



DOVER
COLLEGE



Bursar

September 2021 or earlier

Candidate Information Pack



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Welcome

Thank you for your interest in this role. I hope that over the next few pages of this information pack you get a flavour of the College and the shared values our community is built on.

Dover College is 150 years old in 2021 and has educated over five and a half thousand young men and women in that time. We occupy a beautiful campus in the heart of Dover, with buildings dating back to the 12th Century. But there is nothing ancient in our approach to education. Our vision is centred around the following principles:

Small is beautiful! The values of the family run through Dover College. Our class sizes allow us to nurture confidence, encourage inquisitiveness and celebrate individual success.

We are academically ambitious. We take the time to really get to know each child so that the right balance of challenge and support is in place based on their needs.

We think differently. Our distinctive curriculum, connecting Early Years right through to Sixth Form, focusses not only on achieving excellent results but also developing inquisitive and creative minds ready for the challenges ahead.

We offer an all-round education. We encourage internationalism, democracy, care for the environment, adventure, leadership and service.

We are international and local. We welcome pupils from across Europe, Africa, Asia and the Americas, encouraging everyone to be inclusive, unprejudiced, cosmopolitan and outward looking.

Whether you are applying for a teaching role, or one within our support services, your contribution to our team will be immensely valuable.



Simon Fisher
Head



Safeguarding

At Dover College, there is nothing more important to us than the physical and emotional health and well-being of our pupils and staff.

We have created a safer culture in which pupils, staff, parents and governors feel able to articulate concerns comfortably; safe in the knowledge that appropriate and effective action will be taken.

Our Safeguarding Policy and Child Protection Policy applies to all adults, including volunteers, working in or on behalf of our School, in term and out of term time. We expect everyone working in, or for, Dover College to share responsibility for keeping children and adults at risk safe from harm and abuse, and to report any concerns to our Designated Safeguarding Lead or one of her deputies.

We have robust procedures in place for visitors to the site and carry out full recruitment checks on any adult who spends time regularly with our pupils. We have created our recruitment and selection policy to ensure Safer Recruitment practices are carried out throughout the College and these are applicable to all staff.

Pupil welfare issues are addressed through the dedication of staff to the ethos of the College. The pupils are taught and regularly updated on how to stay safe, including on-line and with their peers, and the staff have termly safeguarding updates.

Our Safeguarding and Child Protection Policy can be accessed [here](#).



About the College

Dover College was founded in 1871 by local businessmen as a school principally for local children but has since developed an international pupil base. Dover College was one of the first schools considered a "Public School" as evidenced by its inclusion amongst only twenty five other such schools in the first edition of the Public Schools' Yearbook published in 1889. Dover College maintains the original characteristics of its inception - a school which caters not only for a broad range (both academically and socially) of local pupils, keeping its fees affordable to achieve this, but also caters for a significant minority of pupils from overseas. It is a school with an ethos based in regular worship in Chapel in the Church of England traditions and this reinforces the ethos of friendliness and openness that is now well established - it is very much part of the value of a Dover College education.

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the school, and in some cases their parents were here too. Pupils and parents are very loyal and supportive of 'their' school. We have a reputation for outstanding pastoral care and as a result pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. Good academic results are not enough: we seek to provide young people with the necessary skills and self-confidence to become well rounded, balanced adults who will make a positive contribution to those around them. We expect pupils and staff to be sympathetic to our Christian ethos and values, although we welcome and value those of other faiths too.

Our curriculum, which underwent a root-and-branch review as part of the College's development plan, Project 150, is creative, well planned, wide ranging and enriching. Its balance and focus on individual development, helps us to stimulate an enquiring mind, establishing key skills and a wealth of experience in our pupils that will be of great benefit to them for the future. The College gains outstanding results at A Level and BTEC with excellent value-added results at GCSE. We have recently implemented a 1:1 iPad scheme for pupils, which is already yielding benefits in terms of learning and teaching.

We understand that a well-rounded education is about more than what happens in the classroom or on the sports field, and that's why we offer and encourage our pupils to participate in a wide variety of outstanding extra-curricular opportunities. Dover College enjoys an excellent reputation for a broad range of sport, games and other activities and opportunities. We seek to stretch the most able, whilst providing opportunities for all pupils to undertake an activities programme, which aims to provide them with enjoyment, confidence, skills and fulfilment.

Music forms a pivotal role in all that we do, and the school has a choir and music school which encourages pupils to express themselves through music. We offer after-school care for day pupils until 5.30pm and work hard to ensure that our boarders are given all the opportunities they need to have experiences which are full and varied. We believe that providing such opportunities helps to develop self-esteem, and encourages important life skills such as leadership, teamwork, commitment and determination, as well as cultivating a sense of duty, and understanding of others. What happens outside the classroom also has a positive spin-off in lesson time, helping to engender an ethos of mutual respect between teachers and pupils. The successful candidate will be expected to make a contribution to current activities and initiatives and to develop new ones.

Candidates are encouraged to clearly celebrate their conventional, and unconventional, interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references. Fee reductions are available for children of staff both in the Junior and Senior School.



Information about Dover and Kent

Dover College is situated at the gateway to Europe in what is arguably one of the most beautiful and undiscovered parts of the UK. An hour by fast train to London and with direct access to the UK motorway system, Kent is a beautiful place to live. Dover town is going through an exciting period of regeneration, and the College is intrinsically involved in this process.

In Dover, the White Cliffs are iconic. Immortalized in song and film for decades, this spectacular wall of crumbly, creamy chalk stretches for 20 miles. There are breathtaking walks along a cliff-backed beach or a cliff-top trail to the South Foreland Lighthouse, the National Trust Visitor Centre and Samphire Hoe. The history is so vivid at Dover Castle the past feels more like the present. Overlooking the Port of Dover, this magnificent fortification is alive with vibrant furnishings, every-day artefacts and costumed actors. The audio-visual displays of the castle's Secret Wartime Tunnels evoke an underground hospital and the retreat from Dunkirk. Meanwhile, the Dover Museum provides a new twist on cross-channel ferries: a 3000 year-old, sea-going Bronze Age boat.

In Deal, 20 minutes' north of Dover, you can find a town immense charm, a High Street to compete with London, mazy smugglers' lanes and independent shops. Buzzing cafes and pubs sit alongside a photogenic seafront that's home to a sweeping pier and quirky maritime clock; the Timeball Tower.

Sandwich is a further ten minutes' drive, filled mediaeval architecture and boasting some of the best-preserved half-timbered houses in the country. Traditions linger too: listen out for the tolling of the curfew bell every night at 8pm. The Secret Gardens of Sandwich provide fragrance, tranquillity, a Lutyens house and Gertrude Jekyll design.

This strip of Kent is home to some truly great golf. Royal St George's hosted the 2011 Open Golf Championships, while Kingsdown and Walmer is a challenging downland course. For two more testing links courses head to the Royal Cinque Ports or Prince's Golf Club; it also offers top-notch food at The Brasserie on the Bay and sleek rooms in The Lodge.

For more information about Dover and the surrounding area please visit the following:

- [Visit Kent](#)
- [Your Canterbury Tale](#)
- [English Heritage - Dover Castle](#)
- [Deal: Reinventing the High street](#)
- [National Trust - The White Cliffs of Dover](#)





BURSAR

Following the appointment of the current Bursar to a role in a larger school, the Governors and Headmaster of Dover College invite applications for this exciting opportunity to join one of the leading independent schools in the South East. We are seeking to appoint an inspirational and highly motivated Bursar with a proven ability for financial and operational management.

For background, the Governors appointed a new Headmaster, Simon Fisher, in September 2020 who brings a wealth of experience, energy and drive. Building on the successful inspection report of January 2020, which saw the College as compliant in all areas, the Council of Governors and SLT are now developing an exciting new strategic plan for the College. The new appointee will be intrinsically involved in the planning, consultation and execution of this, and would be joining the College at an extremely exciting time in its long and distinguished history.

This is a full-time, permanent position.

**Candidates are requested to contact David Williams of BursarSearch
(david@bursarsearch.com or 07713 091657) for a preliminary conversation.**

We are committed to the safeguarding of children. All employees must have the ability to understand and adhere to Child Protection and Safeguarding legislation. References will be taken prior to interview and a DBS check will be conducted on the successful applicant.

Closing date for applications: Tuesday 22nd June 2021



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| PREPARED: SF | REF: BURSAR |
| APPROVED: SF | REVISION: A DATE: MAY 2021 |

JOB PROFILE

REPORTING TO:
Headmaster

PURPOSE OF JOB: To be responsible for financial and operational administration of the College, ensuring financial stability and sustainability. The Bursar will be responsible to the Headmaster for day-to-day matters concerning the running of the school and his/her participation as a member of the Senior Leadership Team. Whilst liaising regularly with the Headmaster, the Bursar is also responsible to the governors and the Council for the financial and material state of the school and for his/her duties as Clerk to the Governors.

KEY RESPONSIBILITIES - BURSAR

This list is not exhaustive, but responsibilities include:

STRATEGY

The Bursar is to support the Head and Chairman in development and implementation of the School's Strategic Development Plan and, in particular, all elements of the Plan relating to the School's finance, property and business matters. The Bursar is a member of the Senior Management Team and is the Clerk to the Governors.

FINANCES

- Responsible for the invoicing and collection of fees.
- Financial planning, including the preparation of short and long term budgets and forecasts and investments;
- Preparation and monitoring of risk and asset registers;
- Production of statistical data;
- Preparation of financial models to support strategic planning;
- Payment of all salaries and wages;
- Monitoring of financial performance and reporting thereon;
- Exercising financial control of all expenditure, current and planned;

KEY RESPONSIBILITIES - BURSAR (CONTINUED)

- Assessing bursary applications and regular reviewing of bursaries granted;
- Preparation of annual financial accounts, statutory returns and the audit process;
- Managing the Early Years Government funding of Early Years;
- Responsible as the Money Laundering Officer for the College's policies;
- Advising on VAT, Tax, PAYE and benefit in kind issues;
- Reporting as required to the Finance and General Purposes Sub-Committee of the Council of Governors and the full Board;
- Administering pension schemes for teaching and support staff;
- Control of all income and expenses;
- Management of additional revenue, including lets.

CLERK TO GOVERNORS

The Bursar has the role of Clerk to the Governors where the position is accountable to the Chair of Governors and the Chairs of the various sub-committees. The Bursar is responsible for arranging and attending meetings of the full Board and all its sub-committees and acting as secretary to the Governors and certain sub-committees. The Clerk to the Governors is responsible for assisting the governors in the proper performance of the following responsibilities:

- Preparation of agendas, in consultation with the Chair of Governors or relevant sub-committee and Headmaster;
- Advising and attending all governors' meetings and sub-committee meetings when required;
- Appropriate induction of governors;
- Advising on the recruitment and ongoing training of governors;
- The selection of professional advisers, including lawyers, accountants and bankers;
- Dealing with all legal and other matters that affect the school with the assistance of appropriate professional advisers;
- Ensuring compliance with the law covering employment, Health and Safety, GDPR, accounting, money laundering, copyright, data protection and Charities Commission;
- Working closely with the Headmaster to ensure that the school has up-to-date policies in place in all areas specified by the Independent Schools Inspectorate;
- Arranging an annual review of Governance.

KEY RESPONSIBILITIES - BURSAR (CONTINUED)

HUMAN RESOURCES

The Headmaster is in overall charge of personnel and human resource issues at the school. However, the Bursar also has significant responsibilities for Human Resources delegated through the Human Resources Department such as:

- Acting as adviser to the Headmaster and governors on all staff employment issues with specific responsibility for ensuring compliance with all relevant aspects of employment law and procedures. Preparing all documentation relating to disciplinary, grievance and connected legal matters;
- Keeping abreast of developments in Employment Law and advising governors and the Headmaster of any changes;
- Managing the recruitment process and the preparation and implementation of contracts of employment for all staff;
- The assessment and implementation of pay scales for all staff, except the Headmaster and the Bursar, in conjunction with the Headmaster;
- Overseeing the production of the Staff Handbook;
- Ensuring the Single Central Register is up to date and compliant at all times.

SUPPORT SERVICES

- Management of catering services and quality of food;
- Direction and oversight of all cleaning and support functions or monitoring of the same if contracted out;
- Responsibility for IT.

COMMERCIAL

- To actively seek opportunities for additional revenue from commercial activities by the use of school facilities and accommodation when not required for core school use;
- The negotiation of contractual terms for and management of all commercial activities.

LEGAL AND EXTERNAL ACCOUNTABILITY

- Overseeing Health & Safety policy and management;
- Overseeing all areas of legal compliance, in particular employment law and procedures, licensing and liaison with statutory bodies;
- Ensuring the school has adequate insurance cover at all times.

KEY RESPONSIBILITIES - BURSAR (CONTINUED)

GROUND, BUILDINGS AND FACILITIES

- Overall supervision of major and minor projects;
- Direction and oversight of the in-year maintenance activity for buildings and facilities;
- Management of Staff accommodation;
- Campus security;
- Direction and oversight of the grounds and maintenance operations;
- Direction of transport policy including minibuses and the College's fleet of vehicles;
- Direction of all school purchases and repairs;
- Management of all energy and utilities usage;
- Careful planning with regard to alterations to old buildings and planning laws.

PERSON SPECIFICATION

This demanding and exciting role calls for an exceptional candidate who needs to be a leader, good communicator and negotiator, an excellent organiser, a strong administrator and have a proven record of effective financial management and the leadership of teams within a services environment. The successful candidate will be flexible, energetic, creative and willing to go the 'extra mile'. He or she will be positive, open minded, team spirited, hardworking and be ready to develop and learn professionally.

A recognised financial qualification or equivalent is preferred, as well as a good level of education.

KNOWLEDGE AND EXPERIENCE

The successful candidate may emerge from within or outside the educational sector but must have a proven and successful background in finance/accounting, including planning and control, general management and revenue generation. In addition, a fundamental is to understand the role of a school, and to provide leadership to the support organisation.

He or she will also have an awareness of some or all of the following:

- Company and charity law;
- Contract, health and safety and employment law;
- Project management;
- Health and safety matters;
- Leading teams providing support functions
- Marketing.

APTITUDES AND SKILLS

The successful applicant should be able to present evidence of the following qualities either through their written application, their references or at interview:

- Leadership;
- A high level of attention to detail;
- Practical;
- Strong interpersonal skills and team-working abilities;
- Excellent oral and written communication skills;
- A good level of ICT competence;
- Flexibility with regard to working hours which may include occasional open days on Saturdays and some early evenings to attend meetings;
- The ability to meet deadlines;
- A good sense of humour and a can-do attitude to work.



GUIDANCE FOR APPLICANTS

Suitability for the post will be measured through application form, interview, supporting evidence (e.g. certificates, portfolios etc.) and references undertaken. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The College's independent adviser for the appointment process will be David Williams of Bursarsearch (www.bursarsearch.com). David assists independent schools to recruit bursars.

Candidates should contact David to arrange a preliminary conversation about the role in advance of applying.

Applications should consist of a CV, covering letter and a Dover College application form stating three referees. As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully as possible. If there is not enough space provided on the form, please continue on a separate sheet of paper. On each additional sheet that you use, please write your name and the post applied for, together with the section that you are answering.

Please address your letter to the Headmaster and send the letter, CV and application form to david@bursarsearch.com

Closing date for applications is noon, 22nd June 2021.

First round interviews will be held at the school on 25th June 2021.

Second round interviews will be held on the 2nd July 2021.

First round interviews will be with David Williams and Simon Fisher, and will also include a tour of the school.

Second round interviews will be with a panel of Governors, the Headmaster and David Williams.

Candidates selected for the second round will be expected to give a presentation to the interview panel.

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