

FERNHILL SCHOOL

With one heart and one mind



BURSAR



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ABOUT FERNHILL SCHOOL

Fernhill School is an independent, co-educational* Catholic school in Glasgow, renowned for academic excellence and a caring and inclusive environment.

We follow the Curriculum for Excellence (CfE) from our nursery all the way through to our secondary school, and our outstanding teachers are dedicated to the development of each and every child.

Our high quality of teaching is enhanced by our single site campus - set in nine acres of woodland - which fosters a strong sense of family and community; this is the cornerstone of Fernhill School's philosophy and has been a major factor in our pupils' exceptional academic achievements for more than 40 years.

We are a registered Scottish charity and every member of our Board of Governors is dedicated to ensuring the long term success of our unique school.

WE ALL SHARE THE SAME VISION:

To help realise the potential of the pupils of Fernhill School.



*Co-ed nursery and primary. High school co-ed from 2016.



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THE ROLE

Fernhill School is focusing on growth and development following a significant period of strategic and transformational change.

As we move forward, in order to deliver our ambitious strategy, Fernhill School is taking the opportunity to recruit a permanent Bursar. The Bursar will be responsible for the key non-academic functions of the school, and ensuring that these functions are aligned with the ongoing development strategy.

The role of the Bursar is a demanding one and requires initiative, perception, creative endeavour and a capacity to promote staff relationships in addition to the ability to perform the duties of the post. The Bursar should expect to be involved in the life of Fernhill School and be identified at all times with the School's best interests.

FURTHER PARTICULARS

POST: Bursar

LOCATION:
Fernhill School, Fernbrae Ave,
Rutherglen, Glasgow,
South Lanarkshire G73 4SG

REPORTS TO:
The Board of Governors

SALARY: Competitive





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OVERVIEW OF THE ROLE

- Shaping and supporting the Board's vision for Fernhill School and the delivery of the School's Strategic Development Plan.
- Leadership, management and stewardship of all aspects of the School's financial and commercial affairs.
- Responsibility for the support functions of the School, including HR, ICT, Estate, Housekeeping and Catering.
- Assisting in the marketing and development of the School in consultation with the Head Teacher, through business plans and strategic planning.
- Supporting the Head Teacher in leading the school through a time of transformational change.
- Work collaboratively with the Board of Governors, Business Development Team and Senior Management Team, to provide executive leadership and strategic development of Fernhill School.
- Network and engage with key stakeholders and influencers in relevant public, voluntary and private sectors and represent Fernhill School at key events.
- The Bursar will be responsible for financial management, human resources, legal matters, estates (property, grounds and maintenance) and housekeeping.

RESPONSIBILITIES

The Bursar will be responsible to the Board of Governors for the conduct of the financial affairs, business management and material state of the premises and to the Head Teacher for day-to-day administration.

QUALIFICATIONS AND EXPERIENCE

Bursars possess a wide range of qualifications and the relevance of these will depend upon the requirements of the Governors. No Bursar will survive without a reasonable level of financial experience and acumen but a formal accountancy qualification is not essential. The general experience required for a Bursar is as follows:

- Business or administrative experience adequate for management of the day-to-day affairs of the office;
- Ability to produce budgetary estimates, reports, cash flow and financial and statistical summaries;
- Knowledge of the principles and methods of book-keeping and their adaptation to various purposes, including the preparation of final accounts;
- Experience of procedures at meetings - notices, agenda, minutes, conduct of meetings and secretarial practice;
- Knowledge of the law and practice relating to Income Tax, PAYE, benefits in kind and VAT;
- A working knowledge of the law with regard to parental contracts, leasing of school properties and landlord responsibilities, employment legislation, commercial law covering such matters as contracts, copyright and data protection;



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QUALIFICATIONS AND EXPERIENCE

- An understanding of investment procedures;
- Knowledge of methods of purchasing including buying through consortia;
- An understanding of building materials and of the details of construction of buildings and the causes of, and remedies for, defects in buildings;
- Knowledge of rates, town and country planning, planning permission procedures for alterations and new buildings;
- Ability to draw up specifications for general repairs, minor alterations and decorations and, if the work is done by direct labour, to make estimates of cost and ability to draw simple plans and sketches; and
- Knowledge of principles and practice in relation to: electrical and gas installations, metering and supply; central heating and hot water supply; protection of personnel and buildings from fire; domestic sanitation and sanitary fittings; energy management and conservation



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PERSONAL SPECIFICATION

ESSENTIAL CRITERIA

KNOWLEDGE & UNDERSTANDING

Demonstrated knowledge and evidence of ongoing professional development.

PREVIOUS EXPERIENCE

Substantial experience at Senior Management level across multiple professional, operational and commercial services is sought with the strategic and operational capability to drive forward and facilitate the effective development of Fernhill School

Strategic capability with significant experience of operating at a senior management level

Experience and understanding of leading business changes and developments in diverse environments.

Proven leadership, motivation, facilitation, people management and influencing capabilities.

DESIRABLE CRITERIA

QUALIFICATIONS

A recognised accountancy qualification; educated to degree level in a relevant subject.

PREVIOUS EXPERIENCE

Ability to influence and work across private, public and third environments including ability to engage with Scottish Government and appropriate regulatory bodies.

A wide network across the education sector.

Experience of effective and positive supplier management.