



THE
HAWTHORNS
SCHOOL



Bursar & Clerk to the Governors

Information for applicants

www.hawthorns.com



Welcome



I am delighted that you are considering The Hawthorns School as an employer.

We are a thriving independent prep day school in Bletchingley, Surrey for girls and boys aged 2 to 13. Situated in 35 idyllic acres just 30 minutes from central London by train, we have a striking atmosphere and a professional, supportive ethos.

Our foundations are based on the three core principles of academic achievement, breadth of opportunity and pastoral care, setting high intentions for children and staff alike, drawing out the potential in all.

With a genuine team spirit, we blend tradition, informality and innovation, working hard to offer a vibrant and stimulating environment for learning. We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff.

We recognise that much time and thought goes into preparing an application and we in turn will give your application serious consideration, should you decide to apply.



Adrian Floyd
Headmaster

The School

School mission: To prepare each child for life and inspire a love of learning



In a happy, family atmosphere every child is given the opportunity to realise their potential through academic achievement and by engaging in an exceptional breadth of activities which build confidence and character. With a healthy set of values Hawthorns children are loved, feel secure and learn from their mistakes, endeavours and successes. Laughter and energy abound as pupils and staff make the most of school life.

At the Hawthorns School, we believe in an education underpinned by our School values of respect, kindness, courage, honesty and resilience.

A warm family atmosphere

Our principle “Happy Children Learn” sums up the warm and caring relationships which support our unique educational and developmental experience.

A pursuit of excellence

The staff are dedicated to inspiring and drawing out the best in every child, whatever their strengths.

A generosity of heart

The School motto “Love God, Love Thy Neighbour” guides the way we work together as a loving and supportive community.

A robust vitality

A Hawthornian education promotes involvement in a wide range of activities to support a sense of well-being and develop the character to adapt and persevere in later life.

Background

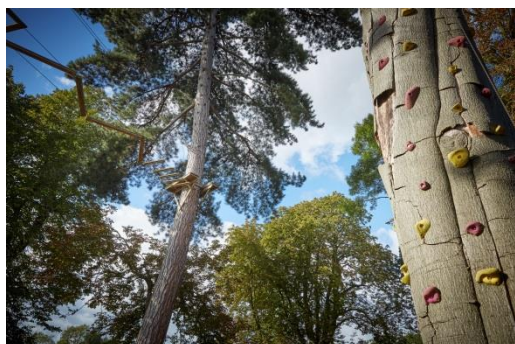
The Hawthorns School was founded by Christopher and Dudley Bull in 1926 and began life as a boys' boarding school situated at Gatton Point in Redhill. In 1961 the School moved to a larger site, the beautiful Jacobean mansion, Pendell Court, Bletchingley with its 35 acres of idyllic estate.

In 1969 the decision was taken to end proprietorial control and establish The Hawthorns as an Educational Trust and limited company. A group of former parents and Old Hawthornians were invited to become Governors, responsible for the long-term maintenance, success and continuity of the School.

1979 saw the beginning of provision for 2-7 year olds and in 1992 the school became co-educational and the Head a member of IAPS, with boarding ceasing in 1994.

The Hawthorns continues to flourish and today has a three-form entry with approximately 460 children on roll, ranging from 2 to 13 years with a fairly even split between girls and boys. There are around 70 members of teaching staff and approximately 40 support staff. The School is divided into four sections: the Upper School (Years 7&8), the Middle School (Years 3-6), the Lower School (Years 1&2) and the Early Years (Nursery and Reception).

The School facilities have also grown extensively, now housing an impressive Sports Centre, which holds a 20m pool, outdoor flood-lit all-weather pitch, Multi Use Games Area, outdoor courts and climbing high wire course. The investment in state of the art facilities and resources is an on-going programme; over the last year the School made significant investment in IT, improving our infrastructure as well as migrating all teachers to Surface Pros, providing each pupil in Years 4 to 8 with an iPad for their individual use and equipping classrooms with interactive white boards.



Academic Excellence



Each year over 40% of Hawthorns' children win scholarships and awards to their senior school whether at 11+ or 13+. Children move on to a rich variety of schools, several of which are highly selective academically.

Children at The Hawthorns School follow the Compass Curriculum. Based on the National Curriculum and the ISEB Common Entrance syllabuses, this has been developed by the School through a desire to underpin the learning of a deep foundation of factual knowledge with the development of the skills required in senior school and beyond: analytical skills, critical thinking, problem solving and a growth mindset.

Learning opportunities are holistic in nature and not compartmentalised by subject boundaries, examining issues of local, national and international interest. European and wider cultural links are developed and children experience opportunities ranging from the latest e-learning to stimulating talks and presentations, residential field trips and visits. Public speaking, leadership, service, teamwork skills and active citizenship are developed through a rich variety of projects and challenges.

Self-evaluation is encouraged as part of each child's development towards more independent learning.

"Pupils' achievements are grounded in their exemplary attitudes to learning. They are polite and work well together displaying great enjoyment, application and perseverance."

Independent School Inspectorate, 2017

Co-Curricular



Learning to embrace Creativity

Creativity is nurtured in each child through a rich programme of Art, Music, Dance, Drama, Textiles and Design & Technology. We aim to provide every child with the opportunity to be challenged in an engaging manner to develop their creativity and build confidence.

Learning how to Perform

We believe that every child can learn how to perform. Children start in an atmosphere of encouragement. Nativity plays and carol concerts ensure young children learn to enjoy performing musically. Music concerts, dance shows and school drama form the foundation of performance. School dramatic productions are a regular feature of every child's life at The Hawthorns.

From Year 3 upwards, children follow English Speaking Board courses to enhance their public speaking talents.

Learning to be Sporty

Sport plays a large and important part in the life of a pupil at The Hawthorns. We believe in "Sport for All" and provide a wide breadth of opportunity so each child can feel sporty.

"I was taught to play to win and lose with a grin!"

Past Pupil

Clubs and Activities

Countless other clubs and activities provide the children with a rich and stimulating environment. Every teacher is expected to contribute significantly to the co-curricular programme and there are a wide variety of ways in which to do this, from Circus Club to 3D Art, and Street Dance to Steel Pans!

Pastoral Care



At The Hawthorns each child's well-being is at the heart of our work and we pride ourselves on delivering the highest standards of pastoral care.

We follow a wholly inclusive approach, with all staff embracing responsibility for the well-being of the children entrusted to our care in partnership with their parents. Throughout the Early Years, Lower School and Middle School children are predominantly taught in classes. It is the class teacher who develops a close relationship with the child and is predominantly responsible for each child's pastoral care, supported by the Heads of Year. Upper School children are further supported by tutors from across the teaching staff, who have additional pastoral responsibilities for small groups of children. Tutors meet with their group of tutees once a week, and with individuals on a regular basis.

Much of our culture of looking after one another is fostered by the House structure. Each child is assigned to one of the four School Houses and becomes part of a smaller House 'family' with other children from different year groups. This gives a wonderful opportunity for children to get to know one another across age groups and for the older children to guide others in their House 'family' as a 'family leader'. House staff oversee House and House 'family' activities.

Expectations of positive behaviour, including good manners and friendship, and of learning from challenges and mistakes as much as from successes, are made clear and reinforced from the earliest age. A wealth of opportunities and experiences exist both inside and outside the classroom to enable Hawthorns children to develop in these ways: such as participating in a teamwork day; 'buddying' peers and younger pupils; showing prospective parents around the School; discussing citizenship within a PHSEE lesson; presenting an assembly and having the chance to lead as one of a variety of School Officers.

Staff profiles

“Adults provide excellent role models and as a result the children quickly absorb the school’s ethos and values of respect, co-operation and tolerance.”

Independent School Inspectorate, 2017

Staff come from a variety of backgrounds and all find their place at The Hawthorns School.



“Moving from the state sector I recognise that the small class sizes mean that I have the time to work more closely with the children. I gain more personal satisfaction knowing that I can make a greater difference to each child.”

Helen Peters
Year 1 Form Teacher



“I quickly settled in at The Hawthorns School. The School Office and wider administrative team were incredibly supportive and the staff body as a whole are happy and friendly. The training on the software packages used was excellent. It’s a beautiful place to work with a lovely atmosphere.”

Jo Synnott
Senior Administrator, School Office
(Joined Sept 2019)



“The Hawthorns is a school full of warm and supportive colleagues working together to provide and develop forward thinking education for all of its pupils, whilst upholding and valuing the school’s history and tradition.”

Caroline Qayyum
Head of Music
(Joined Sept 2018 having previously taught in an international school.)

The Role



The Bursar is a key member of the Senior Leadership Team, works in close collaboration with the Head, and is accountable to the Board of Governors for the strategic financial management of the School and leadership of operational services. The Bursar's department is an enabling department and the Bursar will have a clear understanding of teaching and learning requirements and how, through his/her own activities and those of his/her teams, to support and enable the School to carry out its primary function of educating children.

Responsibilities will include:

- Providing support for the Head and the Board of Governors in the development and implementation of the School's strategy and vision.
- Contributing to short, medium and long terms plans to ensure both the sustainability and financial growth of the School.
- Financial planning, management and reporting, maintaining strong financial control over all activities of the School.
- Responsibility for all matters relating to health & safety, compliance, legal, fire safety, accident reporting and risk assessment.
- Overall responsibility for delivering the improvements to, refurbishment and maintenance of buildings, grounds and facilities.
- Oversight and management of the School's catering and cleaning provision.
- Line management and development of direct reports and overall responsibility for their teams, promoting team work and collaboration.
- Promoting and safeguarding the welfare of pupils.

A full Job Description is available on our website or from our HR Manager.

The Person



The successful candidate will have expertise in finance and be commercially astute with a flair for business opportunity. Experienced at senior management level and adept at contributing to strategy, they will have success in delivering decisive and pragmatic solutions. They will be an inspiring leader to our talented support team, spanning Finance, Estates, the School Office, Admissions & Marketing, HR and ICT. They will be an engaging figure with our exceptional academic team and a visible and approachable face of the School with our pupils and parents.

Qualifications:

- Qualified to degree level or professional equivalent.
- An accountancy qualification or relevant financial management experience at a senior level.

Professional experience:

- Proven budgetary expertise and commercial acumen.
- Successful senior leadership experience, including strategic planning and project control.
- Experience of property and facilities management.

Skills:

- Robust senior financial management and business skills.
- Excellent communication, influencing and negotiation skills.
- Proven ability to motivate, drive forward and enthuse teams at all levels.
- Ability to manage projects effectively, maintaining a clear eye for detail.

A full Person Specification is available on our website or from our HR Manager.



Information for Applicants

Terms of appointment:

The salary will be commensurate with the responsibilities of this role and the calibre of the candidate we are seeking. Benefits include 30 days' holiday, a contributory support staff pension scheme, generous fee remission, free lunch during term time, Employee Assistance Programme and staff well-being opportunities and free access to the School's Sports Centre (currently suspended due to COVID-19).

How to apply:

A completed application form, with full CV and covering letter in support of your application should be sent by email to hr@hawthorns.com or by post to:

Emma Mitchell

Human Resources Manager
The Hawthorns School
Pendell Court
Bletchingley
Surrey
RH1 4QJ

Closing date: Monday 12 October 2020 at 9am

Interviews: longlist interviews will be held on **15 and 16 October** and shortlist interviews will be held on **Thursday 22 October 2020**.

Please note:

We are an equal opportunities employer and we value and respect diversity across our whole school community.

The Hawthorns School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Full details are set out in the School's Recruitment Policy, available on our website, or by contacting the HR Manager.

The School is committed to ensuring that the personal data of applicants and employees is protected. The School's Privacy Notice is available on our website and our Recruitment Policy sets out how the School uses and protects any personally identifiable information that is collected as part of the recruitment process.