

APPOINTMENT DETAILS



JOB TITLE: BURSAR & CLERK TO THE GOVERNORS

Closing Date: Noon on Friday 7th May 2021

Role available as soon as possible but no later than 23rd August 2021
Attractive salary

Sarum Hall School is a highly successful all girls' preparatory school, committed to providing an environment in which the talents and potential of all pupils can be fully developed, preparing the girls for a happy and fulfilled life. An emphasis on strong pastoral care and well-being underpin academic and co-curricular excellence. This non-selective School has over 180 pupils aged between 3 and 11 and has waiting lists at every entry point. The girls go on to a range of top senior schools and the School is proud of its academic standards.

The School is situated in purpose-built accommodation in Eton Avenue, Hampstead, very close to where the School was founded in 1929. It is easily accessible from London Mainline stations and close to a number of underground lines. The bright, modern and inspiring environment has been developed over the years, with the newest addition being a Food Studio, for the use of the School and the local community.

A detailed Candidate Briefing Pack is attached separately. In summary the Bursar is responsible to the Headmistress for the business management of the School, including its financial performance. As Clerk to the Governors and Company Secretary, he/she is responsible for assisting the Governors in the discharge of their functions. This is an important and rewarding job, carrying considerable responsibilities, requiring an outstanding and committed candidate, possessing skills of the highest order.

The Application Process

- Applications should be made by completing the attached application form and sending it with your CV and a covering letter explaining why you are applying for the post and why you believe that you are suitable. The letter should be addressed to the Headmistress. Your completed application (letter, application form and CV) should be sent by email to:

Bursar.Vacancy@sarumhallschool.co.uk

- The School has engaged the services of David Williams of BursarSearch, and candidates interested in the role are requested to give him a call on 07713 091657, or email him at david@bursarsearch.com should they require any further information or clarification regarding the application process.
- Closing Date: **Friday 7th May 2021**
Applications must be received by 12.00 noon
- First round interviews will take place virtually: **Week commencing 17 May 2021.**
- Final interviews will take place: **Week commencing 24 May 2021.**
- Candidates who are called to Final Interview will be given a tour of the School and meet both the Deputy

Head and the current Bursar. They will be invited to complete a 15 minute desk top exercise, covering a few of the issues that confront any Bursar. The process will end with a further interview at which each candidate will give a 5 minute presentation on a set topic.

Remuneration

- The salary for the post is competitive and commensurate with the successful candidate's skills and experience.
- Salaries are reviewed annually by the Governors.
- In addition to public holidays, there is an entitlement to 8 weeks annual holiday.
- Generous remission of fees (subject to the standard admission requirements and availability of places).
- Non-teaching staff are entitled to join the contributory pension scheme for the support staff, to which the employer contribution is 12.5% for the Bursar.

Terms of the Appointment

Any offer to the successful candidate will be conditional upon:

- Verification of identity, age, qualifications, professional status and entitlement to work in the UK.
- Two satisfactory references, one of which should be from the candidate's current or most recent employer
- DBS check

Sarum Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.