



Heathcote Preparatory School and Nursery

Brief for the position of
Bursar's Assistant, Heathcote Preparatory School, Danbury, Chelmsford, Essex

April 2023

Letter from the Headteacher.....	3
The Position	4
How to apply.....	4
Job Specification	5
Person specification.....	8

Letter from the Headteacher

Dear Candidate,

Thank you for your interest in Heathcote. I am delighted that you are considering our school and I hope that once you have discovered more about us, you will wish to apply for this position.

Heathcote is a non-selective independent co-educational day school for children aged 2-11, located in the village of Danbury, just outside Chelmsford. The school was founded in 1935 by the Heath family. In 2018 the School was sold to the Heather Partnership.

Heathcote is an exceptionally warm and friendly place to learn where excellence is at the heart of all we do. Working as a team we foster a love of lifelong learning whilst at the same time encouraging all our community to be curious, appreciative and respectful towards the world around them. As a small, friendly and happy school we are proud of the warmth, progressive approach and individualised learning every pupil receives. Each day every member of our staff seeks to make a difference to the lives of our children. Our mission is to ensure that every pupil recognises their own self-worth and through their school journey they build character, confidence and compassion as well as a solid academic foundation. Determination, resilience and endurance are fundamental to our ethos.

As a member of the Independent Schools Association (ISA) we take pride in the excellent standards our pupils achieve. We encourage pupils to make the most of their talents, building confidence through academic achievement and offering a wide range of extra-curricular opportunities. We endeavour to discover our children's hidden strengths, pinpoint their passions and support their journeys to success whether that is for 11+, Tae Kwondo championships or learning to tie their shoe laces!

Heathcote pupils enjoy success in so many ways. In sports they excel; showjumping, triathlon, cross country, athletics, football, netball and cricket are just a few of the areas they compete in at regional and national levels. Music and drama are also especially strong at the school with children taking peripatetic music lessons, speech and drama (ESB), whole school productions and performing arts concerts or the choirs performing at competitions. Our specialist Art teacher ensures our children's creative talents are nurtured with many children entering competitions and exhibitions.

Most recently at Heathcote, we have made some significant improvements to our environment, such as the new playgrounds across the school including development of the EYFS outside learning area. We have achieved 'Excellent' in all areas of our latest ISI inspection and highly excitingly last year we were chosen as the ISA Junior School of the Year and attended the awards ceremony Autumn 2021 to receive our award.

I do hope that you will consider applying for this post – I recognise that a great deal of thought and time goes into preparing such an application and I assure you that I will, in turn, give your application serious consideration.

Yours faithfully,

Samantha Scott - Headteacher

The Position

We are looking to appoint a Bursar's Assistant who will become a vital link between the teaching and support staff at the school. This role will be varied and will include general office tasks, overseeing the catering function of the school, Site Manager and Cleaning staff. You will become involved with all aspects of H&S, GDPR, First Aid and Safeguarding. The role would be suitable for someone that would like to progress as a School Business Manager and as a small school the successful candidate would be exposed to all aspects of compliance.

Full training could be given and salary would be dependent upon experience and qualifications.

This is a full time role

Application Procedure

Please apply by submitting a fully completed application form and a CV together with a letter of application by the closing date of **midday on 12th May**. Visits to the school are warmly welcomed as we believe our best ambassadors to be our students. Please contact the school office if you would like to arrange a visit. Interviews will commence week of 15th May 2023.

Job Specification

Bursars Assistant **Reporting to: Bursar & Head Teacher**

It is expected that all members of staff will work together to help further the school's aims and objectives in accordance with policies. Colleagues are required to share in the corporate responsibility for the well-being of the school community by developing a positive and structured environment.

Job purpose

- You will assist the Bursar with overseeing the efficient day to day running of the school and support the Headteacher and Leadership Team
- To actively promote the values and ethos of the school

Key tasks

- General office tasks
- To attend and support school events as requested.
- Provide occasional cover for absent colleagues in the general offices.
- Answering telephones when main desk is busy.
- Support the Office Team and Senior Managers in the organisation and detailed planning of special events. e.g. Open Mornings, Speech Day etc.
- Become familiar with school policies and procedures and ensure they are followed
- Become familiar with ISI compliance regulations
- Assist with overseeing HR, H&S and GDPR PROCESSES
- Assist with completion of DfE, ISA and ISC Census

Premises

To assist the Bursar with:

- Maintaining the safety and security of the site
- Overseeing Site staff and cleaners
- Negotiating, managing and monitoring contracts

Health & Safety

To assist the Bursar with:

- Ensuring all processes are carried out efficiently and keeping relevant records

Human Resources Management

To assist the Bursar with:

- Assist in the recruitment of staff by placing advertisements, uploading job descriptions and arranging interviews.
- Ensure the maintenance of clear and effective filing, records and other systems and keep them updated.
- Reporting and recording of staff absence.
- Maintaining confidential records
- Ensuring all processes are legal and compliant
- Completing pre-employment checks
- Collate records of hours worked each month for hourly paid members of staff and claims for overtime recorded on Excel in preparation for the Bursar to run payroll.
- Managing catering function of the school including identifying training needs

Any other duties that may be reasonably required, that fall within the competence of the post-holder.

Professional Development

- To strive for personal and professional development through active involvement in the school's performance management system and procedures.
- To participate in arrangements for further training, performance management and professional development
- To participate in any training needed to further knowledge of a specific area

Professional Standards & Development

- To be a role model to pupils, through personal presentation and professional conduct.
- To cover for absent colleagues as is reasonable, fair and equitable.
- To be familiar with the school and department handbooks and support all the school's policies, e.g. those on Health and Safety, e-safety.
- To establish effective working relationships with professional colleagues and associate staff.
- To attend Staff Meetings and participate in INSET.
- To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
- To train in basic first aid and PFA as needed by the school.
- To be aware of the role of the Friends of Heathcote School Association and to support its activities.
- To be aware of the role of the Governing Body of the School and to support it in performing its duties.

This job description will evolve as training is completed. It will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive

statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Person Specification

Bursar's Assistant

Heathcote is a small, exceptionally warm and friendly school where excellence is at the heart of all we do. We require a Bursar's Assistant who is professional, passionate about the role and able to ensure the School's policies and procedures are followed.

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> Qualifications in English and Maths e.g. GCSE level or equivalent 	<ul style="list-style-type: none"> Evidence of commitment to further professional development e.g. Business management, payroll or book keeping Experience working in a school office environment
Knowledge and understanding	<p>You should:</p> <ul style="list-style-type: none"> Be computer literate Be able to use the main software packages 	<p>In addition, you might also have knowledge and understanding of:</p> <ul style="list-style-type: none"> HR and Employment Law School systems would be an advantage
Skills	<p>You will be able to:</p> <ul style="list-style-type: none"> Work well with others develop good personal relationships within a team and the Heathcote community; communicate effectively (both orally and in writing) to a variety of audiences; Support and maintain a happy and effective environment. 	<p>In addition, you might also have :</p> <ul style="list-style-type: none"> Business Management skills Customer service skills Leadership skills
Personal characteristics	<ul style="list-style-type: none"> Discrete Approachable 	

	<ul style="list-style-type: none"> • Committed • Diligent • Be able to accept criticism • Work well and remain calm under pressure • Attention to detail • Organised • Flexible • Good sense of humour • Have a 'Can do' attitude 	
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Heathcote Preparatory School and Nursery is committed to safeguarding and promoting the welfare of children and the successful candidate will be required to undertake an enhanced DBS check.