

Brief for the position of

Bursar

Dauntsey's



ODGERS BERNDTSON

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About Dauntsey's

Dauntsey's was founded in 1542 by William Dauntsey, Master of the Worshipful Company of Mercers. Today it is a leading co-educational boarding and day school for 11-18-year-olds, set in a 150-acre estate in Wiltshire and noted for its friendly and supportive atmosphere.

Staff and pupils at Dauntsey's are given every opportunity to fulfil their potential and to achieve their aspirations, both academically and otherwise. The School is lively, creative and caring, and has a strong family atmosphere where independent minds, social responsibility and moral values are encouraged. Though pupils leave with excellent exam results, Dauntsey's is about much more than this; pupils are encouraged to develop important life skills such as resilience, communication and teamwork, and this adventurous spirit translates into the classroom, with pupils approaching their lessons with curiosity and a "have a go" attitude. Most importantly, the school community thrives on a culture of kindness and mutual respect.

The healthy balance of boarding and day pupils, along with the wide range of facilities, ensures that everyone is able to contribute to the life of the School. Pupils are actively involved in community service both locally and further afield, and the School's Charity Committee raises sizeable sums of money each year for national and international appeals.

This post presents an exciting opportunity to join a thriving, forward-thinking school. As Bursar, the post-holder will have the opportunity to shape the direction of the School for the coming years, at a time when pupil numbers are flourishing and there is much promise for the future.

The Dauntsey's Family

Friendship, among pupils, staff, and between these two groups, is at the heart of Dauntsey's. Relationships are relaxed and informal but are ultimately founded on mutual respect. Diversity of intake is an equally important factor in the School's character, with 160 pupils joining this year from more than 100 different schools, including a mixture of state primaries and independent prep schools.

The School prides itself on its strong pastoral provision, with the house system providing pupils with a secure source of support and guidance in every aspect of life. Every pupil joins either a boarding or a day house and these are co-educational in the Lower School (ages 11-13) and single-sex in the Upper School (ages 14-18). Each house is run by a Housemaster or Housemistress and a team of tutors who take a close interest in pupils' academic and social development. In each house, pupils organise and participate in a range of activities and events throughout the year.

There are five boarding houses accommodating 345 boarders, seven day houses for the 520 day pupils, and the school employs over 130 teachers, with 330 employees in total.





Academic Life

Dauntsey's is proud of its academic reputation and long-standing tradition of exam success. The curriculum is broad, balanced and contemporary throughout the school and the timetable offers a great deal of flexibility, allowing pupils the freedom of choice to accommodate their different interests and aptitudes.

Pupils achieved excellent exam results in 2021 in both A-level and GCSE examinations. At A-level, 64% of the grades awarded were A*/A, and 88% were graded A*/A or B. At GCSE, 77% of all entries were grades 9-7. Of 135 university applicants, 96% were able to take up places at their first choice of university; the most popular destinations are Cardiff, Exeter, Manchester, Newcastle, Bath and University College London. Pupils are generally taught in small mixed ability classes (except in Maths), with set sizes currently averaging 19 in the Lower School, 15 at GCSE and nine at A-level.

The school week sees eight lessons on each weekday and six on a Saturday, all of which are 35 minutes. Pupils are also encouraged to participate in academic enrichment activities outside of lesson time and there are three afternoons of sport a week, including Saturdays. Teachers at Dauntsey's contribute to and benefit from working in supportive and collaborative academic departments, where both personal and collective staff development are prioritised. The positive and respectful relationships that teachers have with pupils are a distinguishing feature of life at Dauntsey's. The academic culture is such that pupils engage and behave exceptionally well, whilst teachers work hard to inspire creative, adventurous, and flexible thinking within their lessons.

Co-Curricular

Pupils at Dauntsey's are encouraged to develop a strong spirit of adventure and the co-curricular programme incorporates numerous opportunities to take part in a range of activities that support this. Dance, drama, music, and sport are all taken seriously with plenty of opportunities to perform or represent the school.

Dauntsey's also prides itself on its adventure programme, developed and run by a full-time Head of Adventure Education. There are opportunities to participate in expeditions, both abroad and closer to home; the Brecon Beacons, Glencoe, Iceland, Tanzania, and Bhutan have all been recent destinations and the annual Devizes to Westminster canoe race is a feature of life in the Lower Sixth for generations of Dauntseians. Dauntsey's also owns its own Tall Ship, the famous Jolie Brise, in which pupils have sailed across the Atlantic, the Bay of Biscay, and 200 miles inside the Arctic Circle in recent times. A full-time Head of Sailing oversees the yearly sailing programme, as well as ensuring that every pupil in the Fourth Form experiences at least 24 hours aboard; Lower School pupils are also encouraged to try dingy sailing through an annual sailing camp.

There is an expectation that staff at Dauntsey's support this rich co-curricular offering, whether it be through coaching a sport, delivering elements of the school's adventure programme, supporting the wonderfully varied creative arts of music, dance and drama, or a combination of some or all these activities.



Finance and Estates

The School's finances are managed by the Bursar, Finance Bursar and a team of experienced finance professionals. The School had a turnover of £18.9 million in the 2020/21 financial year.

Dauntsey's is committed to promoting and rewarding excellence in a wide range of areas, and the Dauntsey's Bursary Scheme is intended to assist in cases where fees are beyond the means of a potential pupil's parents or guardians. In such cases, it is the School's policy to provide 100% bursaries where applicants demonstrate the inability to contribute any level of fee. The scheme provides up to three day or boarding places each year, and a maximum of 21 places in total in the School.

The Estate and Facilities are overseen by the Estates Bursar, Head of Facilities and Head of Maintenance, with oversight from the Bursar. The Head Master and Governors have ambitious plans for further development of the campus over the next few years.

More information about the campus can be found at www.dauntseys.org



The Role

The Bursar will work closely with the Head Master and the Governing Body to develop and deliver the School's strategic vision. He/she will report directly to the Head Master and will liaise with the Chairman of Finance and General Purposes Committee on financial and business matters and with the Chairman of the Estates Committee on matters relating to the campus. The Bursar will be a member of the School's Senior Management Team (SMT).

The Bursar has overall responsibility for the effective and efficient operation of all non-teaching functions at Dauntsey's. This includes leading and continuously improving the strategic approach with regards to finance, operations and management. It is also expected that the Bursar will play an active and visible role in the life of the School.

The list below provides an outline of the responsibilities and tasks performed by the Bursar. It is not exhaustive but is intended to provide a feel for what is involved. He/she will:

Financial Management

- Have responsibility, in collaboration with the Head Master and Governors, for all of the School's finances.
- Prepare the annual budgets, periodic forecasts and business plans.
- Oversee the preparation of the monthly management accounts and school payroll.
- Ensure that all financial processes and procedures are compliant and robust and that financial reporting is of the highest standard.
- Develop, monitor and maintain financial KPIs, as agreed by the Governors, and ensure that these are followed at all times.
- Line Manage the Assistant Bursar (Finance) and work closely with the School's Fees Department on management of fee and income related matters.
- Regularly review and renegotiate tenders and contracts.
- Ensure that the Head Master and Governors are fully informed of the School's finances on a regular basis and provide specialist financial advice and guidance to Governors and Head Master as required.
- Actively monitor and control performance and expenditure in order to achieve value for money, challenging expenditure decisions where appropriate.

Business Development

- Sustain and increase non-fee income including grants and lettings in line with the overarching strategic plan.
- Support the Head Master in the preparation and presentation of business cases for major projects.
- Assist in the development of the School, in consultation with the Head Master and Governors, through business plans and strategic assessment.

Human Resources

- Through line management of the Head of HR, ensure the recruitment, induction, development and performance of all staff happens in line with legal requirements, school policies and the Safer Recruitment and inspection framework.
- Support the Head of HR in the development of an HR framework and strategy appropriate and sensitive to the values, context and aims of the School.
- Through the Head of HR, ensure that the employment policies and contracts are legally compliant and are appropriate to recruit and retain top quality staff.
- Alongside the Head of HR, advise the Head Master on all employment matters.
- Through the Head of HR, review staff pay, rewards and benefits.



Estates Management

- Through the Deputy Bursar (Estates) oversee the maintenance and day-to-day upkeep of all buildings, as well as grounds, maintenance and building security.

Health and Safety Management

- Co-ordinate and develop policies to comply with the relevant requirements of the Independent Schools' Inspectorate and Health and Safety legislation.
- Ensure that effective contingency plans are in place.
- Regularly review site safety and security to ensure preventative measures are taken whenever possible to ensure as safe a site as possible.

Catering and Housekeeping

- Ensure excellent standards of catering and hygiene.
- Guarantee that catering budgets are managed appropriately.

Compliance and GDPR

- Take the lead on matters relating to compliance and GDPR, liaising with other senior staff and Governors as required.
- Manage the Compliance Officer to ensure policies and systems are in place for successful inspections.

Management and Leadership

- Manage all direct reports in order to deliver the aims of the school.
- Manage the School's ICT provision.
- Ensure the effective provision of ICT resources for all areas of the School's operations.

Health Centre

- Through line management of the Senior Nurse, ensure effective, compliant delivery of all aspects of the Health Centre for pupils and staff.

Safeguarding

As this post is in a school the successful person will engage in regulated activity relevant to children.

Dauntsey's is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff are expected to familiarise themselves with and follow all these policies and procedures as part of their professional responsibilities. This includes participating in training and other activities that ensure the School stays compliant with relevant legislation, regulations, and good practice.

Our Safeguarding and Child Protection Policy, and the Recruitment, Selection and Disclosure Policy and Procedure (including our Policy on the recruitment of ex-offenders) can be found on the recruitment pages of our website, <https://www.dauntseys.org/about/vacancies>. Please read this information as part of your application to the role.

The post holder may reasonably be required to perform duties other than those given in the job description for the post, including work with a different department or team. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.





The Person

The successful candidate will:

- Have proven experience of senior management at a high level, either in education or in another sector.
- Have a successful track record of leadership and management.
- Have experience of leading and managing structural and organisational change.
- Possess the financial competence and sound judgement to ensure the financial sustainability of the School whilst also maintaining a broader perspective which enables the finance function to support the School's educational and pastoral goals.
- Be able to demonstrate first-class communication and people skills including demonstrable experience of Human Resources.
- Have strong commercial acumen including the ability to develop long-term financial plans.
- Demonstrate knowledge and experience at an appropriate level of Estate Management (including property), Health and Safety and employment issues.
- Possess a good understanding of legal matters, the handling of complaints and liaising with Government, regulatory authorities and solicitors.

In addition, the successful candidate will be expected to demonstrate that s/he:

- Is a leader, team player and a natural motivator who is adaptable, innovative, diplomatic, articulate, enthusiastic and resilient.
- Will be able to inspire confidence among Governors, as well as teaching and support staff.
- Has energy and drive.
- Is able to manage upwards and downwards as well as being able to build strong relationships.
- Has excellent interpersonal and communication skills.
- Understands the distinct challenges of working in a school.
- Can resolve conflicts in a sensitive manner.
- Possesses strong analytical and problem-solving skills, combined with a proactive and positive approach to change management.
- Is academically strong, emotionally intelligent and has intellectual rigour.
- Has intellectual vision and an interest in educational matters.
- Is committed to the safeguarding and wellbeing of children and young people, including the ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Is committed to equal opportunities, diversity and inclusion and anti-discriminatory practice.
- Is able to manage on a small and large scale.

How to Apply

Dauntsey's has engaged the services of Odgers Berndtson to assist with the recruitment of the next Bursar.

The closing date for applications is
Friday 29 July 2022.

Following a longlist meeting of the Selection Committee, successful candidates will be invited to an initial interview with Odgers Berndtson during **weeks commencing 15 & 22 August**. If successful, candidates will then be invited to the shortlist interviews with the Selection Committee on **Friday 2 September**. Briefing visits for final panel candidates will take place **during week commencing 12 September** and final interviews will take place on **Tuesday 20 September**.

In order to apply, please submit an application form along with a comprehensive CV and a covering letter addressed to the Head Master, Mark Lascelles, which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include current salary details and the names and addresses of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

The preferred method of application is online at:
www.odgers.com/86365

All applications will receive an automated response.

For an initial discussion, please contact:

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Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

This post will engage in regulated activity. Dauntsey's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, and as such successful applicants must be willing to undergo child protection screening.



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