



ICSLONDON
INTERNATIONAL SCHOOL

Shaping the world

Bursar Application pack



Welcome to the ICS London

On behalf of myself, the senior leadership team, my colleagues, our students and our whole community, I would like to thank you for your interest.

Our mission is to provide an innovative approach to education, inspiring each and every student to discover their strengths within a community of future leaders.

We take pride in knowing each and every one of our students. Our warm and stimulating environment encourages all our students to discover their strengths. Our talented and highly motivated staff inspire students to be the best that they can be. By setting high expectations for learners, we expect them to develop into top candidates for entry into the best universities around the World.

As a parent myself, I understand how important choosing the right school for your child is. Education is the greatest gift we can give to our children, providing them with the right tools they need to succeed in life.

With over twenty years of experience in both the UK and international education sector, I am a passionate leader with a drive to develop outstanding schools. In the early part of my teaching career, I was seconded as an advisory teacher. After moving abroad, I eventually began working for Nord Anglia Education, first as Head of Primary for the British School of Guangzhou, and later as Principal for The British School of Beijing. Most recently, I was responsible for the establishment of a brand new international school in the heart of Lisbon, Portugal's capital city.

I hope my headteacher's welcome provides you with a sense of the type of international school we are and the values we represent. I look forward to you visiting the school so you can see first-hand the quality of education we provide, and our students' enthusiasm and passion for learning.

David Laird, Head of School



Sally Thorogood

Primary
Principal



Muz Chohan

Secondary
Principal





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About ICS London

Established in 1979, the International Community School (ICS) has over 40 years' experience in educating, enlightening and engaging a global community.

Recently named as one of the best small independent schools in the UK by the Daily Telegraph, ICS is an International Baccalaureate (IB) World School based in the heart of central London, nestled between Marylebone and Paddington. A day school for students aged 3-18 years, ICS offers all three International Baccalaureate programmes. An innovative academic curriculum, alongside outstanding co-curricular opportunities and a highly individualised approach to personal development make the school a unique, exciting and holistic educational offer for international, as well as British families.

Our students achieve excellent examination results in external exams at MYP and Diploma and enter competitive university programmes around the world including the UK and the USA. A successful and highly regarded English Language Summer School – certified through the British Council - completes the academic provision of the School. ICS is a member of the Independent Schools Association, a prestigious organisation comprising over 500 of the best independent schools in the UK and beyond.

International Community School, London is one of the leading, 'premium brand' schools within the Globeducate group, and both the ICS main school and the ICS summer school enjoy an excellent reputation. ICS joined the Globeducate group in 2018.





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About Globeducate

Globeducate is a global network of over 50 premium international schools and online education programs. We offer inspiring learning opportunities to more than 25,000 students between 2 and 18 years old in 10 countries.

At Globeducate, we believe that our students will only succeed in the world of tomorrow, if they are prepared for the challenges that they will face. The world is changing at an incredible pace, and our planet is facing unprecedented social, economic and environmental challenges.

In addition to providing an excellent education, we ensure that our students build character, learn skills and develop abilities beyond the purely academic. Our students have a voice, and we give them the power to act and help build a more equal, fair and sustainable world.

We prepare each student to become a global citizen who can shape the world.

www.globeducate.com



Bursar

Job title

Bursar

Working hours and working days

Full-time , 5 days a week

Location

Based at ICS Secondary, 21 Star Street, W2 1QB

Salary

Competitive in line with relevant qualifications and experience

Reporting to

Head of School

Other reporting duties to;

Group Finance Manager

Group Chief Financial Officer

Group Chief Operating Officer

Group Marketing and Admissions Manager

Appraisal

On an annual basis via self/peer/line-manager appraisal

Terms of employment

Full-time on a permanent contract, 12 months probation period

Annual Leave: 5 weeks holiday plus 8 Bank Holiday

Main objective

ICS London is an independent international school based in the heart of London and occupying two sites. Primary: Wyndham Place (Marylebone), Secondary: Star Street (Paddington). The school has a maximum capacity of 240 students and is currently operating with approximately 155 students. Due to the Pandemic, the school has faced unprecedented challenges, but has succeeded in navigating through these and growing its student numbers in the past seven months. The school is looking for a professional to join the Senior Leadership Team, with a pivotal role in long-term strategic development and planning for the whole school. We are a proud member of Globeducate, a premium schools operator comprising of more than 60 schools across the world. S/he will work closely with the Head of School as a member of senior leadership team and have responsibility for the following areas:

- Finance and Accounting
- Premises and Facilities Management
- Health and Safety Compliance
- Catering, Cleaning, Transport and IT Contracts
- GDPR Compliance
- Marketing and Admissions operational oversight



The post-holder will have a strong financial and accounting background and be expected to have experience of budget preparation and of providing commercial advice and strategic support at a senior level. They should offer strong operating experience and project management skills. The post will suit a team player who embraces a culture of continuous improvement and who is positive with a solution-focused mind-set. The ability to create high performing teams, and a collegiate working environment with others is essential.

Knowledge of working in schools, particularly in the independent sector, is highly desirable. Prior experience of compliance management in relation to school inspection will be advantageous.

Other Key Relations

Internal

- Primary and Secondary Principals
- Senior Leadership Team
- Academic Faculties (Primary Secondary)
- Marketing and Admissions Team
- Wider Central Service Team Members

External

- Parents and students
- External network including education agents, feeder schools, business associations, employers and key accounts
- Marketing agencies
- Press and media contacts
- Services suppliers

ICS Inclusion Statement

- We believe in increasing opportunities for children to access a quality IB education
- We believe that an inclusive approach is enriching to the entire school community
- We believe that inclusion aligns with our mission - 'Compassionate and Inspired World Citizens'
- We believe that inclusive environments develop empathy and an understanding of others and one's self

We are proud that we successfully include children with a variety of linguistic, cultural, emotional and mild, moderate and intensive learning differences in our school. We are a team of teachers, therapists, specialists and leaders who work together to share responsibility for all children. Our goal is that every adult and child is active in building and maintaining a culture of respect and understanding. We ensure that every student is an equally valued member of the school community. We provide an environment where students learn, progress, and are happy.



Responsibilities/duties

Finance, Accounting and Commercial

The Bursar will provide strategic guidance, leadership and management of the School's financial and commercial affairs, advising the Head of School and Partners on all such matters. This includes:

- Oversight of the operation of the Finance Office including banking, fee billing and the collection of fees and the authorisation for payment of all invoices received by the School.
- Ensuring that business and financial plans are produced so that capital and revenue budgets can be set in an agreed strategic context.
- Monthly management accounts.
- Advising on trends in the affordability of fees and their recovery
- Ensuring the production of management accounts comparing to budget and prior years and presenting to the Advisory Board
- Ensuring the Head, and the relevant Globeducate key members of staff, are fully informed and kept up-to-date on the school's finances.
- Liaison with the school's auditors, lawyers, leaseholders and bankers, with support of the Globeducate CFO.
- Liaising with all regulators including but not restricted to HMRC, Companies House (including filing of annual return and accounts), DfE, ISI, British Council, UKVI.
- Cash flow management and cash flow forecasting, including managing day to day banking
- Ensuring that budget holders receive support to help them manage their expenditures against budgets.
- Managing debt collection
- Preparation of ad-hoc financial analyses and reports
- Developing, implementing and monitoring financial procedures (inc. policies) which contribute towards the school achieving the best value for money, minimising financial risks and ensuring smooth operations.
- Negotiation and management of all contracts, tenders and agreements
- Negotiate and manage insurance contracts
- Oversee the payroll process, working with HR to ensure it is accurate each month and enter payroll journals.
- Manage the auto-enrolment pension scheme (currently with Aegon), including the process of re-enrolment and compliance with the requirements of the Pension Regulator.
- Manage arrangements for scholarships to ICS London.
- Sustaining and increasing non-fee income
- Support the Head in preparation and presentation of Business Cases for major projects.



Premises and Facility Management

The Bursar is responsible for oversight of the maintenance, security and safe operation of the School's buildings, grounds and infrastructure with the support of the team supervisors and the School's Health and Safety Senior Officer:

- The organisation and management of staff engaged in Site Management and the management and supervision of any external contractors engaged to provide services.
- Liaison with the Head of School and Partners to develop an annual schedule of maintenance and capital projects to be carried out.
- Liaison with architects and other professionals on the construction of new buildings and facilities and alterations or internal/external repairs of existing buildings and facilities.
- Drawing up outline specifications for new buildings/facilities, planning permissions, Listed Building Consent (when required) liaising with the School architect and builders/contractors.
- Ensure effective delivery of projects, including the tendering, appointment and management of external contractors ensuring completion on time, on specification and within budget so that the organisation improves and develops its facilities in line with its Strategic Development Plan.
- Ensuring the maintenance, security and safe operation of the school's contracted Transport Company and maintenance of tools and equipment, including fire and safety equipment.
- Lead on managing property lettings to outside agencies, ensuring that Licences and other agreements are up-to-date and that all fees are paid, including payment for utilities and estate maintenance.
- Manage the School's relationship with its landlords, The Portman Estate and William Gibbs Religious and Educational Trust.

Health and Safety Compliance and Risk Management

The Bursar is responsible for regulatory compliance across all support functions, supported by the Facilities Manager and will:

- Oversee procedures to ensure the wellbeing of staff, pupils, and visitors.
- Act as the school's named Health & Safety Officer.
- Ensure that the school's Health & Safety Policy and Fire Risk Policy comply with relevant legislation.
- Maintain and develop a critical incident and business continuity plan and ensure all staff are ready and able to implement the plan.



- Act as Fire Officer and be responsible for the installation and maintenance of equipment for protection against, detection of and escape from fire. Keep records of all staff training and regulatory tests and procedures.
- Be responsible for the security of the school site.
- Ensure that processes and paperwork are compliant in readiness for inspection.
- Ensure a safe delivery of first aid and medical treatment
- Ensure a robust system for the identification and management of allergies and other health conditions
- Develop and maintain effective accident reporting and follow-up

Oversite of Core Service Contracts

(Transport, Catering, IT and Cleaning)

The Bursar is responsible for the oversight of the effective operation of the catering, cleaning, transport and IT functions, in conjunction with our contractors. The bursar will be responsible for any outsourcing of provision and ensures the school is receiving 'value for money', from any services contracted out. The Bursar will ensure:

- Ensuring that the highest standard of catering is provided to all students and staff and that all kitchens, catering equipment and other catering infrastructure are well maintained and comply, at all times, with Health and Safety and Hygiene regulations.
- Ensuring that the highest standard of housekeeping and cleanliness is provided to all students and staff in accordance with appropriate legislation and other regulatory requirements including the Independent Schools' Inspectorate (ISI).
- The management and supervision of external contractors engaged to provide IT support services
- Directed by the Head of School, evaluate the School's current and future ICT needs and ensure that the ICT development plan (written by Director of ICT) supports the School's Strategic Development Plan.
- Develop and manage an effective IT Disaster Recovery Plan.
- Ensure the security of the School's IT network and data.
- The organisation and management of staff engaged in the above and the management and supervision of any external contractors who provide services.

GDPR Compliance

The Bursar will:

- Ensure that the school remains GDPR compliant
- Act as a Data Protection Officer/Lead
- Manage any Subject Access Requests (SAR)
- Liaise and manage relationships with external advisors



Marketing and Admissions

Student numbers are a key performance indicator for the school and the Bursar supports the operational oversight of those responsible for marketing and admissions in the Central Service Team. The Head of School oversees the strategic development of marketing and admissions. The Bursar will:

- Line manage the MAC Team, including performance management
- Manage all financial matters related to the admissions process (invoicing, payments, scholarships, etc.)
- Act as Level 1 user and gain understanding of the UKVI process to facilitate the issuing of CAS, supported by the Admissions Manager.
- Oversee the marketing and communications budget-setting process, supporting the Marketing Coordinators where necessary
- Ensure that marketing spend remains in line with projections.
- Ensure latest brand compliance, liaising where necessary with the Group Marketing and Admissions Director
- Be present to support the MAC Team at school based events.
- Support the Head of School with the LRP, pricing strategy, competitor analysis and any other necessary projections required

Other Duties

The Bursar will also:

- Main contact with the statutory authorities or acting as correspondent for the DfE
- Have a visible presence in school
- Provide up-dates on financial and estate matters at staff meetings as appropriate
- Attend events as required
- Be available on an evening and at the weekend 'on call' at reasonable times, in case of an emergency
- Perform all reasonable duties as requested by the Head of School in line with a senior role at the school





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Person Specification

Qualifications

Essential

- Fully qualified ACCA or equivalent
- Educated to degree level

Desirable

- Relevant Higher Education qualification

Experience

- Managing finances in a school or educational organisation
- Reporting to senior management/proprietors
- Interpreting financial reports and accounting information and identifying actions required as a result
- Preparation of monthly and annual reports
- Ability to prioritise and work to tight deadlines

Knowledge and understanding

- Working knowledge of financial software system (Sage 50)
- Excellent IT skills including ability to use Google Suite and MS Office
- Effective budget preparation and control
- Understanding of schools and school procedures
- Understanding of Health and Safety compliance
- Understanding of Safeguarding procedures
- Understanding of procedures and legislation relating to confidentiality

- Knowledge of school inspection
- Working knowledge of other software, accounting or non-accounting
(Cognito/Class/ISAMs/Open apply)





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Working with others

Essential

- Ability to form effective and professional relationships within schools and external stakeholders/organisations
- Collaborating with others according to an agreed plan, gaining agreement and advocacy
- Ability to provide professional and timely information to others
- Line management experience
- Ability to remain calm under pressure

Desirable

Other attributes

- Proactive, innovative approach and constantly looking for improved way of working
- Accuracy and attention to details
- Adaptable and reliable
- Engagement in professional development
- Ability to effectively and critically evaluate own performance
- Understanding of other cultures
- Understanding of equal opportunities policies, and the impact that such a policy has on a class of students
- Strong commitment to child protection and safeguarding





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How to apply

Candidates are requested to send both a cover letter and completed application form to recruitment@ics.uk.net or apply through TES portal.

The application form can be found at www.icschool.co.uk/job-vacancies or through the job page on the TES website.

No other form of application will be accepted unless under exceptional circumstances. If you are unable to apply online due to a disability, then please contact the ICS Human Resources.

The International Community School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection training and screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and overseas police checks.

If you wish to discuss this role, please contact our HR team on recruitment@ics.uk.net

The interview date for this post is Friday 14 January 2022