



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

Appointment of

Junior School Bursar

from January 2018 or earlier

Reigate St Mary's is an independent day school for approximately 350 boys and girls aged from rising 3 years to 11 years. It was formed in 1950 by the merger of the preparatory department of Reigate Grammar School and the choristers of St Mary's Church. In 2003, the school returned to its former status as the nursery and junior department of Reigate Grammar School.

The school is set in 15 acres of beautiful parkland and sports fields in the centre of Reigate, a pleasant market town in Surrey. Proximity to Gatwick airport, the M25 and rail links to London make this a popular area for parents with young families.

Reigate St Mary's is one of a small number of schools with a traditional choir of boys and lay clerks led by the school Head of Choral Music. The RGS Godfrey Searle Choir sings regularly in school and church services, and performs in concerts throughout the UK and Europe, with music from the 15th to the 21st centuries and texts in several languages. The Godfrey Searle Choir Trust offers a choral scholarship to each chorister which can be subsequently transferred to Reigate Grammar School.

The majority of pupils leave the school at age eleven and transfer to Reigate Grammar School, however, a small number each year move on to other senior schools which have included Box Hill School, Hurstpierpoint College, Worth School and Ardingly College.

The school is non-denominational, but is based on Christian values, and all pupils in the Upper School attend church services twice each week. Music, sport and drama play an important part in the life of the school.

The school buildings consist of the original house (Sunnyside), a Kindergarten and Technology building, and Beech House a 10 classroom building with full sized and equipped sports hall.

Reigate St. Mary's was inspected by the Independent Schools Inspectorate in December 2015 and the judgements were all excellent.

Further details of the school can be found by visiting our website:

www.reigatestmayrs.org

Junior School Bursar

1. General

Reigate St. Mary's Preparatory and Choir School (RSM) is the junior school of Reigate Grammar School (RGS), a charity and a company limited by guarantee. The two schools are managed separately but are part of the same company under one Board of Governors.

2. Governance and Management

The Head of RSM is given considerable autonomy in the day-to-day running of RSM, but reports to the Head of RGS and the Bursar of RSM reports to the Bursar of RGS regarding major changes of policy, financial matters, staff appointments and disciplinary matters, health and safety.

3. Job Description

This is an important strategic and operational role with the RGS group with a particular focus on the two junior schools. Initially, the Junior School Bursar will have overall responsibility for the management and leadership of the non-teaching functions of Reigate St Marys Prep School (RSM). The Bursar will also provide strategic advice and have overall responsibility for operational support to Chinthurst School, who have recently joined the Reigate Grammar group of schools. The Bursar will be involved with both Prep schools' strategic planning and be responsible for all school policies and compliance. The Bursar will report directly to the Reigate Grammar School Bursar on a day to-day basis, be a member of the RSM Senior Leadership Team and will work closely at all times with both the Headteacher' s of Reigate St Mary's and Chinthurst.

The role embraces Admissions, Marketing, Estates, Facilities Management, Catering, Health & Safety, HR and Finance. In all areas there is the opportunity and expectation to continue to seek further integration operationally and strategically with RGS. The main elements of the role at RSM include:

- Work with the Headmaster to deliver his vision for the school and to assist him on all matters as required to keep the school operational.
- Communicate with the Bursar (RGS) keeping him informed on all matters.
- As a key member of the SLT to be a visual and accessible public figure at school, to attend and support school functions and if necessary to step up to manage challenging situations.
- Overseeing the admissions, marketing, and school office and reception teams.
- Overseeing the maintenance, grounds, cleaning and catering teams.
- Coordinator of operational logistics for the school's internal events.
- Control of costs and budgets for the operations side of the school.
- Manage internal (RGS) and external (3rd party) usage and rentals of the school site.
- Support and prepare information as requested by the RGS finance department in order that they can prepare the termly school fees, process orders and issue invoices.
- Report as required to the Governors of the school on matters relating to areas within the role.

- Estates and Facilities, delivering improvements to and maintenance of buildings, ground and facilities.
- Maintaining the security of the buildings, grounds, equipment and personnel.
- Initiating and monitoring the execution of planned maintenance, service and statutory inspection programmes, in order to maintain and continually improve the high standard of buildings and facilities.
- Responsible for Health and Safety on the site, providing advice and delivering and arranging training for staff. Chairing the school's Health & Safety Committee.
- Coordinating with the Head of IT (RGS) and the Director of Digital Marketing, the development and maintenance of the IT and telecommunications infrastructure of the school to ensure that it fully supports the school's teaching, learning and all operational requirements.
- Support the HR Manager (RGS) with matters relating to RSM staff as required.
- Managing the support staff appraisals and training.
- Ensuring the school's compliance in all non-educational areas, including health and safety and data protection.
- Coordinate delivery to ISI, the school website and the school's governor's portal, of the school policies in relation to compliance requirements.
- Take the role of extracurricular visits coordinator (EVC).
- Oversee and coordinate with RGS on the school's emergency and business continuity plans.
- Be the school liaison with the parent's committee (FOSMA) attending meetings and supporting their functions throughout the year.

This list is not necessarily exhaustive, and will evolve over time.

4. Person Specification

This is a significant role within the school, and high quality applicants are sought.

The successful candidate will possess the following experience, knowledge, skills and personal attributes:

- Ideally an education to degree level.
- Understanding/experience of ISI compliance regulatory requirements would be an advantage.
- A strong track record in successful leadership and management of multi-functional staff teams.
- Problem-solving skills, with a proactive and positive approach and a good sense of humour.
- Strong literacy and IT skills.
- Proven capacity to contribute strategically to the development of the school while retaining a strong grasp and control of the operational detail.
- The ability to be tactful, diplomatic and a good communicator at all levels even when under pressure.
- A pleasant, welcoming and polite manner.
- Reliable, conscientious and trustworthy.
- Ability to work under pressure, and without immediate direction.
- Ability to communicate with a wide variety of people, from governors and visitors to students.

5. Terms & Conditions

- This is a permanent, full time role.
- Non-teaching staff at Reigate Grammar School are remunerated according to our own salary scale dependant on qualifications and experience.
- There is a one-year probationary period, after which the post will be confirmed as permanent.
- Employees are entitled to join the school's defined contributions pension scheme.
- Lunch is provided free of charge during term time.
- All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure & Barring Services and to complete an Online Pre-Placement Medical questionnaire.

CHILD PROTECTION

Reigate Grammar School and Reigate St Mary's are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's Safeguarding/Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Enhanced disclosures from the Criminal Records Bureau will be sought on all successful applicants. Full details are given on the application form. Other pre-employment checks will include references and a medical assessment.

APPLICATIONS

Applicants are asked to complete the enclosed Application Form and send it with a covering letter and CV by 9am on Friday 13 October. Interviews are likely to take place on 1 November and the second round on 8 November. Candidates should be aware that, in accordance with Child Protection processes, it is customary to take up references before final interview.

Applications may be made by letter or by email to the address below.

Mrs Dawn Holmes
Human Resources Manager
Reigate Grammar School
Reigate Road
Reigate
RH2 0QS

Tel: 01737 222231
Fax: 01737 217005
e-mail: hr@reigategrammar.org

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.