



Kew College Prep



Bursar and Clerk to the Governors

Full time

Required: January or April 2026

Information for Candidates

Closing date: 6th October 2025

Interviews:

First round - Tuesday 14th October

Second round - Wednesday 29th October

Introduction from the Head

I am delighted that you are considering Kew College Prep as the next step in your career. I am very proud of the school and all that we achieve. We are a warm, friendly non-selective school with high academic standards and excellent results. The children are very happy and enjoy the many opportunities we present to them. We have a supportive and active parent body who work closely with the staff.

Our staff body is a cohesive and committed group who embody the values of the school, putting children's needs first at every turn.

I hope that you enjoy reading about Kew College Prep and if you wish to apply for this senior and key role, I very much look forward to receiving your application.

Jane Bond, Head



About Kew College Prep

Kew College Prep is a thriving non-selective, family-orientated, co-educational school for children from Nursery to Year 6. We firmly believe in unlocking every child's potential. Their individual talents and amazing qualities are recognised and developed and by the time they leave us at the end of Year 6 they have a firm sense of their own strengths.

We value the whole curriculum approach. Our children shine in Sports and Arts as well as the Academics and we have an unrivalled 11+ programme.

As a result, our children operate at a high academic level and move on to fine secondary schools with well-rounded characters and invaluable interpersonal skills.

We provide an open-door, cohesive community for children to grow as individuals. Academic attainment is not secured at the expense of the children's happiness or their interests in extra-curricular pursuits. Our school has the singular agenda to consistently do the best by each child.

Located in a split site in the heart of Kew, Southwest London, we are a small, supportive, and vibrant school with a community feel and an active parent population.

Our aims:

- To provide our children with a vibrant, well-balanced, broad and enriching educational experience at a high level.
- To create a nurturing environment that is relaxed but purposeful and in which children feel happy and enjoy working with each other.
- To ensure that our children feel valued and are supported in developing healthy self-esteem and the confidence to make their own informed choices.
- To actively promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of all people.
- To inspire in our children a sense of commitment, responsibility and resilience preparing them with the appropriate skills for the next stage in their education.



About the Role

Job Context and Key Relationships

The post-holder will report to the Head primarily and also to the Chair of Governors. They will work closely with the Chair of the Resources Committee as well as supporting the whole Board.

Responsible for finance, HR, premises, administration and regulatory control, line managing a team of 6.

As part of the Senior Leadership Team, they will work closely with senior colleagues across the school.

Kew College is a stand-alone school and a registered charity operating on a not-for-profit basis. Average pupil numbers are 265.

Role Overview

To manage the financial and business affairs of the school, the premises, compliance, human resources, support functions and lead the School's support staff and undertake general administration. As a member of the School's Senior Leadership Team, the post-holder will report to the Head for the day-to-day running of the school and will contribute to the School's strategic development planning.

Principal Accountabilities

Finance and Accountancy

To lead the finance function, with the assistance of the Finance Manager. This will include:

- Advising Governors on general financial policy, including investments and taxation.
- Preparing long-term assessments of future financial performance of the school, including a financial strategy and working with the Head to identify and implement new revenue streams for the school.
- Oversee preparation of quarterly VAT returns and advise governors on approach to Fee VAT recovery.
- Preparing financial appraisals for potential projects.
- In consultation with the Head, preparing the school budget for approval by the Governors. Monitoring income and expenditure and presenting regular management reports to the Governing Body.
- In consultation with the Head, allocating, controlling and accounting for the financial and material resources of the school.
- Ensuring that proper books of accounts are kept and that reports of material and financial affairs of the school are produced to Governors in accordance with the regulations.
- Ensuring correct management of bank accounts, signatories and funds, together with any bank facilities.
- Manage the preparation for the annual audit and ensure auditor requirements are met.
- Liaison with the School's auditors in the preparation of Statutory Accounts.
- Ensuring the preparation and issue of pupils' fee invoices and other disbursements.
- Monitor and chase parent fee debtors, providing updates of non payers to the Head and governors.
- Paying all salaries and wages, including tax, and NI.
- To review the remuneration policy of the school with the Head and Resources Committee
- To agree annual salary rate increases with the Head and the Resources Committee and Full Governing Body.
- Reviewing and passing for payment all invoices that fall within delegated levels.
- Keeping analyses of costs and other statistical records.
- Managing the School's business and council tax ratings and assessments.
- Administering the School's pension schemes for teachers and support staff.

- Managing bursary requests with the help of an outsourced agency and monitor current bursary funds.
- Ensuring the School has appropriate insurance cover.
- Maintain strong relationships with the School's banking and accounting partners.

Legal and Regulatory Control

- To ensure compliance with legislation and guidance for all non-educational areas, including DfE and ISI regulations.
- To ensure the School complies with the reporting requirements of the Charities Commission.
- To ensure compliance with Data Protection legislation.
- To ensure policies and procedures are regularly reviewed and updated in line with regulations and best practice.
- To work with other senior staff to practice and enhance critical incident planning procedures.
- Keep the School's Risk Register, including mitigation strategies, updated and support the Head and Governors with risk and assurance activities.
- Liaise with the School's legal and other external professional advisors as necessary to provide or procure legal advice for the Head and Governors.
- Line Management of the Compliance Officer.



HR

To be responsible for the HR function, including line management of the HR Manager. This will include:

- To ensure maintenance of the school's HR policies and processes, overseeing the production of contracts, clearances and maintenance of the Single Central Register.
- To be trained in, and fully conversant with, Safer Recruitment; ensuring the recruitment process for both employed and contract staff is compliant.
- To be responsible for staff inductions and the provision of training, ensuring all mandatory training is adhered to by both teaching and support staff.
- To keep abreast of employment legislation and ensure compliance in all areas.
- To act as the Head's adviser on employment matters including disciplinary procedure as required.
- To oversee all employee lifecycle administration ensuring compliance with legislation and policies.

Premises, Operations and Health & Safety

To be responsible for the safety, security and maintenance of the school, supported by the Deputy Bursar and assisted by the Caretaker. This will include:

- To ensure compliance with all relevant aspects of Health and Safety and Disability Access legislation, including fire safety, site security, accident reporting, external review and risk assessment programme and implement agreed recommendations.
- To be responsible for the management and performance of the outsourced cleaning contract.
- To manage all other service contracts.
- To act as the school's named Health and Safety Officer.
- Chairing the Health and Safety Committee.
- To ensure the high-quality maintenance, refurbishment and development of existing buildings, grounds and facilities, complying with all statutory requirements.
- To oversee capital developments including master planning, and the design and specification for new buildings. Ensure the delivery of all capital projects to agreed time, cost and quality parameters.
- To manage the upcoming new kitchen construction project alongside all relevant stakeholders.

- To ensure compliance with the regulations for the operation of minibuses; licences; driver training and assessments; servicing and Vehicle Inspectorate Tests.
- To manage all supplier/service contracts and delivery.
- To manage any future outsourced catering services contract ensuring that KPIs are continually delivered and budget is adhered to.
- To monitor the purchase and maintenance of all catering equipment.
- To be aware of the importance of a disaster recovery plan and its place within the management procedures of the school.

IT and General Administration

- To manage the school's administration and front-of-house staff.
- To oversee the management of the IT support contract.
- To work with the IT manager to co-ordinate the development of the IT support contract and oversee their work to ensure that the school's IT system meets its educational and administrative requirements.
- To coordinate the development, installation, and maintenance of the IT and telecommunications infrastructure for the whole school.
- To work with the SLT and IT Working Party to ensure that the development of IT is in line with the educational priorities of the school.

Clerk to the Governors

- Act as Clerk to the Governors and secretary to the Board's various committees and ensure the Board undertakes its duties in accordance with the appropriate regulations.
- To be responsible for keeping the Governors updated on legislative changes and other relevant information.
- To manage the induction and associated paperwork for Governors and maintain records of Governors' training.
- To work with the Chair of Governors and Committee Chairs to prepare agendas and papers.
- To act as company secretary, ensuring the necessary records are kept and returns made to Companies House, the Charity Commission and other organisations as required.
- To keep the Governors informed of all matters affecting the current or future well-being of the school.
- To undertake such other duties as the Governors may require.



Person Specification

Qualifications and Experience

- Educated to degree level or equivalent with a recognised accountancy qualification (ACA, ACCA, CIMA) or considerable experience of financial management and a strategic focus.
- Experience of administration management and people leadership are a must (ideally gained in the education sector) and facilities management experience would be a bonus.
- Digitally literate with great ICT skills having worked with accounting software and other systems.
- A working knowledge of relevant policies, codes of practice and legislation specific to the role, and payroll experience would also be beneficial.

Financial Management

- Exposure to preparing monthly management accounts to a timely deadline.
- Financial management skills to interpret financial information and present it clearly to financial and non-financial audiences.
- Ability to handle complex financial data accurately.
- Understanding of Charity accounting (SORP/SoFA).

Strategy and Change Leadership

- Ability to think strategically taking an integrated view of the whole business beyond the finance function.
- A commercial mindset, able to identify short and long-term strategies, balancing risks and opportunities.
- A positive agent for change, keen to share ideas and able to effectively manage change.

People Leadership and Management

- A good people manager, able to give clear direction and create a motivating environment to get the best out of individuals and teams.
- Proven ability to delegate responsibility whilst maintaining accountability.
- Able to manage performance, conduct appraisals and identify support and training needs.

Communication and Stakeholder Management

- Excellent verbal and written communication skills, able to adapt approach to suit different audiences.
- Ability to work effectively as part of a senior team and work well with people at all levels.
- Can listen effectively and knows when to consult others.

Planning and Organising

- Excellent organisation and time management skills, able to juggle competing long and short-term priorities to meet deadlines.
- Proven ability to develop effective procedures, systems and processes for self and others.
- Ability to work with initiative, anticipate / identify issues and respond accordingly.
- Can respond flexibly, resourcefully, and calmly to changing requirements and in moments of pressure.

Terms and Conditions

The post is permanent starting in January or soonest thereafter. The salary is dependent on experience.

We value our staff and we are aware of each person's contribution to making KCP the thriving, safe and nurturing environment that it is. Below are some of the benefits which we offer:

- Contribution towards medical insurance
- Generous holidays – 6 weeks per year plus Bank Holidays
- Fee remission (33% after one year of service)
- Employer contribution of 8% to Defined Contribution Pension Scheme
- CPD
- Employee Assistance Programme
- Supportive KCP community including SLT, governors, and parents
- Cycle to work scheme
- Regular staff socials



Application and Selection process

How To Apply

Potentially interested applicants are encouraged to contact David Stephens of Join The Dots for an informal and confidential discussion to discuss their interest and suitability for the role.

David Stephens can be contacted on 07739 457000 or at david@davidconsulting.co.uk

In order to be considered for this vacancy, candidates are requested to download and complete the KCP application form, Confidential Disclosure form and Equality Monitoring form from the Vacancies page of the school's website at <https://www.kewcollegeprep.com/about-us/staff-and-governors/vacancies/>. Candidates are then requested to send their completed application form in pdf format to: recruitment@kewcollegeprep.com.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and an Enhanced DBS check. The School may carry out online searches on shortlisted applicants.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

Kew College Prep is an equal opportunities employer and is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

All hiring decisions are based on merit. The school reserves the right to review applications as received and also to interview candidates and make an appointment at any stage, so early applications are strongly recommended.