



Marymount LONDON

Information for candidates applying for the role of *Deputy Bursar*



Marymount International School London is a girls' day and boarding school for 250 students, aged 11-18 years, in Kingston Upon Thames, just 20 minutes from Central London.

Marymount is a highly distinctive international learning community, a small, independent Catholic school representing over 40 nationalities and multiple faiths with a shared mission to use their curiosity and compassion to make the world a better place. The School is one of 19 in the Marymount global network, sharing a rich history back to its founding in 1840s France.

The School seeks to appoint a Deputy Bursar in the Business office to support the HR, Administrative, Finance and Business Development functions of the School. The appointee will report directly to the Bursar and other members of the Senior Leadership Team.



Function of the Post

To provide professional support to the Bursar to enable the Bursar to focus maximum time on their strategic Senior Leadership role across a range of functions crucial to the success of Marymount International School.

- Responsible for the management of all aspects of HR Compliance and to assist with all business and administrative functions
- To assist the Bursar in the smooth running of the Business Office
- To Deputise for the Bursar where necessary
- To oversee the smooth-running of day-to-day admin across the school
- Ensure that appropriate communication is maintained with the Senior Leadership Team as necessary

Main Duties and Responsibilities

HR

- Overseeing all recruitment activities including:
 - advertising, scheduling and booking interviews, liaising with candidates and producing interview panel packs and meeting and greeting candidates, conducting school tours
 - Overseeing the recording and tracking of job applications, including managing the college jobs inbox and external internet job portals
 - Organising interviews i.e. scheduling interview dates & timing, preparing task materials & presentation equipment for the selection process
 - Managing selection days, including, pre-planning, preparing schedules, paperwork, candidate liaison and panel support
 - Monitoring and recording all aspects of the recruitment process, ensuring all required paperwork is completed and returned by panel
 - Ensuring room and refreshment are ready before the interviews takes place
 - To process staff appointment documentation for successful candidates, including offer letters, contracts of employment and all pre-employment checks, including DBS in line with safer recruitment guidelines and the ISI regulations, fit for work and reference checks, ensuring all safeguarding checks are undertaken
 - Communicate details of new employees to appropriate colleagues to ensure facilities and equipment are readily available upon commencement of employment
 - Ensure new employees receive Induction Packs and associated information on their first day of employment
 - Make the necessary arrangements for new employees to attend induction training
 - Ensure all new starters have login details an ID card before commencing their employment
- Ensure compliance with ISI regulations, data protection regulation and all relevant aspects of employment law
- Provide the Leadership Team and Bursar with advice and support on HR matters including: disciplinary; grievance; absence; performance management; and employment law
- Develop and implement HR policies and procedures to ensure effective, fair and consistent management of staff
- Maintain an accurate and up-to-date Single Central Register
- Maintain appropriate confidential employee documentation and records
- Oversee the school census annual returns
- Run regular reports from HR information System
- Oversee the provision and compliance of visas for students and staff
- Submit monthly pension reports and statutory returns
- Administer the absence reporting and recording processes, and maintain accurate and up to date records on the HR information System

- Keep up-to-date with the latest HR trends and best practice

General HR Administration

- Manage the HR Information System
- Maintain an accurate paper and electronic filing system for personnel records
- Complete a range of HR related paperwork
- Process staff changes and staff leaving documentation
- Produce a range of HR letters, including offer letter and contracts of employment
- Act as a point of contact, information and guidance to staff and Senior Team on HR procedures and processes, raising issues with Bursar as appropriate

Business Development

- Business Development, including but not limited to: hiring of the premises, the Risk Register, Insurance Reviews, Business Continuity Plans, mobile phones, transport and copying/printing.
- Supporting the Bursar with all support and administrative functions including finance, resource management, facilities management, risk management, health & safety, catering, the School's Management Information Systems (MIS) and ICT

Managing Administrative Staff

- Lead the Admin Team and Deputise for the Bursar where necessary
- Manage the workload of admin support staff to ensure that admin function of the school runs smoothly at all times
- Coordinate appraisals and performance management of all support staff, including the planning and implementation of training opportunities following performance management
- Record the dates and content of all staff training
- Provide administrative support to the performance management, probation and induction processes
- Ensure that all documentation in relation to the above processes is completed within required time scales

Other Duties

- Attend routine meetings and take minutes when required
- Assist and attend school events as directed by the Bursar, including occasional weekend and evening events
- Undertake training and development relevant to the post and in line with the school's priorities
- Undertake any other duties commensurate with the level of responsibility of the post, as directed by the Bursar or Headmistress

Supporting School Ethos

- Ensure that the Catholic ethos of the school is enhanced through management, organisation and communication



Person Specification

- Educated to degree level
- Appropriate experience or CIPD qualification
- Previous experience of working in a school and/or knowledge of HR in schools and current school safe-guarding regulations is an advantage
- General understanding of HR databases and the payroll function
- Ability to use ICT proficiently Experience and/or knowledge and understanding of compliance
- Excellent communication skills
- Support for the ethos of the school

How to apply

To apply candidates should complete the application **form (see website) and** email it together with a covering letter (both as PDF files please) to Mr Alan Fernandes at bursar@marymountlondon.com

To arrange a confidential discussion about the role, please contact the Bursar on 0208 949 0571.

Closing date for applications: 27th September 2019

Interviews at school: Week commencing 30th September 2019

Salary: Salary commensurate with experience

Marymount International School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, satisfactory references and safeguarding checks.