



DONHEAD PREPARATORY SCHOOL

# BURSAR



CURIOSITY • CREATIVITY • COMPASSION

# About Us

Donhead Preparatory School is an outstanding 3-11 coeducational prep school located in Wimbledon. With a rich history dating back to 1933, this leading Catholic Jesuit school educates some 300 children aged 3 to 11.

With a warm and caring environment, high-quality teachers and excellent facilities, Donhead provides an exceptional educational experience that prepares children for life at senior school and beyond. Donhead benefits from a strong reputation for academic excellence and character education, with pupils progressing to leading senior schools.

Donhead seeks to create a climate where children are honoured, cared for and believed to develop to the full their academic and human potential. The school seeks to encourage in its young people competence, conscience and compassionate commitment.

Located in Wimbledon, children enjoy a safe and secure site with exceptional facilities that create a special learning environment. The site has seen significant investment in recent years, with September 2017 seeing the completion of the School's ten year, £8m capital development plan; the final stages of which include four new air-conditioned classrooms, a Chapel, an Art Centre and a 150-seat Auditorium for Music and Drama.

The School's Sports Ground is located a short distance from the main school site.



# The Role

We are seeking an outstanding Bursar to join the Senior Leadership Team at Donhead Preparatory School. This is a pivotal strategic role, working closely with the Head and Governors to shape the long-term financial sustainability and operational excellence of the school.

The Bursar will lead all non-academic functions, including finance, estates, health & safety, compliance, and commercial operations, ensuring the school continues to provide an exceptional environment for pupils, staff, and families. This is an exciting opportunity for an experienced and forward-thinking leader to make a significant impact in a thriving and values-led school community.



## Key Responsibilities

### **Finance & Strategic Leadership**

- Lead annual budgeting, financial planning, and forecasting
- Prepare monthly management accounts, cashflow reports, and financial analysis
- Oversee fee billing, parent invoicing, and financial systems management
- Manage payroll, pensions, audit preparation, VAT, and statutory reporting.
- Maintain fixed asset registers, reserves, and investment oversight
- Oversee bursaries, fee assistance, debt management and SEN invoicing processes
- Support Governors and Finance Committee with strategic financial reporting
- Liaise with the Jesuits in Britain Finance Operations

### **Operations & Estates**

- Lead operational management of school site, premises, services, and facilities.
- Oversee procurement, contractor management, and service contracts
- Monitor and control utilities expenditure and sustainability, maintenance schedules, and capital projects
- Ensure efficient management of school transport and operational logistics
- Plan and oversee site development and school operational infrastructure

### **Compliance, Governance & Risk**

- Lead Health & Safety, fire safety, GDPR, and ISI and Statutory compliance
- Oversee school and tip risk assessments and policy implementation
- Manage risk register and oversee operational governance
- Ensure inspection readiness and adherence to statutory requirements
- Report effectively to Governors, committees, and senior leaders

### **Commercial & Auxiliary Services**

- Oversee clubs, wraparound care, and selected external partnerships
- Manage operational delivery of commercial services and service providers
- Ensure strong parent communication and service quality

# The Person

The successful candidate will understand, value and nurture Donhead's mission and identity and build on its many achievements to date. The successful candidate will have the following key skills, experience and attributes:

## Essential

- Senior leadership experience in finance, operations, or business management
- Strong budgeting, financial planning, and management accounts expertise
- Experience overseeing operations, estates, or facilities
- Knowledge of compliance, governance, and risk management
- Excellent organisational, communication, and leadership skills
- Ability to operate strategically while maintaining strong operational oversight

## Desirable

- Relevant qualifications such as accounting, law, property and HR
- Professional accreditation in Health & Safety, HR or Management
- Experience within independent schools, education, or charity sectors
- Knowledge of school MIS / finance systems (e.g. Engage)
- Understanding of charitable/CIO structures
- Project or contract management experience

## Personal Attributes

- Strategic thinker with strong commercial awareness
- High integrity and sound judgement
- Collaborative leadership style
- Detail-oriented with excellent problem-solving ability
- Calm, adaptable, and capable of managing multiple priorities

# What We Offer

- A senior strategic leadership opportunity within a thriving school community
- Close partnership with Head and Governors
- Competitive salary commensurate with experience
- Pension scheme and Employment Assistance Programme
- Professional development opportunities
- A friendly staff team
- Excellent location in Wimbledon Village
- Free lunches and refreshments during term time
- Access to the Global Jesuit Schools' Network

## How to Apply

Interested parties should contact **Celeste Franklin, Headteacher's PA**, to discuss their interest in the role and request an application form. Contact can via email [headteacherpa@donhead.org.uk](mailto:headteacherpa@donhead.org.uk) or by calling **020 8946 7000**.

Early applications are strongly encouraged as we reserve the right to appoint at any stage during the process. Please visit our [website](#) for further details about Donhead.

**Deadline for applications is Friday 12<sup>th</sup> June 2026 at 9am**

**Interviews will take place week beginning 15<sup>th</sup> and 22<sup>nd</sup> June 2026**

The appointment is subject to at least two satisfactory references, receipt of Enhanced DBS disclosure, verification of identity and qualifications, satisfactory medical fitness, evidence of the right to work in the UK and DfE prohibition checks. Additional overseas checks will be required for candidates who have lived or worked outside the UK.

Donhead is committed to safeguarding and promoting the welfare of children and expects every member of staff to share this commitment. Donhead is an equal opportunities employer.