

Candidate Pack

Deputy Bursar



About Us

Godolphin is a distinguished school with a remarkable legacy spanning three centuries. We provide an inspiring and dynamic environment for learning, discovery and personal growth, welcoming young people from ages 11 to 19.

Our holistic approach to education nurtures curiosity, intellectual development, practical skills and critical thinking. We are proud of our inclusive and diverse community where every pupil is empowered to thrive in an ever-evolving world.

In a significant and exciting development, Godolphin has recently become co-educational, welcoming boys into our school community. We believe this evolution enriches our environment, broadens perspectives, enhances collaboration and prepares pupils for life beyond school.

At the heart of Godolphin is a culture of excellence. Our core values of ambition, authenticity, courage and kindness shape everything we do and are embedded into our daily life. As we continue to grow and evolve, we are delighted to welcome new candidates who share our passion for education and commitment to young people. Whether you are joining us as a teacher, leader, or member of our support staff, you will find a warm, purposeful and collaborative community, one where your contribution will make a real and lasting difference.

Our mission is to support every pupil on their journey, equipping them with the confidence, skills and resilience to meet life's challenges and make a positive impact on the world. At Godolphin, every young person is encouraged to shape their own story, and we hope you will be part of ours.

Jenny Price
Head

A blue-tinted photograph of a brick building with a flag featuring a crest. The building has a large arched doorway and several windows. The flag is dark with a light-colored crest. The text is overlaid on the lower half of the image.

“Pupils of all ages have exceptionally positive attitudes to learning, they are extremely aspirational for themselves and ambitious for those around them”

ISI Report 2023

The Department

The Finance Department is headed up by the Director of Finance & Operations, along with the Deputy Bursar and two Finance Assistants.

The Finance team look after the finances for Godolphin School, and Chafyn Grove School, who are both part of the United Learning Group.

The Role

Hours	37.5 hrs per week, 52-week
Salary	£45,000 p.a.

We are seeking a dedicated and experienced Deputy Bursar to join our independent school community in Salisbury. This is an excellent opportunity for a motivated professional to contribute to the efficient financial and operational management of a thriving educational institution.

As Deputy Bursar, you will support the Director of Finance and Operations in providing strategic and operational leadership across the schools' finance, administration and estates management functions. You will play a key role in ensuring the smooth running of day-to-day operations, contributing to long-term planning, and implementing best practices in financial management.

Staff can enjoy free on-site parking, complimentary lunch during term-time, free membership to our Leisure Centre (Godolphin site), access to Health Assured Employee Assistance Programme, Cycle-to-Work scheme and other work-related benefits.

Job Description

Role	Deputy Bursar
Reports to	Director of Finance & Operations (DFO)
Department	Finance
Relationship	
The post holder is accountable to the DFO in all matters relating to this post. All staff are ultimately responsible to the Head. The post holder will work closely with team members and support the team when necessary.	

Purpose of the Role

To support the Director of Finance & Operations (DFO) with the financial running of Godolphin and Chafyn Grove schools, and to line manage the Finance Assistants to ensure a timely delivery of finance processes.

Duties & Responsibilities

Finances

- Liaise with the DFO and the Central Office in keeping the accounts of the school
- Carry out United Learning (UL) month end procedures with support from finance assistants
- Carry out in depth analysis of specific cost centres and expenses as requested by the DFO
- To ensure effective management of extra charges from all sources with the objective of recovering 100% of school costs that should be recharged
- To manage all billing, EYFS grants, reconciliation and the credit control of all locally invoiced accounts
- Manage fixed asset register
- Administer the entire bursary application process, making suggestions regarding appropriate support including the drafting of bursary outcome letters
- Bank account management – oversee local bank account reconciliations
- Preparation of monthly journals to cover but not limited to catering, photocopying, departmental recharges
- Balance sheet reconciliation and review on a monthly basis
- Project code reconciliations
- Management account review and input
- Support with recharge and fee billing as necessary
- Maintain the UL fee billing spreadsheet and update as appropriate with starters/leavers and discounts

- Childcare vouchers/Tax free childcare
- Tracking of EHCP funding ensuring all costs incurred are recharged
- Approval of POs and purchase invoices
- Support in monthly UL pay reconciliation
- Support in budget generation in HCSS

Purchasing and Procurement

- Carry out the efficient ordering, processing and payment of all goods and services provided to the school
- To be responsible for any purchasing process and systems

Operations

- Maintain contracts register
- Finance compliance and policies
- Assist with budget setting
- Appraisals of finance team
- Review of letters focusing on financials
- Working with marketing team on events to validate costings and support on ticket price evaluation
- Liaison with insurance providers on insurance schemes
- Boarding status review log
- Monthly pupil number reconciliation
- Focal point administration
- Ensure compliance with any regulatory requirements including Companies House, Charity Commission, HMRC etc

Values

- Promote Godolphin's four core values through an inclusive, healthy and ambitious provision for all based on:
- **Ambition:** Always strive to achieve your best. Set challenging goals and work hard to reach them. Support others with their ambitions
- **Authenticity:** Be confident in yourself. Always be honest, loyal and trustworthy
- **Kindness:** Care for others and value yourself. Understand the value of diversity and offer help where you can
- **Courage:** Trust yourself and never let fear stop you developing your skills. Find opportunities, understand the risks and ensure your ideas lead to positive actions

Professional Responsibilities

- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with the relevant School Child Protection and Safeguarding policies
- To comply with, promote and act in accordance with all School policies
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the Director of Finance and Operations or Data Protection Officer at the earliest opportunity
- To be responsible for complying with health & safety legislation and guidance, and to report any issues or breaches to the Estates Manager immediately
- To maintain consistent positive working relationship with colleagues, supporting them in line with your role and responsibilities
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you
- To identify and agree personal development objectives with your line manager
- To be courteous to colleagues and provide a welcoming environment to visitors

Person Specification

CRITERIA	Requirements		EVIDENCE
Qualifications	GCSE English/Maths Grade C/4 or above, or equivalent	Essential	Application Form
	Specialist qualification for role	Essential	Original Certificates
Work Experience	Minimum of three years working in a finance team, at a higher level	Essential	Application Form
	Experience of budgets and purchase/sales ledgers	Essential	References
	Line management of a team	Desirable	
	Previous experience in an education environment	Desirable	
Skills and knowledge	Excellent communication skills in all forms	Essential	Person Specification Statement
	Open, clear, and approachable communication verbally and non-verbally.	Essential	
	Commercially astute and technically strong	Essential	
	Understanding of HMRC and VAT	Desirable	
IT Skills	Efficient and effective all round IT skills	Essential	Application Form
	Professional level of Excel processing	Essential	Skills Test
	Knowledge of Focal Point and Dimensions	Desirable	
Personal Qualities or Skills	Excellent organisational skills, able to manage a range of competing demands	Essential	Application Form
	Discreet when handling sensitive financial data	Essential	
	Sympathetic and understanding, approachable, particularly with parents	Essential	
	Proactive, able to think laterally when required	Essential	
	Accuracy and attention to detail	Essential	
	Adaptable and flexible	Essential	
	Positive team player	Essential	
	Good sense of humour	Desirable	

For more information and to apply online please click [here](#) to visit the United Learning recruitment portal.

Interviews

The closing date for applications is **02 November 2025**

This vacancy will close as soon as sufficient applications have been received. Interviews will take place week commencing: **17 November 2025**

Safer Recruitment

Godolphin is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An 'online search' will be conducted on short-listed candidates and the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) and Barred Lists check (Adult and/or Children's Workforce), plus registration with the DBS Update service may be required. Staff are prohibited from promoting extremist/radical religious or one-sided political views whilst working at Godolphin and /or whilst participating in activities associated with their employment within Godolphin.

Please note, we do NOT accept application by Curriculum Vitae.

For an informal discussion or to arrange a visit please contact a member of our HR Team on 01722 430536.

Recruitment Policy

Godolphin is positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the minimum criteria will be offered an interview if they disclose this prior to shortlisting.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01722 430536 or email hr@godolphin.org

The School's Recruitment, Selection and Disclosure Policy and procedure is available for your information on the School [website](#). Godolphin actively supports equality, diversity and inclusion and encourages applications from all sections of society



10/2025

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Although correct at the time of going to the press, this booklet may be superseded as part of our commitment to continuing improvement.