



QUEEN'S GATE
SCHOOL

APPLICANT INFORMATION

BURSAR

COMMENCING DECEMBER 2025/JANUARY 2026

125-126, 131-133 QUEEN'S GATE
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QUEEN'S GATE SCHOOL TRUST LTD
REGISTERED CHARITY NO. 312724





WELCOME FROM THE PRINCIPAL



Welcome to Queen's Gate School, and thank you for taking the time to review our application pack.

Queen's Gate is a happy, bustling GSA school for girls aged 4-18. Located in South Kensington, London, we are ideally placed to take advantage of the many educational opportunities on offer nearby. We are a close-knit community of around 500 pupils, and are proud of our light-hearted atmosphere, where we promote individuality, authenticity and creativity. Our intake is broad, and we pride ourselves on valuing each girl for her own gifts and talents. Our pupils leave us to a range of higher education institutions across the UK and abroad, and the breadth of their chosen degree courses speaks to our success in fostering our pupils' interests across the academic spectrum and beyond.

We encourage all our girls to be bold in their dreams and to seek to exceed their potential. We are firm in our belief that to do so, our girls must feel happy and secure, and so as a School we aim to

provide a warm, supportive environment in which our girls can grow, explore and aspire.

Likewise, we are committed to offering a workplace where our staff can develop their skills and advance in their careers. We have a generous CPD budget, and encourage networking with colleagues at other GSA schools. A number of our staff serve as governors for other schools, which we are also pleased to facilitate.

We hope the information supplied in this pack will leave you keen to come and be part of all that makes us such a special place. We are a school where our hard work is underpinned by good cheer and genuine camaraderie, and we would be delighted to receive your application to join us.

With warmest wishes,

Amy Wallace
Principal

ABOUT US

Queen's Gate's stated aims are to create a secure, happy, yet stimulating environment in which each girl can realise her academic and personal potential.

Queen's Gate is located on Queen's Gate itself, inhabiting five of the iconic Victorian terraces: three are mostly used by the Senior School, while the remaining two are given over to the Junior School; however, there are many shared spaces and a constant flow of pupils and staff between the two buildings. Although we do not have much outside space of our own, we are spoilt by what the local area offers. Girls make regular visits to the nearby museums and Hyde Park, while sport takes place at a range of nearby leisure facilities, including the River Thames for rowing.

We are relatively diverse in the nationalities represented in our pupil and staff body, and are proud of the way this enriches the experience of all those within our community. Our standard entry points are 4+, 7+, 11+ and 16+. We follow a broadly English curriculum, culminating in GCSE and A Level examinations. Our pupils leave us for universities across the UK, including Oxbridge and other Russell Group institutions, as well as looking further afield; we have alumnae studying in Canada and the US, including at a number of Ivy League colleges.

Our intake is relatively broad, and we are exceptionally proud of the results our girls achieve. We have pupils performing at the highest levels in Music, Drama and Sport. Currently, we have girls competing internationally in Fencing, Volleyball and Athletics, another playing in the National Youth Orchestra, and one in the National Youth Theatre. We have an extensive programme of enrichment activities, as well as a plethora of trips to destinations in the UK and abroad.

Our ethos is one of celebrating each girl as an individual, and allowing her to explore her own interests and gifts. We facilitate this through our extensive academic curriculum (we offer 28 subjects at A Level) and a higher-than-normal amount of choice at GCSE. Scholarships are awarded for academic merit but also to those demonstrating exceptional talent in, and dedication to, Sport, Music, Drama and Art. The School is committed to widening access, and offers a number of means-tested bursaries.

We place great emphasis on the importance of pupils' happiness and wellbeing, which we support through outstanding pastoral care, our extensive co-curricular programme and an open determination to inject fun wherever possible.

Our girls have no uniform, and our dress code allows them enormous scope to explore their own sense of style and to come to school feeling comfortable and confident in what they are wearing. Girls have many opportunities to provide feedback or present their own ideas, particularly in terms of charity events, which are a regular feature.

The Senior Management Team currently comprises the following staff members:

- Principal
- Vice Principal
- Bursar
- Director of the Junior School
- Director of Studies
- Director of Pastoral Care
- Assistant Director of Pastoral Care
- Assistant Director of Studies (Pupil Progress)
- Assistant Director of Studies (Pedagogy)
- Head of Sixth Form

The Junior School has an additional leadership team with individuals leading on teaching and learning, pastoral care and co-curricular/operations.

Our Board of Governors maintain regular contact and incorporates professionals from a range of fields. We are also fortunate to benefit from a strong and supportive PTA.

THE ROLE



We wish to appoint from January 2026 an experienced Bursar to lead the financial and administrative management of the School on a full-time basis.

As a member of the Senior Management Team, the Bursar will report to the Principal. Working closely alongside her and the Board of Governors, the Bursar will have the opportunity to shape, support and lead strategic change as the School looks to its next phase of development.

The Principal and Chair of Governors are keen to hear from top-class professionals whose skillsets and experience suit the specification, both those who have already spent time in the education sector, and those from other industries.

The key elements of the role are as follows:

- Full financial management for the school, to include:
 - All aspects of accounting: tax, statutory audits
 - Prepare and monitor detailed cash flow forecasts and school/departmental budgets
 - Ensure all accounts are completed and submitted in accordance to SOFA & SORP
 - Financial modelling, sensitivity analysis and bench-marking performance
 - Long-range financial planning/budgeting/forecasting; advising on financial investments
 - Ensure timely billing and receipt of all fees, other revenue sources/charges
 - Manage payroll and pension scheme
 - Year end, audit management
 - Company secretarial duties and manage insurance requirements
- Overall compliance and risk management for Health & Safety, fire, transportation, data protection
- Working with the Principal to ensure compliance with ISI, DfE, Charity Commission
- Responsibility for the premises, grounds and maintenance management
- Line management of the HR Manager
- Management of external supplier and stakeholder contracts and relationships to include banks, utilities, insurance, auditors
- Oversee the management of the school's ICT requirements and external relationships
- Provision of operational management and administrative support to the governors

THE PERSON

Qualifications	Essential	Desirable	Method of Assessment
A good honours degree (any subject considered)	●		Appropriate original certificates
Qualifications in accounting or similar areas of financial management		●	Appropriate original certificates
Higher degrees		●	Appropriate original certificates

Experience	Essential	Desirable	Method of Assessment
Senior operational management experience, including P&L responsibility	●		Application Interviews References
Experience of working in a school		●	Application Interviews References
Experience of school information management systems		●	Application Interviews References
Experience of managing employment law/HR issues		●	Application Interviews References
Experience of building project management		●	Application Interviews References
Experience of managing Health & Safety matters		●	Application Interviews References
Experience of managing staff	●		Application Interviews References
Customer relationship management experience	●		Application Interviews References

Basic Skills, Characteristics & Competencies	Essential	Desirable	Method of Assessment
Excellent oral and written communication skills	●		Application Interviews
Strong IT literacy, particularly in Microsoft Word and Excel	●		Interviews
Ability to think and act strategically and creatively	●		Interviews References
Awareness of Health & Safety procedures in a School		●	Interviews
A willingness to undertake appropriate training to develop skills as required	●		Interviews
Awareness and understanding of safeguarding and welfare of children, including the ability to form and maintain appropriate relationships and personal boundaries with children and young people	●		Interviews References
Awareness of GDPR	●		Interviews

Personal Qualities	Essential	Desirable	Method of Assessment
Sense of humour	●		Interviews References
Enthusiasm and energy	●		Interviews References
Self-motivation	●		Interviews References
Commitment	●		Interviews References
Patience and diplomacy	●		Interviews References
Flexibility and resilience	●		Interviews References
Excellent organisational skills	●		Interviews References
Ability to seek and take advice	●		Interviews References

APPLICATION PROCESS

Queen's Gate is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask shortlisted applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the Disclosure and Barring Service ("DBS") filtering rules) in order to assess their suitability to work with children.

The School may carry out online searches on shortlisted applicants, for which all such applicants will be required to provide details of their online profile, including social media accounts, as part of their application. Prior to employment commencing, successful applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Successful applicants will also be required to produce evidence of qualifications, identity, and the right to work in the UK. Two references will be taken up, one of which will be with the most recent employer. They will also be required to complete our Health Questionnaire.

All those working at Queen's Gate share in our responsibility to safeguard and promote the welfare of the children and young people in our care. This will include completing regular training and maintaining a good awareness of key policies and procedures relating to our safeguarding duties. Where a role has specific or additional responsibilities in relation to safeguarding, this will be detailed within the job description.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form. This can be found at the end of our application form. The form will be separated from your application on receipt. The information on this form will be used for equality monitoring purposes only and will play no part in the recruitment process.

Queen's Gate School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. We welcome applications from all sections of the community.

To apply for this role, please complete our application form which can be found on our website: www.queensgate.org.uk/about-us/employment-opportunities

Please return a completed application form, along with a covering letter to the Principal, to recruitment@queensgate.org.uk

The closing date for applications is **Thursday, 25 September**, and the first round of interviews will be held in the following week.

