



Appointment of Bursar, Port Regis School

Candidate Information, November 2023

Reference: FBLHA

Saxton Bampfylde



PORT
REGIS

01 WELCOME

As Chair of Governors, it is my pleasure to introduce Port Regis to you.

The Governing Council is seeking to appoint a new Bursar to take up post during 2024, following the decision of the current Bursar to leave after 19 years of dedicated service. He is leaving the School in an exceptional condition, with a strong balance sheet, a superbly maintained estate, a trusted and loyal support team and with increasing pupil numbers. Under the leadership of the Headmaster, Titus Mills, who joined 3 years ago, the School is going from strength to strength.

You will find that Port Regis, in the heart of Dorset, is a community which seeks to embody its ethos and traditions whilst striving to provide our pupils and staff with a caring and inclusive atmosphere, with a real commitment to the extensive pastoral care provided to all. It is a school which provides depth and breadth to the educational experience offered to pupils and it produces ambitious, well-rounded individuals, happy and resilient as they encounter the challenges and opportunities of their secondary schools.

I believe that our new Bursar will have a great opportunity to grow and develop Port Regis. The School is anticipating, and preparing for, significant changes across the prep school sector and we believe we are well placed to take advantage of these developments. The successful candidate will be an exceptional leader of their teams, financial as well as operational, will reflect the Schools' values, and will

develop relationships with key stakeholders both inside, and outside, of the School.

Finally, the successful candidate must be a strong voice in the Governors' continued oversight of the School and as its strategy continues to evolve and transform.

James Hussey

Chair of Governors



PORT REGIS

02 ABOUT US

A leading co-educational prep school founded in 1881, Port Regis is steeped in history and yet it remains a community that is, at its core, forward thinking and innovative in its approach to educating young children. The school provides an outstanding education for around three hundred 2 to 13 year olds, with many boarding from Year 3.

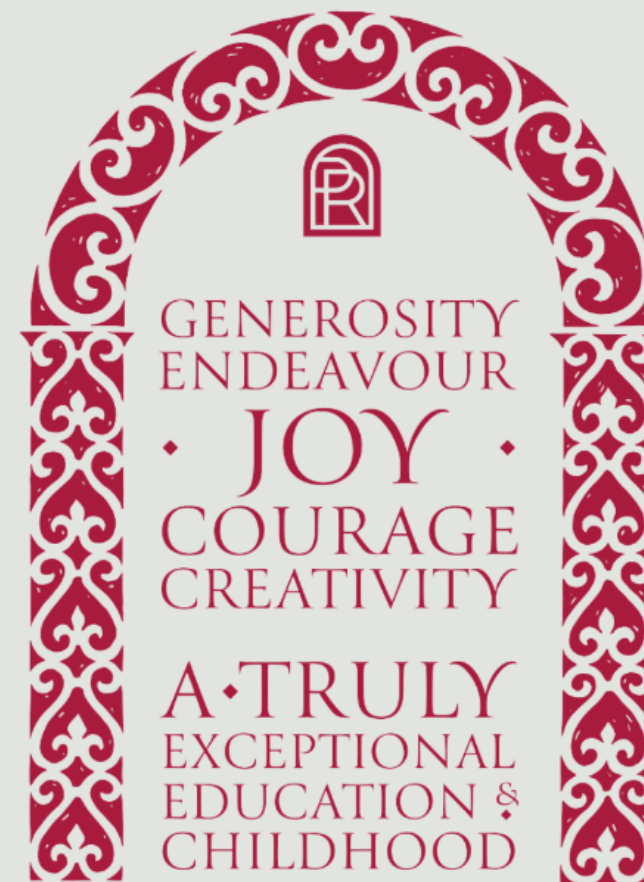
Few other prep schools can provide the breadth of experience on offer at Port Regis. It is renowned for its exceptional staff and academic credentials, as well as its first-class facilities set within 150 acres of stunning grounds in rural Dorset. These facilities (that eclipse many at senior schools) enable Port Regis to deliver an outstanding holistic education that inspires the head, the hand and the heart.

Alongside the focus on the expansion of pupils' intellects, artistic creativity and physical health, Port Regis seeks to nurture the character and moral values of its pupils, preparing them for life at senior school and beyond.

Our school motto:

"We seek higher things."

OUR VALUES



03 OUR VISION

1. The championing of an unhurried and joyful childhood
2. Extraordinary teaching that stretches and supports every child, enabling them to discover the discipline of study and the delight of learning
3. Exceptional pastoral care that nurtures pupils and staff, placing their wellbeing at the heart of all we do
4. A passion for developing the unique academic, sporting and creative talents of every child – giving equal measure to the head, hand and heart
5. Strong moral, social and spiritual values, for those of all faiths or none
6. A cohesive and distinctly happy school community that fosters a deep sense of belonging in the children, staff and parents
7. A vibrant boarding experience, equipping children with vital skills for senior school and life beyond
8. A culture that embeds in every child a sense of wonder for the natural world and a responsibility to preserve it
9. A global perspective that celebrates the diversity of our children and the friendships between those of different cultures and backgrounds
10. Kindness and tolerance, so children leave as capable and compassionate young people, inspired to play their part in making the world a better place



04 THE PRE-PREP & NURSERY

Learning and laughter go hand-in-hand at Port Regis and nowhere is this more evident than in our Pre-Prep and Nursery – the first stage in our exceptional education. Here children aged two to seven enjoy all the advantages of our prep school's impressive resources as well as having their own highly qualified staff and dedicated facilities like our Rose Garden, outdoor learning area and playground.

Young children are alive to the wonder of the world and want to discover new things. In our Pre-Prep and Nursery we actively encourage this sense of adventure, while also giving the children the best possible academic footing in reading, writing and maths. We encourage learning through play, focusing on social, physical and communication skills. In the older years, we build strong foundations in core skills so they are ready for the next step in their education. Throughout these Pre-Prep years we make full use of our stunning setting and outstanding facilities, including a purpose-built playground, Rose Garden and Forest School.

Hobbies are available after school for children in Years 1 and 2 including fencing, tennis and modern dance. In the summer term, a selection of hobbies are available to our children in Reception, including ballet, yoga and art. Children in Years 1 and 2 may also learn a musical instrument including piano, recorder, percussion or violin, with specialist teachers.



05 PREP SCHOOL

Port Regis champions dynamic learning that equips children to lead fulfilling and rewarding lives. For this learning to remain relevant, our curriculum must be both broad and ambitious. It must inspire not only the mind, but the head, the hand and the heart. It must stretch pupils within, and beyond, the classroom.

Plenty of curriculum time is devoted to the critical core subjects in all year groups, leading to a challenging Common Entrance or academic scholarship level in Year 8. English and maths are taught by subject specialists from Year 5, while the amount of time dedicated to science increases as children progress through the school, from one hour a week in Year 3 up to three hours from Years 6-8. Science lessons (again, delivered by specialists), in which we place great emphasis on the practical as well as the theoretical, are taught in one of our three dedicated laboratories.

Port Regis has always been known for the strength of its sports. However, we understand that traditional sports are not for everyone and our main aim is for all pupils to find a sport they enjoy. A varied multi-sport approach to the curriculum therefore offers activities including triathlons, gymnastics, lacrosse, yoga, basketball, quidditch and dance.

In addition to academic breadth, a choice of more than 70 activities allows pupils to experience anything from soap and jewellery making to beekeeping, campfire cooking and chicken whispering!



06 THE ROLE

The Bursar is the School's senior non-teaching post, and the appointment is made by the Governing Body in consultation with the Headmaster.

The Bursar leads the financial, administrative and operational management of the School, reporting to the Governors on finance and to the Headmaster on day-to-day operations. A key member of the Senior Leadership Team (SLT), the Bursar, who will uphold the School's vision and values, is expected to be a strategic thinker, with financial acumen, a commercial mindset and excellent communication and project management skills.

S/he will provide leadership to a diverse team of support staff, maintaining collaborative working relationships with the Headmaster, Governors, Director of Human Resources & Legal and colleagues at all levels. S/he is expected to keep abreast of developments in the administration and business of independent schools advising the Headmaster and Governors accordingly.

The Bursar is expected to play a pivotal role in the continuing success of the School which includes responsibility for maximising the financial return from the school's estate and the "non fee" income.

Key Resonsibilities

Finance and Administration

- Preparing the School's budget and financial forecasts, presenting them to the Governors, and working with the Headmaster to implement the plans when they have been approved by the Governors
- Allocating, controlling, and accounting for the financial and material resources of the School in accordance with the policies of the Governors
- Ensuring that a robust system of financial planning and control is in operation, within the framework of the School strategy, plans, policies and standards
- Ensuring that all financial reporting and statutory accounts are produced in a timely, accurate and comprehensive manner
- Preparing budgets and financial data with which to advise and support the Governors on matters relating to costs, fees, investments and taxation
- Manage the School's relationship with the bank and ensure the business has sufficient access to liquidity at all times

Strategic Development

- Driving improvements in financial and operational management through effective cost control, organisational change and modernisation

Compliance

- The Bursar, together with the Director of Human Resources & Legal, will have overall responsibility for ensuring that all the School's policies are compliant, are regularly reviewed and updated by the appropriate staff and Governors
- The Bursar, together with Director of Human Resources & Legal, is responsible for ensuring that all the School's legal contracts are compliant and fit for purpose

School Buildings, Grounds and General Operational Duties

- Maintenance and security of School buildings, facilities and grounds
- Staff accommodation and letting of School property
- The supervision of catering, cleaning, the Sports Centre, the School shop, the laundry, sports equipment and facilities, minibuses and transport
- The production of outline specifications for new buildings, obtaining tenders, planning permission, liaison with architects, and oversee and manage the delivery of all capital projects

Information Technology

- The Bursar is responsible for the School's Information Technology operations and strategic direction, ensuring that the School's IT infrastructure, administration and business systems are secure, up to date, efficient and meet the needs of the school staff, children, and visitors across the site

Non-Academic Fee Revenue

- The Bursar is responsible for advising the Governors on how to maximise the value of the school estate
- Marketing and management of facilities lettings
- Identification of opportunities for the sale or development of land and housing surplus to the School's requirements

Staff

- The selection and appointment of the non-teaching staff of the School, with the assistance of the Director of Human Resources & Legal
- The deployment and management of all non-teaching staff of the School and the allocation of duties to them
- Training, appraisals and performance management of all non-teaching staff

Professional Development

- The Bursar should keep abreast of developments in the administration of schools being able to inform and advise the Governing Council. S/he should regularly attend the ISBA annual meeting, regional meetings and professional development courses either arranged by ISBA, RICS or other providers



08 PERSON SPECIFICATION

ESSENTIAL

- A commitment to promoting and safeguarding the welfare of children and a commitment to delivering best practice
- Degree level qualification or equivalent
- A professional qualification in finance, management, property, IT or compliance
- A successful proven track record of working at a senior level in a complex organisation, including project and staff management
- A good understanding of the commercial challenges of the independent school sector
- Financial literacy, analytical skills and commercial acumen
- A strategic thinker, with the ability to evaluate complex issues and deliver solutions
- The ability to lead and inspire a variety of support staff teams. Someone who can work independently, delegate and is a confident team player
- The ability to assist the Headmaster and Governors in strategic planning and implementation
- A track record of delivery of organisational change and openness to innovation
- Sound knowledge and understanding of, and the ability to deliver, the compliance obligations impacting an independent boarding school
- Excellent verbal and written communication skills and the

ability to build strong relationships with Governors, colleagues, parents, visitors and third parties - contractors, our external course providers, the local community etc

- The ability to analyse data and excellent IT skills
- Personal warmth, flexibility and a good sense of humour
- Empathy with and promotion of the School's values and ethos

DESIRABLE

- Proven experience of a similar role in an independent school



09 APPOINTMENT TERMS

The preferred start date for the new Bursar is April 2024. This may be negotiable depending on the successful candidate's notice period.

The package will be competitive, based upon experience and will include fee remission, pension contributions and 30 days annual leave (not including Bank Holidays).

HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to Port Regis School on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code FBLHA. Click on the 'apply' button and follow the instructions to upload a CV and cover letter.

Please note that shortlisted candidates will also be required to complete the Port Regis School application form.

The closing date for applications is noon on **Monday 18th December 2023.**

Safeguarding

Port Regis School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are required to undergo child protection screening appropriate to the role, including checks with past employers and the Disclosure and Barring Service.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.





PORT REGIS

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