



**CHRIST CHURCH
CATHEDRAL SCHOOL**
OXFORD

Background

Christ Church Cathedral School is an integral part of Christ Church, the institution founded by Henry VIII in 1546, containing within it a college of the University of Oxford and the Cathedral of the Anglican Diocese of Oxford.

When Henry VIII founded Christ Church and its Cathedral, he made provision for a number of boy choristers and a schoolmaster. From this royal beginning has grown the present School which took its current shape with the building of 3 Brewer Street under Dean Liddell (father of the Alice immortalised by Lewis Carroll). The school is home both to the choristers of Christ Church Cathedral (all of whom board) and to those of Worcester College Chapel and Pembroke College Chapel (day boys). Although all the remaining pupils are not choristers, music permeates the School's life.



It is a preparatory school for up to 150 boys aged up to 13 years with a Co-ed Pre-Prep department and Nursery.

The School's strengths

At Christ Church Cathedral School we are committed to developing and providing an environment that is stimulating, challenging and exciting. We aim to get the best from every child in our School by setting high standards, through dynamic teaching, by focusing on the child as an individual and by ensuring that in all areas of school life there is a positive atmosphere where achievement is a given.

We aim to develop the 'whole' child and believe that every pupil at CCCS can succeed. We expect good manners and common courtesy towards all people in all situations and promote appreciation of and respect for difference: everyone here should feel valued and an important part of our community.

The academic objective of the School is to prepare pupils for entry to the senior school of their parents' choice; almost all pupils proceed to schools in the independent sector, by way of the Common Entrance or scholarship examinations. The School has an enviable track record in securing academic scholarships at demanding senior schools, with boys also receiving awards in music, sport, and art. Up to 75% of pupils in a year group have received an award in recent years.



The School is a centre of musical excellence. Although it is not necessary for the Bursar, or other members of the senior management team, to be a musician, he or she must see music as a central part of the life of the School and maintain the distinctive place of the choristers.

The ethos of the School is shaped by expectations that are always high but which should be appropriate to the individuals concerned. It sets special store by kindness and considerateness in personal relations, while encouraging self-discipline and traditional social values. The School is proud of its Anglican heritage but at the same time the School provides a nurturing home to pupils of all beliefs and none.

The teaching work of CCCS rests on a strong foundation of effective pastoral care, in which all members of staff are actively involved. Parents are encouraged to see themselves as partners with the School in the upbringing of their children, and many of them contribute to the life of the institution in important ways.

The Bursar's role

The Bursar's key role is to support the Headmaster in the running of the School and to take charge of financial matters. The Bursar is responsible for the efficient and effective running of the financial aspects of the School, for maintenance and cleaning staff, and for the upkeep and improvement of facilities and for health and safety.

The Bursar reports to the Headmaster. The Bursar's brief is to maintain the healthy financial running of the School, and assist the Headmaster in developing his vision for the School. The Bursar is a member of the School's Senior Management Team.

The Bursar is assisted by a full-time and experienced Finance and Operations Manager, who deals with bookkeeping, the direct management of domestic staff and many other Bursary matters.

Financial responsibilities

The Bursar is responsible to the Headmaster and the Board of Governors for the sound financial management of the School. In all these areas of responsibility the Bursar shall, at intervals agreed with them, keep the Headmaster and Governors regularly and fully briefed:

- advising on general financial policy;
- preparing annual estimates of income and expenditure;
- undertaking cashflow forecasting and management;
- preparing the annual five year plan and budget;
- preparing long-term assessments of future financial performance;

- monitoring income and expenditure in relation to budget and presenting regular management reports;
- keeping the accounts of the School and in conjunction with the School's auditors ensuring the preparation of profit and loss accounts and balance sheets in respect of the external audit;
- advising on bank accounts, borrowing and investments;
- in conjunction with the Finance and Operations Manager, preparing pupil bills and organising fee collection and other dues;
- making salary payments to staff by running the payroll, including PAYE, Pensions and National Insurance and liaising directly with HMRC;
- scrutinising and approval for payment invoices and statements of account;
- keeping analyses of costs and other statistical records;
- preparing financial appraisals of particular projects;
- advising on the financial implications of the charitable status of the School;
- dealing with the School's tax matters, including, but not limited to, business rates, corporation tax liability, VAT and employment tax liabilities;
- administering pension schemes for teaching and other staff;
- helping Cathedral Chorister parents with grants and awards;
- assisting with the awarding of scholarships and bursaries;
- liaising with the Treasurer and College Accountant at Christ Church, and with the Cathedral Registrar.

General Management and Administration

- attending meetings of the School's Governing Body where a financial report and health and safety report will be presented, the Finance Committee, the Cathedral School Committee of Christ Church and weekly SMT;
- in consultation with the Headmaster, formulating, implementing and complying with and ensuring the compliance of all members of the support staff with the rules and policies of the School and any legislation for the time being in respect of employment, child safeguarding, discipline, data protection, equal opportunities, sexual harassment and health and safety at work;
- supervising the School's insurance in all forms;
- buying – either directly or indirectly – the principal commodities for consumption or use;
- maintaining contact, where appropriate, with Statutory Authorities and with other organisations;
- administering contracts, including those for building works in conjunction with the House Surveyor (Christ Church buildings' manager) plant, catering, property letting, fire protection and security systems; supervising on-site contractors carrying out work in School when pupils are present;

- overseeing the School management system;
- overseeing the management of data (as Data Protection Officer) including compliance with Data Protection legislation.

Health and Safety

- ensuring compliance with Health and Safety requirements as the Health and Safety Officer, undertaking responsibility for risk assessments and ensuring the maintenance of an Accident Record Book;
- acting as a Fire Marshal including maintaining fire risk assessments and fire records.

Staff

- preparing and drawing up and managing contracts of employment for teaching and non-teaching staff in accordance with such terms and conditions as may be from time to time laid down by the Headmaster and Governors and ensuring compliance with current employment legislation;
- where the selection and appointment of any category of staff has been delegated to the Bursar by the Headmaster, dismissing or suspending staff within that category in accordance with the School's Disciplinary Procedures from time to time laid down by the Headmaster and Governors for different categories of staff;
- supervising and participating in the arrangements made by the Headmaster and Governors regarding the appraisal of delegated support staff;
- undertaking gender pay gap reporting in liaison with the College Accountant at Christ Church;
- ensuring that support staff delegated to his/her authority have access to advice and training appropriate to their needs, in accordance with the policies of the Headmaster and Governors;
- providing information about the work and performance of such support staff employed at the School where this is relevant to their future employment;
- carrying out safer recruitment checks;
- in liaison with the Headmaster, dealing with staff accommodation and the letting of property to school employees and third parties.

The Person

Christ Church Cathedral School is part of a nationally significant foundation and as such its importance belies its small size. There are few schools in the country which have such a colourful history. The Bursar is a principal figure in the running of this School. Equally the Headmaster is determined that the School should continue to flourish and develop in the 21st Century, and a Bursar with both prudence and vision is essential in ensuring that this occurs. Over the last five years, the Headmaster has worked together with the current Bursar to ensure positive change in the School

and considerable structural improvement, and the successful candidate will work very closely with the Headmaster to continue this process.

The successful candidate will have most, if not all the following key skills, experience and attributes:

Qualifications and Experience

- Educated to degree level, with a financial qualification or other recognised professional qualification. Alternatively candidates with relevant financial management experience may also be considered;
- strong experience of producing monthly management accounts, cash flow forecasts, annual budgets and five-year plans, and the ability to supply all information relevant to the annual external audit of the School;
- experience of schools or similar institutions may be an advantage;
- experience of leadership or management of staff and developing an open and supportive working environment;
- experience across the full range of staff management processes, e.g. recruitment, development, retention, performance management and dismissal;
- experience of developing, implementing and monitoring strategic plans in support of the mission of a School or other educational institution;
- strong computer literacy (Microsoft Excel, Sage accounting and payroll software or similar financial and payroll packages);
- in light of the imminent introduction of VAT on independent school fees, a good understanding of VAT mechanisms and experience of dealing with VAT returns and VAT reclaim would be distinct advantage for candidates.

Leadership and Management Skills

- Ability to translate a strategic vision into meaningful specific plans and objectives;
- good communication skills (both written and verbal);
- excellent problem solving skills including evidence of having dealt successfully with a range of challenges;
- excellent financial and resource planning skills;
- good analytical skills;
- good project management skills;
- ability to work with conflicting demands and timescales;
- ability to delegate;
- proven leadership ability.

Personal Attributes

- Someone who wishes to make a real difference to an institution and who is prepared to work hard in order to do so;
- the ability to be adaptable in terms of skills and jobs; much of what the Bursar does is strategic but much is concerned with the day to day running of the School;
- a hands-on approach to management;
- a care and pride in being accurate and in discharging the numerous duties of the Bursar to a very high standard;
- someone who has perspective and, though concerned with detail, has a sense of “the bigger picture;”
- someone whom the Headmaster and Governors can trust implicitly;
- someone who without being too grand, realises the importance of the role to the successful functioning of the School;
- commitment to equality and diversity.

Terms of appointment and conditions of office

An appropriate salary (circa £65,000) and remuneration package will be negotiated, which will reflect the importance of the post and the experience and standing of the successful candidate.

Any offer will be subject to a satisfactory medical examination, references and an enhanced Disclosure and Barring Service check.

How to apply

Please send the application form, along with a letter of application to:

Richard Murray
Headmaster
Christ Church Cathedral School
Oxford
OX1 1QW

Or by email (in the form of a signed pdf) to schoolsecretary@cccs.org.uk

Applications should arrive no later than **16th October 5.00 pm.**

The Headmaster would be delighted to talk through the role with any interested candidates. Please email the Headmaster's Secretary on schoolsecretary@cccs.org.uk to arrange an appointment to talk.

