



*From the Bursar*  
Mr Crispin Ingham

## BURSAR'S ASSISTANT JOB DETAILS

### Background to the School

Farnborough Hill is an independent Catholic day school and a member of the Girls' Schools Association, Independent Schools' Association and CISC. It welcomes pupils and staff of all faiths and no faith, provided they are in sympathy with the ethos of the School.

Located on the Hampshire/Surrey border, the School has excellent transport links, both by train and road being about a 10 minutes' walk from Farnborough Main station.

Farnborough Hill is committed to the education of the whole person. The School places great emphasis on the all-round personal growth of its pupils. It aims for academic excellence as well as ensuring that pupils play a full part in school life and have the opportunities to develop their co-curricular interests.

The School offers Academic, Art, Drama, Music and Sports Scholarships at 11+ as well as means-tested bursaries for families in need of financial assistance. Sixth Form Scholarships are awarded on the basis of open examination, as well as for excellence in Creative Arts, Music, Performing Arts and Sport.

In 2025 our A level pupils once again achieved impressive results with an excellent 50% of all grades at A\*/A and 76% A\*-B. Our GCSE results were also excellent with 48% of grades awarded at 9-7.

The School's aim is to engage wholeheartedly in all activities, challenges and opportunities. This is achieved through our pastoral care and encouragement of each individual. This is a strength of Farnborough Hill and we see it as an essential part of our caring, Christian ethos. Parents greatly appreciate this and see it as an important ingredient when choosing to send their daughters here.

The School is housed in the historic home of the ex-Empress Eugenie of France, to which much purpose-built school accommodation, such as the sports hall, swimming pool, Art and Design Technology Centre, modern laboratories, theatre, a music suite and hockey all-weather pitch have been added, with an inspiring new Sixth Form Centre which opened in September 2022. These facilities sit within approximately 65 acres of parkland making it a tranquil and inspiring place to work, alongside a forward-looking and ambitious Senior Leadership Team and governing body.

Farnborough Hill, Farnborough, Hampshire, GU14 8AT  
01252 545197 school@farnborough-hill.org.uk farnborough-hill.org

"EDUCATING THE WHOLE PERSON"  
since 1889

## The Role

This is a part-time, year-round role, to support the Bursar and Facilities Manager together with general school administration. The postholder will carry out administrative tasks within the Bursary and will be the first point of contact for parents, staff, suppliers and others seeking contact with the Bursar.

The normal hours are 8.30 am to 4.30 pm, three days per week (actual days to be discussed at interview) with a one-hour unpaid lunch break each day, and 15 days holiday per annum, which ideally should be taken to coincide with periods when the School is on holiday, plus statutory bank holidays.

The ideal candidate will have strong organisational and administrative skills. We are looking for someone who is fully committed to working in a front-line role and providing excellent customer service to promote the School. This is an all-round role requiring excellent interpersonal qualities.

## The Person

We are looking to recruit a quick learner who will be able to work on their own initiative once settled into the role. Ideally, applicants will have significant administrative experience. The successful candidate will be well organised, with good interpersonal and communication skills and be IT literate. The ability to get on with a wide variety of people and a good sense of humour will also be advantageous.

All staff are expected to be in sympathy with and supportive of the ethos of the School as set out in our Mission Statement. They are expected to be committed to the safeguarding and promotion of the welfare of children and young people.

## Summary Person Specification

- Professionally qualified or relevant experience.
- A positive and cheerful can-do attitude with the desire to fully integrate, with the team and wider school.
- Good planning and organisational skills, with the ability to prioritise.
- Good interpersonal skills and the ability to communicate confidently, intelligently and effectively with a variety of stakeholders.
- High standards of performance, personal presentation and pride in own work.
- A team player with an enthusiastic and positive attitude.
- Competent in the use of Microsoft Office Suite.

## Terms and Conditions

- Start date:** 29 October 2026
- Salary:** The salary for this role will depend on experience but the full-time FTE is £27,000. The salary will be paid in monthly instalments.
- Pension:** The successful candidate will be auto-enrolled into the School's pension scheme if eligible
- Hours of work:** The core hours will be Monday to Friday 8.30 am to 4.30 pm with one hour unpaid for lunch. Please note that a flexible approach to your hours will be necessary to support some school events. There is a holiday entitlement of 15 days plus bank holidays.
- Notice Period:** There will be a probationary period of six months, and a one month notice period.



**FARNBOROUGH HILL**  
WHOLEHEARTEDLY

- f. **Death in Service:** Four times salary paid to next of kin as a lump sum.
- g. **Facilities:** Members of staff can use the School's sports facilities at allocated times. There is free on-site parking.
- h. **Fees:** Fee remission is available to the successful candidate's daughter attending the school, in line with the current policy, subject to the usual standards and procedures for admission, and we have a reciprocal arrangement for sons of staff members attending a local independent school.

### **Application Process**

All staff are expected to be in sympathy with and supportive of the ethos of the school as set out in our Mission Statement. They are expected to be committed to the safeguarding and promotion of the welfare of children and young people.

This is an excellent opportunity to work in a highly regarded and successful girls' independent school with motivated pupils and a strong pastoral ethos.

**Farnborough Hill is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will be required to undergo the appropriate DBS Code of Practice check.**

Further information about the School can be found on our website. [www.farnborough-hill.org](http://www.farnborough-hill.org)

**If you require any further information about this post or the School please telephone Mel Clark, the Headmistress's PA, in the first instance, on 01252 545197.**

**To apply please complete the Application Form, which is available from our website, and submit it to the Bursar via email to [hmsec@farnborough-hill.org](mailto:hmsec@farnborough-hill.org)**

**Please apply as soon as possible as applications will be considered upon receipt; we reserve the right to interview/appoint before the closing date.**

**Closing Date:** 9.00 am on Tuesday 1 September 2026 – however if interested in applying for the role please submit your application as early as possible as it will be considered upon receipt

**Interviews:** Interviews will take place on a rolling basis and may take place prior to the closing date

**Start Date:** 29 October 2026