



**Role Profile:** Bursar

**Location:** Cumnor House School

### Role purpose

The Head of Finance/Bursar provides strategic and operational leadership across all non-teaching areas of the school. Working alongside the Head Teacher and senior education colleagues, the role ensures that the school's financial, administrative and operational foundations are robust, efficient and compliant.

The postholder leads the school's business functions, oversees essential support services, and contributes to whole-school planning and improvement. The Bursar builds effective relationships with staff, parents, and external partners to support the school's aims and operational performance.

### What you will be doing

#### Finance & Compliance

- Lead all financial operations including budgeting, forecasting, payroll, invoicing, credit control and fee management
- Oversee debtor management and ensure timely settlement of fees
- Manage bursaries, financial assistance awards and scholarships
- Provide financial reports and relevant information to support management accounts
- Ensure compliance with regulatory, financial and operational requirements (excluding academic, pastoral and safeguarding compliance)

#### Administration & Operations

- Oversee school administration, including leadership of Reception/Admin staff
- Ensure efficient internal systems, processes and communication flows
- Support smooth day-to-day school operations across all business functions

#### Admissions & Marketing

- Line-manage the Admissions/Marketing Manager and Admissions Executives
- Oversee the admissions pipeline, parent journey and conversion processes
- Support marketing activity, events and wider school communications as required

#### IT

- Provide oversight of the IT function through the shared-resource IT Technician (0.X FTE)
- Ensure systems and equipment meet school needs for teaching, learning and administration
- Coordinate with external IT providers where applicable





### **Estates, Facilities & Health and Safety**

- Line-manage the Facilities/Site Manager
- Oversee estates, buildings compliance, maintenance schedules and contractor management
- Lead Health & Safety across the school, including statutory checks, risk assessments, fire drills and lockdown drills
- Ensure all policies, procedures and risk assessments are current and effective

### **HR & Staffing Administration**

- Support recruitment processes including advertising, interviews and contract preparation
- Ensure operational HR documentation, onboarding/offboarding and payroll data are accurate and well managed

### **Other Responsibilities**

- Oversee lettings and holiday schemes where applicable
- Represent operations at leadership meetings
- Support whole-school events and activities as required
- Undertake any other duties consistent with supporting school operations under the direction of the Head Teacher

### **Safeguarding Responsibilities**

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

### **Role overview**

#### **What you'll bring**

#### **Essential Skills & Experience**

- Strong organisational, interpersonal and communication skills
- Ability to manage complex, concurrent priorities
- Commercial awareness and confident financial decision-making
- Strong IT competence (Excel, Word, Outlook, MIS familiarity)
- Ability to lead teams across diverse operational areas
- Successful track record of leading multi-disciplinary teams, with a commercial and operational focus





**Key Stakeholders you'll be working with**

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

**Governance:**

- Blenheim Schools is the proprietor of Cumnor House School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the School is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

- **To be signed and dated by employee:**
- **Signed:** .....
- **Name (print):** .....
- **Date:** .....

