

ST GEORGE'S
ASCOT 

Domestic Bursar



Required for April 2018

St George's School

St George's is an independent boarding and day school with approximately 300 pupils aged from 11-18 years about 45% of whom are boarders and with a Sixth Form of approximately 80 students. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA) 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.

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.

Main Responsibilities

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 300 pupils and staff daily. The School also prides itself on an excellent standard of both internal and external hospitality services and events including residential lets, summer ball, 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 the Tatler Good Food Award.

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. He/she will need to balance staff and

resources to deliver a high level of satisfaction amongst the customers 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 midday meals for all pupils and staff.

The catering team also prepare and present 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 regularly work in the evenings and weekends in term time for which compensating time off would be given.

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.
- Managing all personnel and disciplinary issues relating to the department, liaising with the school's HR resources, as appropriate. Hold 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 check payroll input/ approve 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 letting of the School, particularly during holidays.

Catering and Housekeeping

- Delivering of first class food and service to pupils, staff and visitors.
- Delivering healthy and enjoyable meals at breakfast, lunch and supper.
- Providing healthy and enjoyable morning/afternoon break services.
- Attending and contributing to the pupils' School Food Council meetings.
- Managing the annual calendar of School catering events so as to provide a first class 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 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 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.
- Overseeing the sales and vending operation (Tuck/Toiletries/Stationery) and their commercial performance.
- Planning and organising the pupil cookery classes and workshops, and to ensure their financial accountability.

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 he/she 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.
- Sound IT skills, in particular Excel 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 his/ her 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 willing, supportive and contributory team player.
- Capable of working 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.

Terms of Service

- Start Date:** April 2018 or as soon after as possible.
- Normal 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 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.
- Salary:** A competitive salary will be offered, reflecting the qualifications and experience of the successful candidate.
- Probationary and 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.
- Pension:** The post-holder will be auto-enrolled into the School's defined contribution pension scheme. There is an opportunity to opt-out.
- 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.
- 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.

Disclosure and other Pre-employment Checks

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 Criminal Records Bureau. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, from the School. 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.



Applications

A letter of application, addressed to the Bursar, Mrs Julia Wood, should be no more than two sides of A4 and, together with the completed application form, should be sent to reach the School by midday on Wednesday 28 February 2018.

Applications should be sent to
Mrs T Barber, Resources Officer, St George's School, Wells Lane, Ascot, Berkshire, SL5 7DZ or
emailed to tbarber@stgeorges-ascot.org.uk

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