



Royal Grammar School, High Wycombe
Amersham Road, High Wycombe, HP13 6QT
01494 524955

Website: www.rgshw.com

Bursar / Chief Operating Officer

January 2020

Full time

Salary: Attractive sector package

Applications should be made to the Headmaster's PA, Denise Chick, by midday Monday 9 September by email (dmc@rgshw.com) or post. Please see the last page for how to apply.

Those being called for interview will hear within two weeks of the deadline. If you have not heard from us before this date, please assume that your application was unsuccessful. In which case we thank you for applying and wish you well in your future career.

The RGS is committed to promoting the safety and welfare of all pupils.
Appointment is conditional upon at least two satisfactory references. All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS.



FROM THE HEADMASTER

Thank you for your interest in the Royal Grammar School, High Wycombe – a selective academy (day and boarding) for 1,390 boys.

Founded in the 13th Century, the Royal Grammar School, High Wycombe, was granted a Royal Charter by Queen Elizabeth I in 1562. With this exceptional heritage RGS continues to enjoy a reputation as one of the leading selective state schools in the country having been consistently rated 'outstanding' by Ofsted.

I feel very privileged to lead RGS, a school offering an outstanding all-round education for able boys aged 11–18 years. We have high academic standards, excellent examination results and consistently feature as one of the top 60 state schools in England. Almost all students progress to university with 15–18 attending Oxford or Cambridge each academic year. We offer a huge range of co-curricular experiences, the extent of which is, I believe, unparalleled in the state sector.

Our innovative teachers deliver a high-quality classroom experience underpinned by our RGS Ethos of Learning. Exceptional pastoral care ensures that, in a large school, every boy is known as an individual.

We encourage all Wycombiensians to be self-confident, positive, healthy and enquiring young men who acquire the qualities of tolerance and respectfulness embodied through a modesty of manner.

Most of our students are day boys. Boarding, however, has a unique capacity to shape the lives of young people and RGS offers this provision to 70 boys as one of 40 state boarding schools. Full and weekly boarding is on offer and plays a substantial role within the life of the School.

Our Mission / Our Vision

Together our **mission** is to develop and to become worldly-wise, self-assured, high-achievers through an exceptional all-round education.

Our **vision** is to be seen as world-class through offering those most naturally able, irrespective of their background, the best all round education offered by a UK state (day and boarding) school.

Above all, we seek to give our boys the tools to be the inspirational leaders of tomorrow.

Further information about all aspects of the school can be found on our website: www.rgshw.com

The opportunity at RGS

This exciting opportunity has arisen as a result of the pending retirement of our current Finance and Resources Director. I am very keen to appoint an exceptional colleague to work with me to continue the work towards our strategic objective of ensuring that we provide a world-class education. This particular role would suit a candidate who has had a career in the commercial world. We are well-provided for in terms of educational leadership and very much value the input and experience of a senior leader with a business background.

The new post holder will enjoy a whole-school leadership role, which will be a pivotal part of the senior team. The job specification is extensive and I am seeking a colleague who can provide strategic leadership in these areas. I shall however be looking for a colleague who can lead the non-teaching aspects of the school and the support staff, hold employees and pupils to account, but also has the drive and ambition to inspire them to give of their very best in all areas of school life.



Further information on the role

This will be a demanding role as you would expect, given the scale and complexity of the school. I am seeking an outstanding communicator in oral and written forms. The ability to inspire all stakeholders will be essential and the assessment of this skill will form a major part of the selection process. Organisational skills and technical competence are important, but these will need to be complemented by creativity, flexibility, and a passion for making a difference.

We are not seeking an appointee from any specific background. We have a highly-educated teaching and support staff, intelligent parents and boys, and an experienced and involved governing body. The capacity to be able to resonate with each of these stake-holder groups will be essential.

The current Senior Team is a highly-skilled, experienced group of professionals many of whom have worked at RGS for many years. They have complementary skills that make for a very strong team. The present constitution is as follows:

- Headmaster Philip Wayne (commenced September 2015)
- Deputy Head Alex Wallace
- Finance and Resources Director Chris Hall
- Assistant Heads
 - Dawn Booth (Student development)
 - Hilary Munday (Curriculum and operations)
 - Marieke Forster (Co-curricular and digital learning)
 - Jon Scourfield (Head of Boarding)
 - James Eve (Student achievement)

Governors

RGS has an exceptionally strong governing body and foundation trust. It comprises professionals from the world of business, finance, and other professions. There is a strong committee structure through which most of the business is conducted. The Bursar/Chief Operating Office will be expected to play a full part in governor meetings at committee and board level.

I am delighted that you are considering joining us.

Philip Wayne

Senior Team Responsibilities

	Alex Wallace Deputy Headmaster	Chris Hall (Finance & Resources Director)	Dawn Booth Assistant Head	James Eve Assistant Head	Marieke Forster Assistant Head	Hilary Munday Assistant Head	Jon Scourfield Assistant Head
Accountability	Deputise for HM Teaching & Learning	Non-teaching function	Student Development	Student Achievement	Digital Learning and Co-curriculum	Curriculum	Boarding
Lead	<ul style="list-style-type: none"> Day to day running of school Whole school events Quality of teaching Ethos of Learning Astra Alliance Professional Development Assemblies Year 7 Transition 	<ul style="list-style-type: none"> Finance & budgeting HR strategy Trading arms Foundation & development Procurement Staff accommodation Purchasing Regulatory compliance Food Council 	<ul style="list-style-type: none"> Safeguarding Behaviour, safety management and intervention SENCo Outside agencies Pastoral care 	<ul style="list-style-type: none"> Data assessment and reporting Pupil premium Mentoring Performance Management Public Examinations Parents' Evening Prize Giving 	<ul style="list-style-type: none"> Digital Learning strategy SIMS / Learning Gateway Attendance Co-curricular strategy House system Educational visits Student voice 	<ul style="list-style-type: none"> Curriculum –Strategy, design & development Timetable delivery & staff deployment Daily operations Cover / calendar / communications UCAS 	<ul style="list-style-type: none"> Head of Boarding Second safeguarding lead Boarding admissions
Middle Leader oversight	<i>Art, Econ, Geography, History, Mathematics</i>	<i>Finance, IT, Estates, Resources, HR</i>	<i>Student Development Team members Bus Studies, Psychology, Dotted line to Director of Sixth Form</i>	<i>Computing, DT, Music, Director of Sixth Form English,</i>	<i>Bio, Chem, Physics</i>	<i>French, German, Spanish, RS, Classics,</i>	<i>PE Director of Sport</i>
Governors' Committees	Education Strategy Main Board	Trustees, Strategy, Finance, Personnel, Estates & Premises	Education	Education Personnel	Education Finance	Education	Education
Head of House	Kensington	<i>(in St James)</i>	St James	Windsor	Buckingham	Sandringham	Balmoral



Job Description

Bursar / Chief Operating Officer

- Reports to:** Headmaster
- Direct reports:** Finance Manager
Estates Manager
IT Manager
Resources Manager
HR Role (to be appointed)
- Indirect report:** Headmaster's PA (for HR administration)

Key responsibilities:

As a member of the senior leadership team to:

- have oversight for the non-teaching aspects of the school which include:
 - finance and income generation
 - facilities and premises
 - health and safety
 - IT (infrastructure to support digital learning strategy)
 - HR (strategy and leadership of support staff)
 - non-educational risk management
- provide strategic vision and leadership for the non-educational aspects of the school and provide advice to the Headmaster, other members of the Senior Team and Governors
- protect and maximise the financial assets of the School including opportunities for increasing income

Specific responsibilities:

Strategic leadership and management

A. Resources

- Ensure the School makes the best possible use of resources.
- Initiate and develop timely and fully-costed budgets ensuring they are sustainable by developing long-term financial plans and leading the Senior Team and Governors through the process.
- Ensure an effective link is maintained between the School Financial Plan, the Operational Plan and the Five-year Plan, including the development and maintenance of a rolling capital expenditure programme.
- Rapidly understand and advise on the implications of government policies, educational trends and developments and propose actions as necessary. Lead, plan for and implement new initiatives.

B. Management

- Provide financial and strategic support to the Headmaster and governing body on all aspects of School business management
- Act as a positive and proactive agent for change, constantly seeking efficiency improvements. Explore opportunities to generate additional income including lettings, fundraising, business ventures and increasing pupil admissions
- Advise and support the Parent Association (PA) and Friends of groups in relation to their fundraising activities
- Take an active role in coordinating and managing relationships with external parties
- Contribute as an active member of the Senior Team and attend governor meetings
- Promote cross-function working to ensure teaching and non-teaching functions work effectively together
- Manage direct reports. Coach, train, develop and performance manage these teams as required
- Initiate and keep up to date school policies for the non-education areas of the School

Finance and resource management**A. Resource management**

- Prepare the annual budgets and three-year projections for approval by the Headmaster and Governors
- Propose and obtain agreement of departmental budgets and monitor them against actual expenditure
- Advise the Headmaster and governors on investment and financial policy, preparing financial project appraisals where appropriate
- Ensure irrecoverable indirect taxes such as VAT are minimised at all times
- Develop a long-term financial strategy for the School consistent with the School Development Plan
- Use financial management information, including benchmarking tools, and key performance indicators to analyse trends and identify opportunities for greater efficiency

B. Accounting

- Ensure, via the Finance Manager, that school accounting procedures are properly managed and resolve any problems as required. Areas include:
 - ordering, processing and payment for all goods and services provided to the School
 - operation of all bank accounts, ensuring that a full reconciliation is undertaken regularly
 - maintaining an asset register
 - preparation of invoices and collection of fees etc
 - regular management accounts for budget holders
 - financial returns for DfE, ESFA and Companies House
 - comprehensive payroll service for all school staff, including operation of pension schemes
- Prepare the financial accounts and liaise with the auditors
- Provide monthly detailed management accounts for the Headmaster and Governors showing the financial state of the School according to an agreed schedule, reporting immediately items of an exceptional nature, covering profit and loss account, cash flows and balance sheets
- Prepare full year forecasts according to the reporting schedule covering income and expenditure, and capital expenditure cashflow
- Maintain a rigorous and comprehensive system of internal control

C. Procurement, bids and contracts

- Lead bids/tenders and negotiate contracts with input from direct reports, other members of the ST and Governors as appropriate
- Secure bid-based competitive funds by effective use of bidding systems and contacts
- Manage new building projects via the estates manager; draw up outline specifications, obtain tenders, obtain planning permissions, liaise with building contractors and architects; provide regular reports to Governors on progress against budget and time
- Ensure contracts and suppliers are managed and monitored effectively to maximise value for money, synergy and efficiency

D. IT management

- Via the IT Manager, co-ordinate planning for the effective provision and maintenance of IT resources at the school including hardware/software and the efficient running of the IT support team
- Through line management ensure that the IT service delivered throughout the School is of a high standard and systems are fit for purpose and meet the needs of the School
- Ensure that the IT strategy for the School is implemented
- Support the Assistant Head with provision to implement digital strategy

E. Other

- Deal with the School's general taxation, VAT, business rates and charitable status in line with current legislation
- Cooperate with the Governor-appointed responsible officer and ensure any changes proposed are implemented
- Ensure best value principles are adopted

Facilities and premises management**A. Premises and facilities**

- Produce strategic asset management and site master plans for the School and provide expertise in long-term asset management
- Prepare for approval by Governors one-year and five-year plans for building and site maintenance and development, attending and reporting to the Digital and Premises Committee
- With the Estates Manager, ensure the fitness for purpose of the School's estate through the effective use of maintenance expenditure and by actively seeking to develop the premises and site for long term needs
- Through line management, ensure the proper maintenance and repair of the School is carried out within the agreed budgets
- Ensure the maximum level of security consistent with safeguarding legislation and the ethos of the School
- Ensure the continuing availability of utilities, site services and equipment putting in place business continuity plans as appropriate
- Ensure the purchase, repair and maintenance of all furniture, fittings and non-educational equipment

B. Health and safety management

- With the Estates Manager, keep up-to-date with relevant health and safety legislation and ensure compliance with statutory requirements and policies and procedures relating to health and safety and security and make regular reports and provide advice to the Governors Strategic Management Committee on health and safety and security matters
- Ensure regular reviews of health and safety policies and procedures are carried out, revising and updating as necessary
- Ensure that reviews and audits are conducted in the area of health and safety to ensure high standards are maintained at all times
- Chair the meetings of the Health and Safety Committee

Risk management for the non-educational areas**A. Develop a risk management plan which ensures effective management of:**

- health and safety
- management of any third-party service contracts
- GDPR
- business continuity/recovery in the event of disaster
- single points of failure in terms of knowledge/skills

B. Insurance

- Seek professional advice on insurance and advise the Headmaster and Governors on appropriate cover
- Implement risk management and loss prevention strategies to reduce insurance costs
- Oversee Finance Manager on day-to-day activities

C. Risk register

- Maintain the School's risk register reporting regularly to the Headmaster and Governors on the status of risks and recommended actions

Human Resources management

- In conjunction with the Senior Team, prepare the annual staffing plans for Governor approval, attending the Personnel Committee.
- Through the appointment of an HR professional, ensure effective and professional processes in human resource activity including recruitment, health and attendance and disciplinary processes.
- Prepare information for publication and returns for the DfE, ESFA and other agencies and stakeholders

School operational support and administration

- Ensure a full support service is provided to pupils, parents, teachers and visitors to the School by overseeing the activities undertaken by:
 - Resources Centre
 - School Shop
 - Lettings
- Review existing activities with the teams. Propose and implement changes which maximise synergy, efficiency and resources, without affecting service.

Wycombe Royal Grammar School Foundation

- Ensure, via the Finance Manager, that the Foundation's financial and accounting procedures are properly managed including:
 - operation of all bank accounts ensuring that a full reconciliation is undertaken regularly
 - maintaining an asset register
 - monthly management accounts
 - preparation of annual budget and forecasts
- Prepare the financial accounts and liaise with the auditors
- Maintain a rigorous and comprehensive system of internal control
- Provide the required returns to the Charities Commission
- Monitor publications from the Charities Commission and advise Trustees of any implications for the Foundation
- Attend Trustees meetings

This job description is written at a specific time and is subject to change as the demands of the governors and needs of the School change. The role requires flexibility and adaptability; the employees of the School need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.



Person Specification Bursar / Chief Operating Officer

Education	Essential	Desirable
Educated to degree level	X	
Accountancy qualification		X
CSBM, DSBM or ADSBM		X
Knowledge and experience		
Sound understanding of financial and accounting systems	X	
Demonstrable experience of strategic planning and implementation	X	
Business experience of contracting, procurement and project management	X	
Good working knowledge of HR		X
Health and safety compliance		X
Relevant experience of middle or senior management	X	
Resources management including premises		X
Understanding of GDPR requirements		X
Income generation		X
Knowledge and understanding of charity law and company law		X
Risk management		X
Personal qualities		
Ability to lead, organise and motivate a team	X	
Outstanding interpersonal skills	X	
A strategic thinker able to visualise goals and originate the actions necessary to get decisions implemented	X	
Self-motivated, flexible and able to work under pressure to meet tight deadlines		X
Resilience		X
Be willing to play a full part in the life of the school		X
Knowledge and experience		
Sound understanding of financial and accounting systems	X	
Demonstrable experience of strategic planning and implementation	X	
Business experience of contracting, procurement and project management	X	
A commitment to the safeguarding of young people in an educational context	X	



General Information

This is general information for all who apply for a post at RGS. Some of it will not be relevant to this post, but I trust that you will find it useful in forming a picture of the School.

Support staff at RGS

There are approximately 65 support staff at the Royal Grammar School. Support staff provide a vital role in ensuring that the School not only runs smoothly but continues to develop. Whether joining one of the administration teams, being a technician, a support assistant, gap student, and working on the finances or around the extensive school estate, RGS welcomes colleagues from all backgrounds to bring an added dimension to our staff body. A range of roles exists from part time, term time only to full time and support staff have excellent opportunities to contribute towards school life. Although we do not ask our support staff to undertake teaching roles, we warmly encourage participate in school trips and co-curricular activities as identified above.

Teaching at RGS

There are approximately 90 teachers at the Royal Grammar School. RGS teachers are hardworking, gifted professionals who are able to inspire pupils with their enthusiasm and subject knowledge. They are committed to providing high-quality teaching as well as playing a full and purposeful role in the School's extensive co-curricular programme.

Our teachers are specialists in their subjects and most have postgraduate teaching certificates. Those arriving without a PGCE are encouraged and supported to gain such a qualification soon after appointment. Continuing professional development is strongly-encouraged and the School has good links with local universities, teaching schools and industry. We are associated with the Astra Alliance Initial Teacher Training programme, offering 'on the job' training in certain subjects, some with bursaries. Further details on request.

The School also follows the Buckinghamshire induction programme for Newly Qualified Teachers, led by the professional tutor. We have a healthy balance of staff, from NQTs to very experienced teachers, as well as a wide spread across the age range. This mix of experience and background provides for a happy, stimulating and rewarding environment. The staff common room, in School House, is a busy and vibrant place.

Opportunities at RGS

As a teacher at RGS, you will also be expected to contribute in some way to the School's extensive co-curricular life. You will be encouraged to use your personal strengths and interests, and may even wish to become qualified in areas previously unimagined. Sport, music and drama are significant strengths as is the Combined Cadet Force and the Duke of Edinburgh scheme. The vast array of clubs and societies take place each week and RGS members of staff are rich in experience and expertise, which helps to maximise the wealth of activities on offer to our boys. The vast amount of world-wide travel involved in our expeditions, sports and musical tours and subject based visits provides an unparalleled opportunity for both staff and students to broaden their horizons.

Perhaps most importantly, you will join our strong pastoral team as a form tutor which gives all staff the opportunity to get to know a group of boys well and outside your teaching subject.

Facilities at RGS

- All-weather sports facilities.
- Rolling programme of classroom and laboratory refurbishment into ‘state of the art’ learning spaces
- Purpose-built language and music suites.
- The Rennie Mathematics Building with extensive, modern facilities
- Purpose-built Fraser Youens Boarding House for 70 boarders [Boarding video](#)

We are fortunate in having all our teaching facilities and games fields on a single estate, and all academic departments are housed in their own separate areas with specialist equipment and technical support where appropriate.

Computers are in extensive use throughout the school, and all teachers are given the use of a laptop and an iPad with appropriate training, supported by an effective wifi system.

Sports facilities, which have recently been upgraded, include 33 acres of playing fields, a 25 metre indoor heated Swimming Pool, Cricket nets, Eton Fives courts, a modern Fitness Suite, Sports Hall and Cricket Pavilion. The most recent acquisitions are a brand new, floodlit All-weather Surface and a new rugby pitch.

Accommodation

The Trustees are able to offer low-cost accommodation on the School estate. We have around eight teachers living on site, some of whom joined us as NQTs and are therefore able to help and encourage new entrants to the profession and ‘away from home’ teachers. This house is just two minutes’ walk from the RGS and ten minutes’ walk to the mainline railway station.

Salary and benefits at RGS

Teachers’ and leadership salary scales broadly follow the National Pay and Conditions, fully reflecting qualifications, responsibility, experience and performance. The School participates in the Teachers’ Pension Scheme. Support staff are paid on the RGS scales which are closely related to the locally negotiated Buckinghamshire Council pay range. For the benefit of support staff the School participates in the Local Government Pension Scheme. Staff at RGS can participate in the Cycle to Work and childcare voucher schemes. All staff are entitled to membership of the School’s Fitness Suite. We are a mutually supportive team and endeavour to ensure that all staff have a healthy work / life balance.

Common Room at RGS

The Common Room exists as a formally constituted body of the teaching and support staff within the School. The committee consists of a Chairman, Treasurer and Secretary. The Common Room provides a cohesive, stimulating and enjoyable environment and a variety of social functions are organised throughout the year.

The Common Room is well equipped and includes tea and coffee making facilities, provided free of charge to all staff, a lounge, kitchen area and staff shower rooms. The Common Room subscribes to a range of national and local newspapers and journals. On a day-to-day basis, the Common Room acts as an important facility for staff to meet socially, collect mail and circulars, share information with others and relax!

Appointment

The Royal Grammar School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to:

- the obtaining of an enhanced DBS clearance;
- confirmation of your eligibility to work in the UK;
- view of original degree and teaching certificates (if appropriate); and
- receipt of two satisfactory references.

The School is an equal opportunities employer and a non-smoking establishment.

High Wycombe

The Royal Grammar School is about one mile from the centre of High Wycombe which has a large shopping centre, several out-of-town shopping areas, a theatre, two multiplex cinemas, sports centre with a 50m competition pool and a large Waitrose. High Wycombe is 25 minutes from London Marylebone on a fast train, the station being 10 minutes' walk from the school. The town is well-served by cultural and sporting activities.

There is little housing in the town itself though within a short distance the suburbs, with a range of housing stock, commence in all directions. High Wycombe is surrounded by attractive villages which offer a range of housing from idyllic cottages to large detached properties in the countryside. The town of Marlow, an attractive riverside market town, is a few minutes' drive and Oxford is easily reached via the M40 or train. Buckinghamshire is renowned for its schools with a range of excellent state primary schools, prep schools, grammar schools and non-selective secondary schools.

Our commitment to your development

Staff at RGS are dynamic, talented and innovative. We have an excellent reputation in preparing colleagues for the next stages of their career whether as teachers or support staff. We pride ourselves in attracting and retaining staff of the highest quality, supported by outstanding provision of professional development.

Applying

Please see the website for vacancies and the requirements for application. Please note that whilst we are happy to receive a CV, this should accompany an application form.

It is difficult to encapsulate the spirit of RGS in words, but suffice it to say that all who work here regard it as a very special school indeed. Alongside a commitment to excellence is the sense of belonging to an exceptionally friendly community, where there is always genuine support for colleagues. To see the full range of activities undertaken at the school, we would encourage you to visit our website (www.rgshw.com).

How to find us:

Amersham Road, High Wycombe, HP13 6TQ

By road: If travelling from the M40, leave at Junction 4. Follow signs for A404. RGS is situated at a set of traffic lights on the left hand side at the top of the Amersham Hill.

By rail: High Wycombe Train Station is situated on the Amersham Road and is 20 minute walk (uphill) or a short taxi ride.



How to apply

Deadline: 12.00pm Monday 9 September

1. Please send a short letter, addressed to the Headmaster to explain your motivation for applying for this role. This should be no longer than one side of A4.
2. Please complete an application form (RGS / TES).
3. A cv may accompany your application, but this is not essential.
4. Additional information:

Personal statement – please use this opportunity to explain how your experience qualifies you for the requirements of this role, giving examples where appropriate.

Career satisfaction – what have you enjoyed most about your career to date?

Education – how would you define a good education?

Additional information – please use this opportunity to tell the headmaster and governors about interests and activities outside work, interesting or formative experiences you may have had and any details of your personal life which you feel may be of interest.

Short-listing process

Shortlisting will take place mid-September. Candidates invited for interview will be informed by 17 September when full details of the interview process will be given.

Interviews will take place on the week commencing 23 September. If shortlisted, you will be invited back the following day when you will be asked to give a presentation to the Headmaster and selected Governors.

All candidates invited for interview will be required to prove their identity and their entitlement to work in the UK.

