

Closing date:

**Monday 4 March 2024 (12pm)**

*We reserve the right to appoint before this deadline and encourage early applications.*

Interview date(s):

**w/c 11 March and w/c 18 March**

# Information pack for the role of **Bursary Programme Manager**

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# City of London School

We understand that for pupils to thrive they must be happy. It is why we cherish individuality, shun stereotypes, and encourage every pupil to be the very best version of themselves. With a vibrant, multicultural city on our doorstep, we draw strength from difference, recognising that diverse perspectives can help answer big questions.

As a result, every member of our community is keenly aware of their responsibility and capacity to make a difference. We ensure our pupils are ready for the rapidly changing demands of the coming decades. This shows in our commitment to academic excellence and in our restless curiosity and desire to improve in everything we do.

We aim always to provide an education in the broadest sense, combining academic excellence with exceptional pastoral care, framed by an outward-looking and forward-thinking approach. We also strive to make that education available to as many talented pupils as possible, through transformational bursaries for those who may not otherwise be able to afford the fees.

We aspire to attract a staff that matches the social and cultural diversity of the CLS community. We welcome applications from anyone with the relevant skills and abilities, and particularly from those who may not previously have thought of applying to a school such as ours.





# Our Strategic Aims



**Kind** - We understand how excellent pastoral care underpins every achievement. We support and help to develop our pupils' health, happiness and well-being so that they can succeed at school and beyond. We nurture self-development and self-awareness so that every member of our community can become the best version of themselves. Every person has equal value, and we treat others as they would like to be treated. We have empathy for others – at school, in our community and in wider society. Our relationships are warm, honest and supportive.

**Aware** - There is strength in difference. Reflecting the multicultural city on our doorstep, our pupils and staff embrace and celebrate diverse voices, recognising that they improve their understanding of the world. We nurture a deep-seated sense of social responsibility. Our pupils know that there are others less fortunate than they are and strive to make a positive difference at school and beyond. We are active partners. We have a strong relationship with the City of London Corporation and the other City Schools, including the City of London School for Girls. Our wider community makes us powerful. We are enriched both by an extensive programme of transformative bursaries and by our collaborations with schools, businesses, arts organisations, and many other partners across London.

**Ready** - We are unashamedly academic. Our teaching is rigorous and exceptional, and our teachers challenge pupils appropriately and sensitively, so that they can thrive in university, work and life. We stimulate curious minds. Our boys have a restless inquisitiveness and lifelong joy of learning which equips them for a fast-changing world. Our staff strive constantly to adapt and develop their practice. We explore our passions and encourage our pupils to discover what excites and inspires them. It helps them become rounded people, well placed to forge their own path through life. We shape the future. Our boys combine kindness, respect and curiosity to become the leaders of tomorrow, creating positive change in our society. .

{ Our [Strategic Vision 2019-2024](#) is available to read in full on the CLS website.

# About the role

At City of London School, we believe that talent is everywhere, but opportunity is not.

Transformational bursaries at CLS help to ensure that any young person who might not otherwise have the means to attend the School, can benefit from the exceptional education and opportunities that CLS pupils enjoy. We are very proud that 15% of our First Form intake will be awarded a transformational bursary in September 2025 and that this number is set to grow to 20% by 2030. A transformational bursary covers all school fees, travel, uniforms, and a variety of trips.

We now seek an outstanding individual, committed to social mobility and opportunity for all, to work alongside our Admissions, Development and Partnerships teams as our first ever Bursary Programme Manager.

This role is pivotal in ensuring that our bursary programme continues to have the greatest impact on children and young people across London. The post holder will provide bespoke support to families looking to apply for a transformational bursary and support them throughout the application process and their time at CLS.

The successful candidate will play a key role in devising and implementing a strategy that achieves our social mobility goals, which are central to our Strategic Vision 2024-29. This will include work to encourage applications for transformational bursaries from diverse backgrounds, including those backgrounds that our currently under-represented. Applicants should be passionate about the potential for pupils from all backgrounds to thrive

at City of London School and reach their full potential at our School. They will possess high levels of emotional intelligence and empathy, exceptional written and verbal communication skills, be a thoughtful and confident relationship manager, be comfortable managing complex data sets and able to analyse trends and themes to inform future strategies and report on impact.

Previous experience of working with young people would be an advantage.



## Main purpose of post:

- Support the growth of our bursary programme
- Work with schools, community groups, parents/guardians/carers, and young people to identify individuals who would thrive at CLS and inspire them to apply for a fully funded place
- Provide focused support for bursary applicants as the key point of contact for pupils and their parents, throughout the admissions process, as well as associated external organisations.
- Undertake targeted work on data analysis, demographics and tracking to ensure we deliver on the School's vision of growing bursary intake.
- Assist the Director of Admissions and Registrar in reporting progress, insights and learnings to the Senior Leadership and the Board of Governors.

Role:	<b>Bursary Programme Manager</b>
Salary:	<b>Grade D £41,360 to £46,050 pro rata</b> This post is offered on a term time only basis, plus 4 weeks in the school holidays. We are happy to discuss a full-time position for this role for the right applicant.
Location:	City of London School and remote working
Responsible to:	Registrar (with dotted line reporting to Director of Partnerships)

# Job Description

## **Main Duties & Responsibilities**

- 1** Devise and deliver initiatives to fulfil the School's bursary strategy.
- 2** Work with schools and community groups to identify and provide targeted information to young people who would thrive at CLS, allowing their families to understand better the bursary provision and how to access it. Contribute to the creation and delivery of a marketing and communications plan to promote bursaries at the School.
- 3** Work with the Director of Partnerships to develop and deliver school partnership projects in order to support the School's bursary strategy.
- 4** Work with the Admissions Team to support parents and carers through the bursary and general application process via phone calls, meetings and email correspondence and offering targeted support to candidates.
- 5** Devise and implement new strategies to support the admissions process for potential bursary pupils (from identification to assessment to enrolment), working with the whole family (parents, carers, and children).
- 6** Review and develop the financial admissions process for potential bursary pupils, to include working with the Finance Team in respect of financial means-testing arrangements, home visits and ongoing financial reviews. Manage applications within the bursary finance application system, providing support to parents and carers as necessary.
- 7** Provide ongoing support to bursary families ensuring that they are able to access additional financial support where available and providing an additional point of liaison with the School.
- 8** In partnership with the Development and Alumni Team, provide support, including (anonymous) updates on pupil progress, to help steward current donors to the Bursary Appeal and help inspire new supporters. Support bursary pupils in interactions with donors where appropriate.
- 9** Maintain accurate data in respect of bursary awards, allocation of funds and other analysis reports, measuring and evaluating the impact of marketing and support for pupils applying for bursaries.
- 10** Lead focus groups of pupils and parents to develop the School's understanding of the bursary pupil experience and potential barriers to pupils applying for a bursary.
- 11** Analyse and report on the impact of the bursary on the individual and society more widely, including through the development of mechanisms to monitor academic and pastoral performance, to ensure the objective of improved social mobility is met.
- 12** Provide support to the admissions and partnerships teams as required, especially in busy periods or for specific events.

## Other

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- 1** Treat all information received in an appropriate manner, demonstrate discretion and comply with the provisions of GDPR and the School's privacy policies.
- 2** Actively seek to implement and comply with the School's Safeguarding policies and procedures and demonstrate a commitment to the safety and welfare of children.
- 3** Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- 4** Inform the Senior Deputy Head of any concerns regarding Health and Safety and safe working practices and report all accidents.
- 5** Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- 6** Undertake any other duties that may reasonably be requested appropriate to the grade.

## Revision of Job Description

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- 1** According to the development and requirement of the School, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

# Person Specification

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application **(A)**, interview **(I)** or test **(T)** as indicated below.

## Professional Qualifications / Relevant Education & Training

- { Good general level of education, as may be indicated by A-level standard or possess an equivalent level of skills, knowledge, and experience. **(A)**

## Experience Required

- { Knowledge and/or experience of the independent school sector.
- { Ability to devise and implement a bursary strategy that ensures pupil progress and achieves our social mobility strategy. **(A/I)**
- { Knowledge and/or experience of devising and implementing strategies to support the admissions process including how to support pupils, parents and liaise with external organisations. **(A/I)**
- { Ability to assess applications and conduct interviews and assessments to identify young people who are eligible for and would thrive from a CLS bursary.
- { Developing admissions routes and connections to external organisations that work towards our bursary strategy. **(A/I)**
- { Proven planning and organisational skills and the ability to prioritise work and respond effectively to changing deadlines making key decisions under pressure. **(A/I)**
- { Proven track record in a role responsible for data management including analysing complex data/information and a high level of accuracy and attention to detail. **(A/I/T)**
- { Excellent written communications skills, with the ability to engage a wide range of readers, and inspire action, including marketing and promotional material, social media, letters, emails etc. **(A/I/T)**
- { Excellent oral communication skills, with the ability to speak confidently and persuasively with a variety of internal and external stakeholders (including senior staff, potential parents, potential pupils, teachers). **(I/T)**
- { Strong interpersonal skills and an ability to develop close working relationships with colleagues, volunteers, and external organisations. **(I)**
- { Experience presenting complex data clearly in reports for the School leadership. **(A/I/T)**
- { Experience of working with young people ideally in an educational or learning setting (Desirable). **(A/I)**
- { Discretion and experience of working with confidential data. **(A/I)**



# Person Specification (continued)

## Technical skills and knowledge

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- { Proven IT skills including Microsoft's Word, Excel, and Outlook. **(A/I/T)**
- { Ability to manage and maintain school database systems. **(A/I/T)**

## Other relevant information

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- { Passionate about ensuring access to an independent education regardless of the ability to pay the fees. **(I)**
- { Previous experience of delivering outstanding customer service, potentially but not necessarily, within a similar environment. **(I)**
- { Motivated by working with young people, enhancing their educational opportunities, and supporting social mobility in the UK (Desirable). **(I)**

### Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

# Other reasons to work with us

## Health and Wellbeing

- { In-house counselling services
- { Employee Assistance Programme
- { Enhanced paid time off policies (sickness, maternity, paternity, adoption, and shared parental leave)
- { Access to Occupational Health Services
- { Access to School Swimming Pool (set hours)
- { Staff Activities and Clubs (Running, Yoga, Pilates, Netball, Football and more!)
- { Corporate Gym Discount with Anytime Fitness
- { 24 days annual leave and increasing with continuous service plus bank holidays.
- { Hybrid / Flexible Working (role-dependent)

## Financial benefits

- { Annual Season Ticket Loans via Abellio
- { Interest free Bicycle Loan (up to £1,000)
- { Cycle 2 Work Scheme via Halfords
- { Childcare Voucher Scheme

- { Childcare Affordability Scheme
- { Up to 40% discount with Hatching Dragons Nursery
- { Cheapside Privilege Card (local offers and discounts)
- { Up to 25% discount off an O2 Refresh Airtime Plan.
- { 21.6% LGPS Employer Contribution (2020-21 figure)

## Training and development

We are committed to supporting staff development. There are three staff training days throughout the year plus our appraisal scheme helps support staff in developing their ideal role through training programmes and courses.

Staff also gain access to the City Learning online training and development system, which can be accessed from any mobile device.

## Recognised employer – Continuous service

City of London Corporation is a recognised employer as part of the Local Government Modification Order – we acknowledge continuous service to those working within Local Government. Your entitlement to certain contractual benefits with the City Corporation (e.g. annual leave, sick leave, maternity leave) is

related to the length of time you have been employed by the City of London Corporation and/or other public bodies covered by the Redundancy Payments (Local Government) (Modification) Order 1999.

## Disability Confident Employer

The City of London Corporation is committed to creating a culture where everyone's opinion and views are heard. Where employees can bring their unique self to work and excel in an environment that encourages different perspectives and experiences to be shared.

We are Disability Confident Employers and members of Stonewall's Diversity Champions programme and have recently completed an equality and diversity self-assessment process to assess compliance with the Public Sector Equality Duty. In 2019-20 we also undertook a public consultation on gender identity and, as a result, put in place a new Gender Identity Policy. We also actively host events like our Eid Dinner, Black History Month and Pride Month, which are vital in promoting the values we all share.

## London Living Wage Employer

The City of London Corporation is an accredited Living Wage employer, which ensures all employees are paid (as a minimum) the annually calculated London Living Wage hourly rate.

# How to Apply

This post is offered on a term time only basis, plus 4 weeks in the school holidays. We are happy to discuss a full-time position for this role for the right applicant. Salary is £41,360 - £46,050, inclusive of London Weighting.

All applications must be completed by following the instructions on the City of London School website vacancies page:  
[www.cityoflondonschool.org.uk/vacancies](http://www.cityoflondonschool.org.uk/vacancies)

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City of London School are committed to safeguarding and promoting the welfare of young people and requires the same commitment from all their staff.

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate, medical clearance, confirmation of the right to work in the UK and overseas police checks where necessary. The schools undertake further checks as necessary including prohibition from teaching and management checks. This post is exempt from the Rehabilitation of Offenders Act 1974.

We welcome applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake.



# City of London School

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