

Application Pack

for the position of

Domestic Bursar For Mid July 2021

About St George's

St George's is an independent boarding and day school with approximately 270 pupils aged from 11-18 years about 45% of whom are boarders (both full and tailored) and with a Sixth Form of approximately 80 pupils. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA), Boarding Schools Association (BSA), and is ISC accredited.

We are a welcoming school with a warm sense of community and visitors often comment on the perceptible supportive and cheerful atmosphere. We believe that a happy and successful school is one where all pupils have the opportunities to develop their strengths. The richness of opportunities within and outside the classroom are fundamental elements of the St George's experience and this allows the girls to foster the confidence, independence and academic curiosity that lead to success. Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest.

Over the past two years at GCSE, St George's has been placed in the top 5 to 10% of schools nationally for value added.



#SGACapable
#SGAConfident
#SGAConnected



@stgeorgesascot

Our location

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street. We are close to Windsor, Eton and Bracknell and equidistant from the M3 and M4 motorways. Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

All facilities are on site and include, amongst others, a state-of-the-art 350 seat theatre, three boarding houses, a sports hall, squash court, gym, dance studio, spacious library, Science centre, photographic, textiles and art studios, 6 floodlit netball/tennis courts, extensive grass sports pitches and a recently opened 25m 6 lane indoor swimming pool.



Academic Results

We aim to get the very best from each girl and Georgians are encouraged to work conscientiously and to the best of their ability as well as get involved in the wider school community and all the activities that are on offer in the busy co-curricular programme. This, combined with committed and inspirational teaching, delivers excellent GCSE and A Level results. Our pupils achieved the following results in 2020:

A Level: 69% A*-A, 99% pass rate

GCSE: 45% 9/8 or A*, 65% 9-7 or A*-A, 94% 9-4 or A*-C

The Role

This role is pivotal in a boarding school, involving taking full responsibility for all elements of the catering and housekeeping/laundry functions. It will entail managing and controlling an agreed annual budget, overall responsibility for a team of 30 staff, overseeing menu compilation including special diets and nutritional expectations for over 400 pupils and staff daily. The School also prides itself on an excellent standard of both internal and external hospitality services and events including catering for School functions, residential lets, dinners, prize giving day and the full range of internal hospitality and services expected from a busy independent school. St George's School has an enviable reputation for high quality food and service, having previously won awards and been shortlisted in competitions for both healthy eating and food quality.

The Domestic Bursar is responsible to the Bursar for the day-to-day operation of the catering and housekeeping functions of the School but will be expected to liaise with the Headmistress and other staff for various events.

The School is seeking an experienced manager with a proven track record gained in a catering environment. The Domestic Bursar is expected to lead by example and to set and maintain the high standards already established in the department. They will need to balance staff and resources to deliver a high level of satisfaction amongst recipients, whether that is pupils, parents or staff.



During term-time the kitchens prepare over 500 meals per day, 7 days per week, including breakfast and evening meals for boarding pupils and staff on duty, and lunchtime meals for all pupils and staff.

The catering team also prepares and presents food for various internal events and occasions, as well as for external residential lets during the school holidays. In support of various events the Domestic Bursar will be expected to be flexible and regularly work in the evenings and weekends in term time for which compensating time off would be given.

Responsibilities

The Domestic Bursar has overall responsibility for the entire catering and housekeeping team, which is managed in house. It consists of approximately 30 members of staff with the Deputy Domestic Bursar leading the housekeeping staff and the Head Chef overseeing the kitchen.

Management of the department

- Managing and directing the catering and housekeeping services.
- Managing the financial control of the department ensuring adherence to budgets.
- Managing the available resources so as to deliver value-for-money domestic services providing the best possible support for the core activities of the School.
- Recruiting, inducting and training all new and existing staff in both statutory requirements and personal development skills; and at all times to ensure an appropriate level of sustainability within the staff structure to enable the catering and domestic services provision to be delivered consistently.
- Managing all personnel and disciplinary issues relating to the department, liaising with the school's HR resources, as appropriate. Holding regular meetings with the departmental team, setting goals and measuring performance.
- Developing new initiatives to improve the efficiency and effectiveness of all the departmental services.
- Overseeing shift allocations and checking payroll input/ approving timesheets.
- Adopting a positive and 'can do' attitude to any changing requirements of the department.
- Liaising with the Operations Manager for the organisation and running of commercial lettings of the School, particularly during holidays.

Catering and Housekeeping

- Delivering of high quality food and service to pupils, staff and visitors.
- Delivering healthy, popular and enjoyable meals at breakfast, lunch and supper.
- Providing healthy, popular and enjoyable morning/afternoon break services.
- Attending and contributing to the pupil School Food Council meetings and liaising with the Deputy Head (Pastoral) to follow up on decisions made.
- Managing the annual calendar of School catering events so as to provide high quality service and maintain the high standards expected.
- Proactively managing requirements for catering events and planning resources accordingly.
- Organising and overseeing the provision of special events, as required.
- Overseeing the care of the furniture and furnishings of the School, maintaining a forward plan for repairs, renovations and refurbishments. Participating in the long-term planning of accommodation provision.

- Ensuring that the service delivered by the housekeeping staff is of a high standard and represents excellent value for money.



Regulatory Compliance

- Ensuring that the department complies with, or exceeds, all the current Food Hygiene, Health & Safety legislation; to attend and actively contribute to the School Health & Safety Committee.
- Keeping abreast of legislation and regulatory developments so as to ensure that the School remains compliant.
- Providing information to individuals with food allergies.
- Liaising with parents of pupils with special dietary requirements or needs, working closely with the School Nurse.
- Ensuring risk assessments are prepared for all domestic departments and reviewed at least annually. Ensuring that actions identified by such assessments are carried out in a timely manner.
- Ensuring that departmental security procedures are followed diligently by all staff.
- Overseeing the reporting of maintenance issues within the areas of control and, where appropriate, directly manage contractor response, ensuring all equipment is safe and working.

Budget/Financial/Operational Management



- Preparing annual departmental budgets, in liaison with the Bursar.
- Maintaining accurate cost control of all expenditure.
- Complying with the School's procedures on contract issues, supply arrangements, invoices authorisations, and recharges of internal issues.
- Ensuring the maintenance of reasonable food stock levels and complete closing stock valuations as required.
- Negotiating with suppliers to ensure best value for money is achieved for the school

Person specification

The successful applicant will have experience of operating at a senior level within a high quality organisation in the hospitality sector, or equivalent. In particular they should have:

- A passion for quality service and food.
- Proven successful budgetary and personnel management responsibility.
- Experience of compliance with legislation and regulations relevant to the position.
- Proficient IT skills, in particular spreadsheets.
- Excellent record keeping and administrative skills.
- The ability to communicate in a professional manner easily and effectively at all levels.
- The ability to provide leadership and motivation.
- Flexibility, being prepared to turn their hand to whatever is reasonably expected within the requirements of the position – prepared to be hands on when required.
- Flexibility and a willingness to work unsociable hours when required.
- Resilience under pressure, especially as requirements can sometimes change at short notice.
- A cheerful, willing, supportive and contributory team player.
- The capability to work without supervision with energy and enthusiasm, commitment and stamina.
- The ability to demonstrate sound judgement and discretion and be calm in a crisis.
- A sympathetic attitude towards the ethos of a busy boarding and day school.

Additionally, the Domestic Bursar will be expected to hold a full driving licence. He/she will have a reasonable level of fitness given the requirements of the role. Ideally the candidate will have a relevant hotel/catering or management qualification.

Salary and Benefits

- a. **Start date:** Mid July 2021, or as soon as possible afterwards, to facilitate a comprehensive handover.
- b. **Salary:** A competitive salary will be offered, reflecting the qualifications and experience of the successful candidate.
- c. **Pension:** The successful candidate will be auto-enrolled in the School's defined contribution pension scheme. There is an opportunity to opt out.
- d. **Hours of work:** This is a full time position throughout the year. There will be routine hours during the week (0800-1700) but given the nature of the role the successful candidate will be expected to work flexible hours. Compensating time off in lieu is provided and the Domestic Bursar will largely be responsible for managing their own time.
- e. **Notice Periods:** The first twelve months of employment will be a probationary period. During this period, performance and conduct will be monitored. The School may extend the probationary period at its discretion. In the probationary period, the notice required to terminate the employment will be one month, increasing to three months by either side on the successful completion of the probationary period.
- f. **Holiday Entitlement:** The School holiday year runs from 1st January to 31st December. The Domestic Bursar is entitled to five weeks holiday plus bank holidays annually; one week of this entitlement must be used to cover the Christmas shutdown period. Bank Holidays occurring during term time are considered to be normal working days. Generally, leave should be taken in School holidays and with the prior agreement of the Bursar.
- g. **Benefits:** The Domestic Bursar is entitled to take lunch during term time in the dining room. There is free parking on site. There is a school fee discount scheme for pupils who have been offered a place at the school.

The Process

Letters of application to Mr J Anderson, Bursar, should be no more than two sides of A4 and, together with the completed St George's application form and confidential cover sheet, should be emailed to recruitment@stgeorges-ascot.org.uk and reach the School by **4pm on Wednesday 19 May 2021**. First round interviews will be conducted online on Friday 21 May and Monday 24 May with final round interviews being completed on Thursday 27 May 2021 at the school.

Any queries about this post may be made to The Resources Officer, Tel. (01344) 629979.

St George's School is committed to safeguarding the welfare of children at the School. Therefore, this appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.

