

Job Description for The Bursar

Reporting to the Principal, the Bursar leads the non-teaching side of the College. They are responsible for strategic planning and delivery in the areas of finance, buildings, digital infrastructure and grounds, and for ensuring that resources are efficiently and effectively used. The Bursar provides advice to the Principal to enable the College to flourish.

Candidate Criteria

The successful candidate will have a strong business acumen and commercial awareness, advanced financial skills and experience of financial management and budgeting. Possessing excellent interpersonal skills, with experience of managing varied functions and multi-disciplinary teams. Candidate should be keen to work in the unique culture and ethos of an educational environment and recognise their wider role as part of the Senior Leadership Team.

Leadership and Management

- Provide advice to the Principal that enables the College to be well-positioned and successful;
- Overseeing the College's financial sustainability;
- Contribute to the visible leadership of the College as part of SLT;
- Lead and manage non-teaching departments (such as Premises, Accounts, IT and Core) including delegation, performance management, and team development;
- Ensure that the physical infrastructure and systems of the College are well-maintained, efficient and effectively support the needs of the school;
- Lead in ensuring fees are collected and requests for support or intervention are appropriately managed.

Operational Oversight - Responsible for ensuring the effective management of the following areas, including appropriate risk mitigation and management:

- The College's finances, including financial budgeting, recording and reporting;
- Working with HR, oversee staff remuneration and benefits systems;
- The upkeep of the buildings, grounds and other facilities;
- Capital projects;
- Health and safety;
- Catering and cleaning service;
- Insurance and insurance claims;
- Data and Digital assets including being the Data Protection Officer.

Compliance - ensuring the College's compliance with:

- Financial and charitable legislation and all relevant accounting standards;

- Taxation law and guidance;
- Health and Safety legislation;
- Best insurance practice;
- Data protection;
- Any other legislative requirements or directions from government that relate to the non-teaching elements of the College.
- Oversight of the College's other policies

Other duties at the request of the Principal.

Annual Leave

An allowance of 30 days' annual leave is provided.

Line Management

Reports to the Principal

Remuneration

The level of remuneration will be commensurate with experience.

All colleagues employed on permanent contracts are automatically enrolled in the States of Guernsey Public Servants' Pension scheme, a contributory defined benefit pension scheme on a Career Average Revalued Earnings (CARE) basis. The current employer contribution rate is 10.3% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing.

Other benefits

All colleagues employed on permanent contracts are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

Please note that there is no Employment Permit associated with this role and therefore applicants must have, and be able to provide evidence of, permission to reside and work in Guernsey.