead School, including monitoring income and expenditure against budget and providing management information;
- To report upon these functions to the Bursar and Headmaster as required
- To act as Clerk to the Governors' Denmead Committee
- To be a member of the Denmead SMT
- To line-manage all Denmead support staff
- To attend IT Committee Meetings
- To attend H&S Committee Meetings

General Management and Administration

- To act as Clerk to the Hampton School Trust Governors' Development Committee and Govneors' Denmead Committee
- To attend Heads of Year and Heads of Department Meetings as required

HR Functions

- To interview and take part in the appointment of support staff as delegated by the Bursar
- To manage and carry out support staff appraisal processes as delegated by the Bursar
- To manage support staff capability, disciplinary and grievance procedures as delegated by the Bursar

Estates

- To line-manage the Building Services Manager and agree priorities of work
- To fulfil a client/project management role on medium-sized development projects
- To assist the Bursar with the oversight and delivery of major development projects
- To ensure the Schools buildings are clean, well maintained and compliant with current regulations and legislation
- To oversee daily meetings with the Maintenance Team and weekly meetings with the Operations Team
- To oversee the maintenance budget

Grounds and Gardens

- To line manage the Head of Grounds and agree priorities of work in collaboration with the Deputy Head (Pastoral and Co-curricular)
- To attend weekly grounds meetings
- To attend termly Sports Committee meetings
- To oversee the grounds budget

Reprographics

- To line-manage the Resources Manager
- To co-ordinate and oversee all aspects of reprographics

Catering

- To liaise with the Catering Manager on all day-to-day catering matters
- To attend weekly meetings with the Catering Manager
- To oversee the catering budget once agreed
- To attend monthly meetings with the Catering Management Group
- To attend School Nutrition Review Group (SNRG) meetings

External Lettings & Hammond Theatre

- To line manage the Technical Manager
- To line manage the Events Co-ordinator
- To attend weekly departmental meetings
- To attend the weekly Hammond Theatre Bookings Meeting
- To maximise non-fee income, subject to the priority given to internal School usage and events over external lettings
- To attend events as required, including evenings and weekends where appropriate
- To oversee the 450 Hall technical budget

Finance

- To manage and authorise all expense claims in accordance with rules in place at the time
- To scrutinise/authorise all invoices received for payment in accordance with the Finance Manual
- To manage budgets allocated and delegated by the Bursar

Health and Safety

- To attend Health and Safety Committee meetings
- To attend all Health and Safety audits

Travel Plan

- To act as the School Travel Plan Champion
- To encourage the School to carry out green travel plan initiatives
- To undertake annual travel surveys

Boathouse

- To line-manage the Boat House Supervisor
- To manage the Boat House facility in consultation with the relevant staff of The Lady Eleanor Holles School
- To attend bi-weekly Boat House meetings

Equal Opportunities

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are needed to attend an interview please inform the School.

Training

- To attend INSET training both inside and outside the School where appropriate to increase competence, proficiency and safety awareness.

As at June 2015



Hampton School



Millennium Boat House



Denmead School
Wensleydale Road



Denmead School
Gloucester Road

Denmead New Build (due to open Spring 2016)



HAMPTON SCHOOL - SALARY AND OTHER BENEFITS

1. Salary

A generous remuneration package commensurate with the importance of the role and the experience of the successful candidate will be offered. Salaries are paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.

2. Hours and Holidays

To work such hours as shall be necessary to properly discharge the Deputy Bursar's duties under this agreement whether such hours be within or without normal school hours.

Your annual leave entitlement is currently 26 working days. In addition, from the commencement of employment you will be entitled to the following holidays:

Christmas School Holiday as notified
(includes Christmas Day, Boxing Day and New Year's Day)
Good Friday
Easter Monday
Early May Bank Holiday
Late May Bank Holiday
School Day after the late May Bank Holiday
August Bank Holiday

Statutory holiday entitlement is 28 days inclusive of Bank Holidays for full time employees.

3. Probation

The appointment is subject to the satisfactory completion of a six month probationary period, after which it will be confirmed or extended for a further period not exceeding six months.

4. Notice

The minimum period to terminate employment is as set out below:

Period of continuous service	Minimum Notice
Less than one year	3 months
One year or more	6 months

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

Period of continuous service	Minimum Notice
Less than one year	3 months
One year or more	6 months

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

5. **Non-contractual Benefits to staff**

- **Pension**

You will be auto-enrolled into the relevant School pension scheme. The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme with the Pensions Trust for support staff. Further details are available from the Bursary.

- **Death-in-Service Benefit**

In addition to any Pension Scheme benefits, the School currently has a policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy.

- **Health Care**

The Governors currently provide Health Care for all members of staff earning above an annual threshold only if they join at the start of their employment. Further details may be obtained from the Bursar. Age restrictions apply to the Healthcare policy. The school also offer a Medicash policy to all staff.

- **School Fee Reduction**

Child(ren) of teaching staff at Hampton School or Denmead School may upon passing the entrance assessments be eligible at the discretion of the Governors for a reduction on the basic tuition fees. Currently, the School also has an agreement with The Lady Eleanor Holles School for Girls for a reduction in tuition fees. The continuance of School fee reduction provision is at the Governors' discretion.

- **Cycle to Work Scheme**

The School allows staff with an employment contract for 12 months or more to purchase a cycle though the 'cycle to work' scheme to ride to work. Further details are available from the Bursar.

- **Childcare Vouchers**

The School allows staff access to a childcare voucher system by means of a salary sacrifice scheme. Further details are available from the Bursar.

- **Eye Tests**

In September each year members of staff receive a voucher for a free eye test at nominated opticians.

- **Personal Accident Insurance**

Members of staff are covered for permanent disability resulting from an accident, whether at School or elsewhere.

- **Drinks and Snacks**

Members of staff are provided, at no cost, with tea/coffee and light snacks during the day.

- **Lunch**

Lunch is provided to members of staff at no cost.

- **Sports Travel to School on Saturdays**

Staff running teams can claim expenses for travel to and from School for Sports matches.

- **Use of Private Vehicle**

Subject to a journey being approved by the Facilities Manager, Deputy Bursar, Bursar or The Headmaster, members of staff can use their private vehicle for School journeys during

working hours. The insurance will be under the School insurance and staff can claim for the mileage.

- **Blood Pressure**

The School Nurse can check your blood pressure. S/he is not able to give staff medical advice and staff must rely on their own medical advisor.

- **Counselling**

One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling support is required a charge may be made.

- **Sports Therapy**

The School has a member of staff specialising in Sports Therapy who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be made.

- **Multi-Gym**

The School multi-gym is available for use by staff. Induction is required and conditions apply. The school accepts no liability for use by staff.

- **Sporting Facilities**

Limited use by staff of the facilities is available. Use needs to be agreed in advance with the Bursar or Deputy Bursar who will consult the relevant games/PE staff. Use for events such as parties is available but will be treated as a formal letting.

- **Parking**

Currently staff parking on site is permitted. All those who wish to park must obtain a permit from the Front Office.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.

6. Application Form

- a. Applications will only be accepted from candidates completing the School's Application Form in full. CVs may be submitted but will not be accepted in substitution for completed Application Forms in the absence of good reason.
- b. Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- c. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- d. Where appropriate the successful applicant will be required to complete a Disclosure from the Disclosure and Barring Service at the appropriate level for the post. Employment is conditional upon a satisfactory Disclosure and Barring Service check for all applicants home and overseas.
- e. An overseas national must have permission to work in the UK (if not a member of a European Economic Area country).
- f. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

7. References

- a. We will seek references on shortlisted candidates and may approach previous employers whether or not named as a referee for information at any stage following receipt of the application form.
- b. Employment is subject to satisfactory references from suitable referees and references will be verified by telephone call.
- c. If you are currently working with children, on either a paid or voluntary basis, your current employer (who must be listed as one of your referees) will be asked about disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the previous employer will be asked about those issues (and should be listed as a referee). Where neither your current nor previous employment has involved working with children your current employer will still be asked about your suitability to work with children, although they may where appropriate, answer if your duties have not brought you into contact with children or young persons.
- d. In the case of applicants who have been employed but who are not now employed, one referee must be the most recent employer (who should be listed as one of your referees).

8. Interview

- a. If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- b. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or certified copies of certificates, diplomas, etc. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding bodies.
- c. All candidates invited to interview must also bring with them:
 - A current driving licence including a photograph or a passport or a full birth certificate
 - A utility bill or financial statement showing the candidate's current name and address
 - Where appropriate, any document evidencing a change of name.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

9. Conditional Offer of Appointment: Pre-appointment Checks

Any offer to a successful candidate will be conditional upon:

- a. Receipt of at least two satisfactory references (if these have not already been received)
- b. Verification of identity and qualifications
- c. A check at DfE List 99 and the Protection of Children Act List as appropriate
- d. A satisfactory DBS Disclosure
- e. Verification of professional status (where required)
- f. Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- g. Verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to teach of Teachers and Entrants to Initial Teacher Training; or
- h. Satisfactory completion of the probationary period.

10. Warning

Where a candidate is:

- a. found to be on DfE List 99 or the Protection of Children Act List, or the DBS disclosure shows s/he has been disqualified from working with children by a Court, or
- b. found to have provided false information in, or in support of, his/her application, or
- c. the subject of serious expressions of concern as to his/her suitability to work with children the facts will be reported to the Police and/or the DfE Children Safeguarding Operation Unit.

General

- a. Offers of employment will be made on merit and in accordance with our policy of equal opportunities.
- b. Employment is also subject to a satisfactory medical report to the School's medical officer.
- c. Satisfactory results for the statutory employment checks are recorded in the School's centralised register of staff, supply staff and governors.

The School requests applications as soon as possible from interested applicants and reserves the right to offer the post at any stage in the appointment process and not to offer the post.



HAMPTON SCHOOL

(HMC 1290 boys 11-18, 400 in Sixth Form)

(IAPS 220 boys and girls 3 – 11)

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The closing date for applications is Monday 7 December 2015 at 9am.

Further details of the post and an application form may be obtained from the Hampton School website www.hamptonschool.org.uk. Application forms to be emailed to recruitment@hamptonschool.org.uk. Contact phone number 020 8783 4099.

Hampton School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure through the DBS.

Hampton School is a Registered Charity No 1120005. Company No 06264434.