



INFORMATION FOR CANDIDATES

Assistant Bursar (Estates & Facilities)

Required for early 2022

The closing date for applications is 12.00noon on Friday 7 January 2022

Interviews will be held as soon as possible after the closing date

Early applications are encouraged

The school reserves the right to interview candidates before the closing date

For further details and an application pack contact: recruitment@stgwindsor.org





MESSAGE FROM THE HEAD MASTER

I am absolutely delighted you are interested in applying for a post at St George's School.

Our school has existed since 1348. With a long heritage of educating the Choristers of St George's Chapel, this continues to be a core function of the school. However, we are now an exciting and happy Prep School for girls and boys aged 3 – 13. We are very proud of our wonderful, vibrant and diverse community of students, staff and families. We employ over eighty staff, all of whom contribute hugely to the success, warmth and happiness of the school and students. In turn, a tremendous spirit of friendship, mutual trust and collaboration exists at St George's, and we want every new appointment to buy into this.

Our core school values are: kindness, honesty and courage. These form the very foundation for our students, and together with a passion for instilling a love of learning, I want to employ like-minded people who live their lives through these values. Building on centuries of first rate education, we are embarking on an exciting journey as a school. Before you apply, I strongly urge you to look at our strategy, which can be found on the following link: <https://www.stgwindsor.org/about-us/strategic-vision/>.

The support team form a key part of the successful day to day operation of the school and, like all staff, are expected to buy into and fully support the School's values and vision. If you believe you would thrive working at St George's we would be delighted to hear from you.

There can be very few opportunities like this: working within the curtilage of Windsor Castle in a community that is driven by innovation, whilst remaining true to a heritage that stretches back over 700 years.

William Goldsmith

Head Master of St George's School Windsor Castle



ABOUT THE SCHOOL

St George's School, Windsor Castle, is an IAPS school situated in the heart of the vibrant, historic and cosmopolitan town of Windsor. An integral part of the College of St George and with close links with Windsor Castle, we make the very most of our special location.

The School is fully co-educational with approximately 330 girls and boys on the roll from Kindergarten to Year 8. There are two sections to the school: The Pre-Prep caters for children from Kindergarten to Year 3; the Prep for children from Year 4. Both are led by a Head of Section, who in turn reports to the Head. There are two classes per year group. The maximum year group size is 40 with no class bigger than 20.

Many of our families are local, however there is a flourishing boarding community for children from Year 4 upwards. Housed within the main school, a caring team, led by the House Parents, look after approximately 30 weekly boarders and many more who choose to stay over. It is our intention to develop a consistent and coherent approach to learning and teaching and wellbeing throughout the school, underpinned by a common set of values, culture and ethos, consistent with the age and stage of individual pupils.

At the end of Year 6 or 8, pupils leave St George's for a wide range of leading boarding and day senior schools.

The school is located just outside the walls of Windsor Castle at the edge of Windsor town centre close to road and rail links to London and the South East as well as being less than 20 minutes from Heathrow airport. The two main school buildings incorporate a swimming pool, dedicated science, design technology, art and food technology classrooms as well as classrooms, music practice rooms as well as a small boarding house. In addition the site includes multi use games area, outdoor classroom and playgrounds as well as extensive playing fields within Home Park Private.

THE FUTURE

St George's is embarking on an ambitious plan which will take the school to 2025. For more information on our strategic development and ethos, please visit our website at www.stgwindsor.org



ROLE DESCRIPTION

Assistant Bursar (Estates and Facilities)

We seek an organised, practical, imaginative and motivated individual to join our team of dedicated support staff. The Assistant Bursar (Estates and Facilities) will work closely with the Business Director on the development, improvement, maintenance and upkeep of the School's estate and facilities. The scope of this role is broad and requires the Assistant Bursar to work effectively alongside the Maintenance Manager in supporting the smooth running of the school's day to day operations, whilst taking on project management as we seek to develop our site.

Duties will include, but not be limited to the following:

- Work closely with the Maintenance Manager to organise and manage workloads across the site team
- Work with the Maintenance Manager to ensure the School's estate is kept to an outstanding, safe and secure standard, making proactive and costed recommendations for positive change.
- Ensure routine maintenance and checks are scheduled and undertaken for the School plant and equipment.
- Assist the Maintenance Manager to liaise with and manage external contractors.
- Liaise with academic staff, members of the boarding team and others within the community.
- Oversee operational Health and Safety in line with policy including managing the asbestos register, overseeing risk assessments (particularly the fire risk), water hygiene.
- Oversee the planning, organisation and coordination of school building, estates works and minor projects.
- Ensuring school security systems and mechanisms are appropriately managed and working effectively including CCTV, gate and key mechanisms and liaison with support service providers.
- As needed, liaise with relevant members of the Chapel and Crown Estate teams in organising and planning work and activity.
- Assist the Business Director with the planning and costing of future refurbishments and building works.
- Meeting with external contractors, project managing the works ensuring they are completed on time and to budget and to the expected high standards.
- Undertake relevant training and study as required in order to keep up to date with relevant legislation and developments.
- Take an active role in ensuring school minibus fleet is maintained to an appropriate standard. (Minibus transport is an area which may develop in coming years).
- Ensure School events and external lettings are appropriately managed including planning, caretaking, security and cleaning requirements. Liaise with the appropriate staff to ensure that events run smoothly and safely and the requirements of the event organiser are met.
- Consider how lettings can be increased to provide non-fee income for the School.
- Ensure that the relevant policies and procedures, including asbestos management are reviewed and updated regularly.
- Support designated departments to ensure they are compliant with the ISSRs, COSHH regulations and disability and other relevant legislation.



PERSON SPECIFICATION – ESSENTIAL

Education, Training and Qualifications

- Educated to at least A level (or equivalent)
- Health and Safety training qualification
- Current first aid qualification
- Fluent English speaker
- Full driving licence (minibus training an advantage)

Experience

- Facilities or estates management – not necessarily in a school or education environment - including awareness of legionella, asbestos management and risk management
- Cost and budget management
- Managing minor construction or refurbishment projects
- Experience working with a range of stakeholders to achieve desired outcomes

Professional Skills

- Good project management skills
- IT literate and confident using MS office applications
- Excellent interpersonal skills, able to communicate effectively in dealings with staff at all levels and across a range of professions
- An eye for detail and commitment to high standards
- Able to organise and prioritise your own work and able to discern when matters need referral
- Willing to undertake additional training as needed to support professional development

Personal skills

- Approachable, personable and supportive
- Takes pride in achieving high standards
- A positive, 'can do;' attitude,
- Willing to be accountable and to take responsibility
- An ability to work calmly under pressure, work flexibly and adhere to deadlines
- Understanding that within a relatively small school environment all staff must be flexible and willing to be hands on in order to support the goals
- Supports the aims, ethos and values of the School
- An appropriate sense of humour



INFORMATION ABOUT THE POST

Essential information

- This role reports to the Business Director
- This is a full time post with core hours in term time being 8am to 5pm throughout the year with 30 minutes for lunch. There is an expectation that the post holder will be available and able to accommodate some flexibility in these hours as required to support the school's activities at evenings or weekends. These occasions will be notified in advance wherever possible.
- 30 days holiday.
- Lunch is provided during term time.
- On site parking is available.
- The salary for this post will be in the region of £30,000-35,000 dependent on experience and qualifications.
- All full-time staff at St George's are entitled to up to 50% fee discount for their child / children.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants must be willing to undergo child protection screening appropriate to the post, including contacting past employers and the Disclosure and Barring Service, disqualification, prohibition and other checks relevant to the role.

All completed application forms should be sent to:

Katie Chorley, Business Director
St George's School, Windsor Castle, Windsor, SL4 1QF

Or email to recruitment@stgwindsor.org

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