



# St Hilda's School

HARPENDEN

*Caring, Curious & Confident*

**Business Manager**

**Applicant Information Pack**

**April 2025**

An Independent day school for girls aged 4 to 11

And a Nursery for boys and girls from 2 years



## Welcome to St Hilda's Prep and Nursery School

St Hilda's School was founded in 1891 and has been on the current site for over a hundred years. It is an integral part of the Harpenden community and is widely respected for its high standards and nurturing atmosphere. It is nestled in a beautiful locally listed residential area, 0.8 miles from Harpenden train station and a short walk into the 'village'. Harpenden is characterised by Church Green, Leyton Green and the High Street Greens, which give the town its provincial feel. Just to the south of the town centre is Harpenden Common, stretching from the shops in the town centre for more than a mile to the south, encompassing a total of 238 acres. Harpenden is well noted for its fast train service to St. Pancras International, and for the motorist, junction 9 of the M1 motorway is just 3 miles distant.

Recent developments to St Hilda's have included the integration of outdoor learning into the curriculum, an extended sports programme as well as a strong focus on wellbeing. The building was substantially extended in 2013 which has seen the addition of 6 new classrooms and an Art Room, together with existing classrooms being enhanced and adapted, including a new STEM Lab, and a Performing Arts Studio created in 2016. The School was most recently inspected by ISI in February 2024 and passed in all areas, with glowing comments from the inspectors. The pandemic has not diminished the School's ability to adapt and thrive in different circumstances, during which it has gone from strength to strength.

St Hilda's has approximately 140 girls aged 2½ – 11 years, with boys also in the Nursery, and each class (one class per year group) has a maximum class size of 22. From St Hilda's, girls move on to the major independent schools in the area, including Haberdashers, St Albans High School, Berkhamsted and Abbot's Hill. Some girls also board at Queenswood, Haileybury or sometimes further afield, and to some of the very successful local state sector schools. Scholarships are achieved each year across all disciplines.

## Head's Welcome

*Thank you for taking an interest in this important role. I hope, after reading it, that you will feel that you would enjoy being part of our school. St Hilda's is an extremely friendly place. Our happy children really enjoy coming to school each day and go home excited and enthused about their experiences.*

*The role of Business Manager is critical to the success of any school and the relationship between the Business Manager and the Headteacher is paramount to this. We are looking for a person who collaborates well with management as well as their own teams and is humble enough to roll up their sleeves and be involved in the practical day to day running of our school.*

*The next few years will be challenging for Independent education, but we fully expect St Hilda's to continue to thrive as Harpenden's niche Proprietorial Girls Prep school. I hope that you will see what makes us a special place and will want to be part of the future here; one that will see change, but also one that will retain the best that St Hilda's represents.*

*Dan Sayers  
Headmaster  
(2015 to present)*



## Caring, Curious and Confident – Our Aims

At St Hilda's, we aim to:

- ✓ Nurture and celebrate the individual
- ✓ Foster an inclusive and welcoming school community where mental health and well-being are at its heart
- ✓ Engage each child in a challenging and diverse range of learning opportunities
- ✓ Inspire each child to realise their unique talents and reach for their full potential
- ✓ Celebrate and promote our values actively across our school community



## Pastoral Care

The wellbeing of pupils is our top priority. We continually strive to ensure that our children feel cared for and supported. All teaching staff are involved in pastoral care, and we encourage strong communication with parents throughout the children's journey with us.

Our extensive programme of extra-curricular activities has something for every pupil, whether an aspiring scientist or a budding creative artist. From chess to fencing, sport to STEM, our programme of clubs' sparks curiosity, develops skills, and – most importantly – means having fun.

A broad range of musical ensembles are run, as well as choirs and singing groups for all voices. Our strong team of peripatetic teachers also covers a wide variety of popular instruments, including singing tuition.

## Person Specification

We seek to employ a collaborative, capable, efficient, friendly, and trustworthy person to work alongside the Head and Senior Management Team. The ability to work with all members of the school community is essential, as is a calm manner, a friendly face and a good sense of humour.

The Business Manager will lead the non-teaching elements of St Hilda's. As senior leaders, the Head & Business Manager, together with the Chair of Governors and Advisory Board, are responsible for establishing and implementing the vision and direction for the School. The Business Manager will be responsible for Finance, Estates, HR, IT, General Operations, Health & Safety plus Commercial lettings.

Suitable candidates for this position should ideally possess many of the following personal attributes, skills, and experience:

- Good financial awareness and proven track history of managing budgets, cashflows, and producing management accounts
- Experience of managing HR and/or the schools safer recruitment process
- Experience of working in the education sector
- Management of estates and Health and Safety
- A true commitment to the safeguarding of the children
- High levels of interpersonal and communication skills at all levels
- Strong IT, administrative and organisational skills with the ability to prioritise effectively in order to meet deadlines
- The ability to lead by example, motivating and managing staff in different areas
- Awareness of the impact of compliance
- The ability to remain calm under pressure and be a clear strategic thinker
- Enough energy and enthusiasm to meet the daily challenges of working in education



# Areas of Responsibility

## ***Financial***

- Responsibility for the termly management accounts for the Board and end of year preparation to facilitate the Accountants production of the Statutory accounts in line with recognised accounting practices and legal requirements.
- Managing all operational aspects of finance, banking and accounting with some devolved tasks to the Finance Assistant (one day a week).
- Preparing budgets, re-forecasts, cash flow projections and other reports as required by the Board of Governors.
- Ensuring that financial procedures and controls are reliable, robust and fit for purpose.
- Preparing payroll, BACS payments, fee collection and commercial invoicing and letting agreement.
- Managing the payroll process, pension scheme and HMRC payments and returns, including VAT returns.
- Liaising and building relationships with other professional advisors including the school's bank, accountant, lawyers and insurers to ensure adequate cover.

## ***Estates and facilities***

- Managing the Caretaker to ensure that the upkeep and development of the site and overseeing all projects.
- Ensuring that site security is maintained and reviewed.
- Oversight of catering facility and outsourced company.
- Point of contact with contracted cleaners.

## ***Business Strategy***

- Responsibility for the overall financial health of the school
- Providing financial and commercial support to the Headmaster and Board
- Providing market analysis and financial information to facilitate strategic planning
- Managing and mitigating all aspects of business risk
- Manage the letting of the school premises to outside organisations and school staff, alongside the development of extended school activities.

## ***Compliance and HR***

- Working in liaison with the Compliance Officer and Head to ensure that all elements of compliance are maintained
- Ensuring that all non-educational policies and risk assessments are in place in line with relevant regulations
- Ensuring data-protection compliance in line with the requirements of GDPR
- Filing all necessary returns on behalf of the school.
- Facilitate the recruitment of staff with the assistance of the Head and School Administrator
- Maintain all paper and electronic staff records and the Single Central Register
- Review staff salaries annually with the Governing Board, compiling and circulating staff letters.
- Keep records of staff absence and maternity, managing the correct payments accordingly.
- Complete annual appraisals of all non-teaching support staff, reviewing targets.

### ***Health and Safety***

- Ensuring compliance with all requirements for Health and Safety regulations and fire safety taking appropriate external advice as required
- Liaising with local and national authorities as required
- Ensuring that all staff are appropriately trained on all matters of Health and Safety, liaising with the Head to ensure that records of this are maintained.

### ***IT Infrastructure Management***

- Manage the administrative function including the school reception, reprographics, records and telephones.
- Provide for the preparation and production of all school records and publications.
- Ensure the accuracy of pupil records.
- Obtain the necessary licences and permissions, and ensure their relevance and timeliness
- Act as correspondent for the ISI, ISC and DfES and be responsible for the records and ensuring the required returns are completed.
- Manage the school's administrative and financial computer network systems and liaison with the IT contractor (one day a week), acting as a point of contact between them and the staff.

### ***Admissions and General Operations***

- Assist the School Admissions Officer in developing a clear admissions system and advise the Head and directors in all matters relating to this.
- To oversee, with the Head, any external marketing support given to the school.
- Manage the Office and Prep School Wraparound care Staff, ensuring smooth operational processes.
- Coordinate annual meetings and reviews with our uniform suppliers conferring with the Office Administrator, Head and PE teacher over any uniform changes.

*It should be noted that a job description is not an exhaustive list of tasks, and employees may be asked to carry out other duties commensurate with the responsibility and seniority of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary. Please note that whilst the job description covers the anticipated role, it is expected that it will be tailored to suit the strengths of the successful applicant.*

### **Essential Criteria:**

Knowledge and experience:

- A good degree or evidence of a commitment to continuing professional development beyond further education;
- A professional qualification in Finance or Accounting, or equivalent is preferred;
- Experience in a leadership role in a comparable organisation;

### **Desirable Criteria:**

- Experience in a similar role
- An understanding of the independent or state school sector
- Experience of managing multiple teams across different functions/departments.

## Remuneration and Benefits

St Hilda's has its own salary scale, which is aligned with the Herts Staff Pay Scales. The Bursar role is on the leadership scale, the salary will be commensurate with the job and the skills and experience of the successful candidate.

The role is a permanent full-time appointment working the hours needed to fulfil the needs of the job with 6 weeks of holiday.

- The school offers a fee remission of 30% for children of members of full-time staff educated at St Hilda's
- Scottish Widow pension scheme
- 34-week academic term
- Complimentary working lunch / tea/ coffee / biscuits
- Cycle to Work and Tech Schemes
- Plenty of on street parking
- 10-minute walk from Harpenden Station. Lovely local shops 5-minute walk.
- Laptop or desktop with Microsoft 365 for school use
- Support with continuing professional development



## **Work with us**

St Hilda's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

To apply for this position please visit the vacancies page on our website and complete the St Hilda's application form for Support Staff, along with a short cover letter and a copy of your CV <https://www.sthildasharpenden.co.uk/about-us/vacancies/>

You should email your covering letter and completed job application form should be sent to the Head's PA Mrs Salyani at [office@sthildasharpenden.co.uk](mailto:office@sthildasharpenden.co.uk) or call 01582 712307 to discuss further.

## **Application Process**

**Closing date: 10am on Thursday 19<sup>th</sup> December 2024**

Successful applicants will be called for interview in the week commencing 6<sup>th</sup> January.

School visits are welcomed, and early applications are encouraged as we reserve the right to call suitable candidates to interview prior to the closing date.

A start date of 24<sup>th</sup> of March would ensure a good cross over with the current Bursar who leaves us at the end of the Spring term and will work her final week in the holidays to finish the handover.

Thank you for taking the time to read this application pack and for considering

St Hilda's School Business Manager as your next role.





"We love the supportive ethos of the school. The pupils are always overjoyed when one of their classmates achieves something extra special. We are so pleased we chose St Hilda's".



# St Hilda's School

HARPENDEN

*Caring, Curious & Confident*

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**Headmaster:** Mr Daniel Sayers