



## **Facilities Administrator and Bursar's Secretary– Further Information**

Starting Date: December 2020 if possible

### **Town Close School**

1. Town Close School is an independent, co-educational day school for around 500 pupils aged 3 to 13 years. Founded in 1932 as a boys' preparatory school, and now a charitable trust managed by a board of governors, Town Close is one of the largest and most successful co-educational prep schools in the country with excellent facilities. It enjoys a superb location on a beautiful 15-acre site close to the centre of Norwich which includes 10 acres of conservation woodland. It offers outstanding teaching as part of an extremely broad curriculum and encourages high aspirations in pupils. It has an excellent record of preparing children for leading independent senior schools across the U.K. as well as local selective day schools. The School is proud of its academic record, its renown for music, drama and art, and its reputation for sport. The outcomes of its most recent ISI inspections have both been extremely positive, with the last full inspection rating the School as "outstanding" in each of the eight categories assessed.
2. The School is based around several listed buildings the most significant of which are a Georgian mansion and a substantial Victorian house. There are a range of other buildings across the site including two purpose-built classroom blocks, a sports hall, a swimming pool, science and DT classrooms, two further listed dwellings and a performing arts hall. The School also leases two sports grounds within walking distance of the main site and maintains and part owns an Astroturf within the grounds of the Hewett Academy. All maintenance, grounds, cleaning and catering are provided by in-house staff with external contractors only being used for specific specialised tasks.
3. The School currently has approximately 120 employees, of whom just over half are teachers or teaching assistants, with the remaining staff being employed in a variety of support positions including: finance; secretarial; administration; marketing; admissions; catering; cleaning; maintenance; grounds and IT Support.

### **Town Close House Educational Trust Limited**

4. Town Close House Educational Trust is a charitable trust (registration number 311293) and company limited by guarantee (company number 940118), of which the Bursar is company secretary. The Trustees are the Governors of the School and Directors of the Company. There are twelve members of the Governing Body, drawn from a range of professions and business backgrounds, mostly based in Norwich or Norfolk. The Governing Body meets once a term, with occasional additional meetings as necessary. It is guided a variety of sub-committees and working groups which the Bursar organises and clerks.

5. The Trust's turnover in the last financial year was approximately £5.5 million. The continuing success of the School has led to a very positive financial performance in each of the last five years. This has in turn enabled us to commit to a capital programme for further improvement of the School's facilities and educational resources.

### **This Role**

6. The Bursar, along with the Assistant Bursar (Estates) is responsible for the management of the School site, its maintenance and grounds and the provision of catering and cleaning. She is also responsible for finance, administrative functions and HR management.
7. The Facilities Administrator and Bursar's Secretary not only supports the Bursar and Assistant Bursar (Estates) but is also responsible for a variety of areas of work. In addition to purely administrative tasks these include: managing the School's electronic entry systems both via the database used to programme them (full training will be given) and through liaising with the School's suppliers; finding suitable suppliers and contractors for works not undertaken in-house and obtaining quotes; dealing with insurance paperwork and claims; ensuring requests for maintenance work and other support, such as specific catering and cleaning, are acted upon and discharged by the appropriate teams in a timely and suitable manner. This is not intended to be an exhaustive list of the role's responsibilities but an illustration of the varied nature of the role.
8. This is a job for someone who enjoys challenges and variety, who has an eye for detail but who can do something in a hurry if circumstances require. The post holder needs to have excellent interpersonal skills, liaising with a very wide variety of people both internally and externally. The ability to work with, and as part of, different teams is also essential. The School is an exceptionally warm and welcoming place but each team within it operates slightly differently and it is important to be able to be flexible in order to work with each.
9. While all of this sounds like a tall order, no previous experience of this sort of work is necessary, far more important is the willingness and ability to learn, to be proactive and to work with minimum supervision. Neither of the previous two post holders had worked in a school or had had any secretarial experience but both were excellent in the role.