



SINCE 1487

# STOCKPORT

GRAMMAR SCHOOL

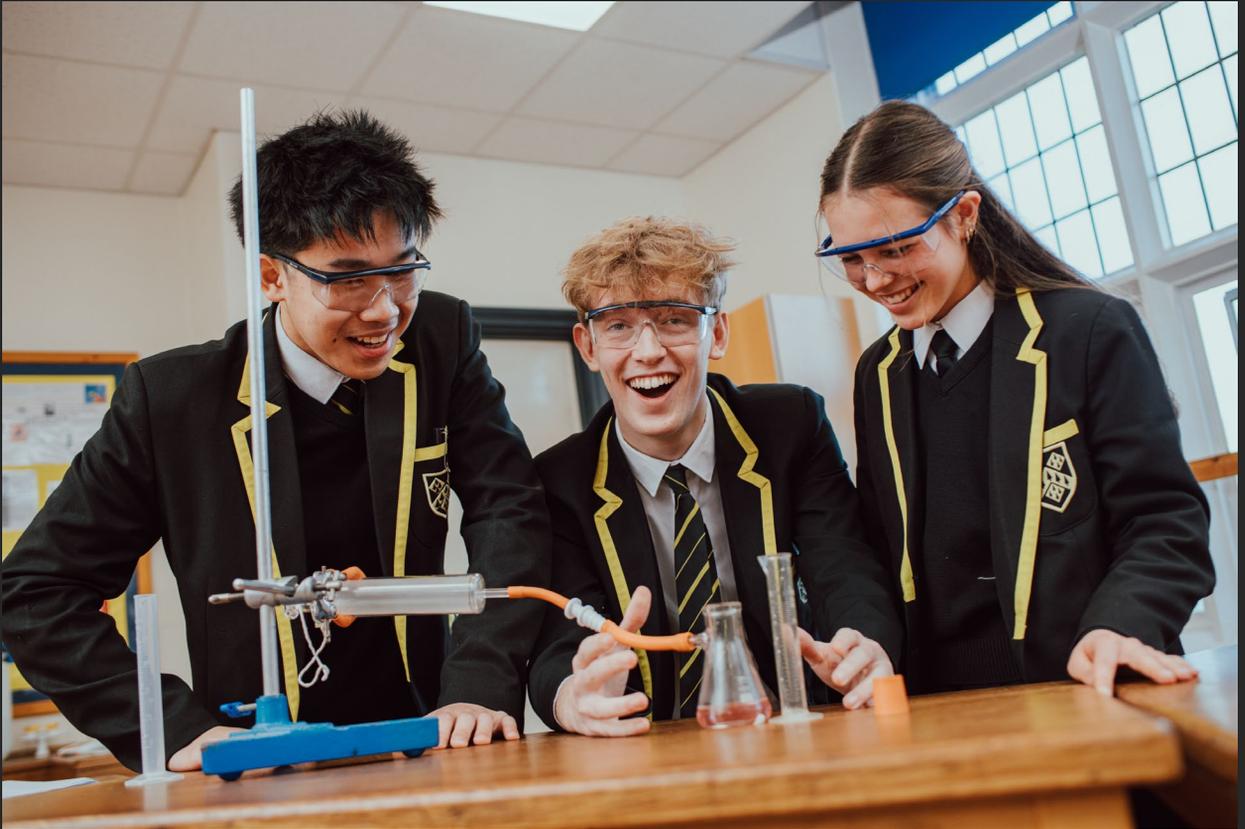


APPOINTMENT OF

**BURSAR/CHIEF OPERATING OFFICER**

**March 2026**

Saxton Bampfylde



## WELCOME

Thank you for your interest in working at Stockport Grammar School: I am delighted that you are considering joining our welcoming, inclusive and supportive community. We welcome applications from anyone with the relevant skills and abilities.

At SGS, we are proud of our history and traditions but also look to the future to ensure our pupils are ready for whatever they choose to do when they leave us. With around 1450 pupils from 3-18, we are a large school, which enables us to offer a broad academic curriculum and an extensive co-curricular programme. However, the school retains the feel, warmth and atmosphere of a much smaller school. Academic results are strong, but this is due to the support and expertise of the staff rather than intensive pressure for success on the pupils. We prioritise pastoral wellbeing and focus on kindness and respect for others.

I hope this provides you with a flavour of what a career at SGS can offer you.



Mrs Sarah Capewell  
Head



# ABOUT STOCKPORT GRAMMAR SCHOOL

Stockport Grammar School (Stockport) was founded in 1487 by Edmond Shaa, a distinguished Goldsmith and Lord Mayor of London. It moved to its present site on the southern outskirts of Stockport in 1916, into new buildings financed by the Worshipful Company of Goldsmiths, with which ties still exist. It has been independent since 1975 and co-educational since 1980. There are 1450 pupils aged 3-18, across the Nursery, Junior School and Senior School, all of which are based on the same site. The School's commitment to serving the local community is demonstrated by a well-established bursary scheme.

The impressive campus is spacious and well-resourced with a mix of traditional buildings and more modern additions, the two latest being the Sixth Form Centre and nursery building completed in 2021. There is a very attractive quadrangle at the historic centre of the School. There is also a Sports Hall and swimming pool, an all-weather surface and extensive grass playing fields. The School has recently announced its intention to demolish then re-build the current Sports Pavilion and Gym: work is due to start in summer 2026.

This is a culturally and socially diverse school, with a strong heart and huge warmth. As ISI commented in the 2023 inspection report, "Stockport Grammar School is a vibrant and welcoming community where values of respect and tolerance sit at the core of its ethos". Pupils are grounded, unpretentious and purposeful and are demonstrably committed to the ethos of their school. Their welfare is well-supported by an excellent and robust pastoral system. There is no such person as a 'typical' pupil at Stockport. Just as academic and sporting achievements are celebrated, so are personal attributes and individuality.

Parents strongly support the atmosphere and life of the School and their responses to regular independent parental surveys show high levels of satisfaction.





## Academics and school life

In its latest inspection, in 2023, ISI stated that at Stockport Grammar School “pupils experience a broad curriculum complemented by an extensive selection of co-curricular activities. As a result, pupils are interested in their learning, eager to embrace challenge and participate in all activities”.

The curriculum is broad and balanced and there is a wide range of options at GCSE and A Level. Results in public examinations are impressive on a consistent basis. In 2025, 41% of all A Level grades were A\* or A, while 75% were at A\*-B. At GCSE 19% were at the top grade 9, while 58% were 9-7.

Co-curricular activities are integral to the School’s ethos and are a great factor in its success. This element forms a central part of Stockport’s mission statement, demonstrated through the rationale that it is important “to encourage personal and physical development and inculcate a sense of self-belief and esteem”. The School offers a vast range of activities to accommodate all interests. Major sports are coached to the highest level, teams enjoy considerable success on the school circuits and pupils achieve representation at county and national level. Music and Drama also thrive, with a huge number of ensembles, concerts, and performances each year.

Because of its location, Stockport draws most of its pupils from the southern and eastern suburbs of

Greater Manchester and north Cheshire; but the catchment area extends as far as Trafford, Macclesfield, Glossop and Oldham. There are several other successful independent schools operating across overlapping areas and therefore the School experiences strong competition for pupil numbers. There is an added dimension to this competition that arises from neighbouring high-performing schools and colleges in the maintained sector.

Known for high standards in academic results, pastoral care and the breadth of its co-curricular programme, the School offers many different routes to success, as different as the individuals it educates. Staff are motivated to discover the latent talent of each child so that activities can be offered that will help build skills and grow the pupils’ sense of self-worth.

Relationships between pupils and their teachers at Stockport Grammar School are particularly strong. It is usual for staff to ‘go the extra mile’ in response to a pupil’s enthusiasm for, say, debating, directing a play, exploring a new musical instrument or competing in a maths challenge. Staff stage events and seek out inspirational speakers to help them kindle excitement for specialist studies and career paths. Pupils feel that the staff know them well, support them in their daily lives and encourage them in their interests.

A key part of this role will be to ensure that the School remains in a strong financial situation so that it can thrive in this competitive environment.



## The town and the area

Present-day Stockport has been extensively regenerated and has a thriving commercial and residential base. In 2024, The Sunday Times named Stockport as the 'Best Place to Live in the North-West', calling it "one of the most exciting towns around". Earlier this year, Stockport was also listed in the Time Out 'Best Places to Visit 2026', giving it the nickname "the new Berlin".

Attractive commuter villages are nearby, and the Peak District is just a stone's throw away. The town and the area are also very well connected: it is ten minutes by train to the centre of Manchester and there are fast and frequent services to London and other major cities. Manchester Airport is nine miles away.

In recent years, the School has found that it has benefited in its recruitment of staff from its location in this desirable part of the country where the cost of living is more affordable and where there is such easy access to a range of outstanding urban and rural offerings. Should candidates wish to visit the School and local area ahead of making an application, the School will do all that it can to accommodate this.





## THE ROLE

Stockport Grammar School seeks a visionary Bursar / Chief Operating Officer and Clerk to the Governors to lead its non-academic strategy, financial stewardship and operational leadership. Reporting to the Head, and with 7 direct reports, the Bursar will sit on the Executive Leadership Team, partner with the Board to set risk appetite and drive business-continuity, and champion all commercial, capital and philanthropic initiatives that safeguard the School's long-term success.

### Key Areas of Responsibility:

- 1. Strategic Leadership**
  - Develop, in association with the Head and the Governing Body, the strategic plan for the next phase of the School's development, focusing in particular on (measurable) operational and financial outcomes.
  - Work closely with the Head to implement the School's vision and strategic plan, particularly in respect of finance, infrastructure, commercial development, new revenue streams and operational development.
  - Take responsibility for strategic financial planning, forecasting, modelling and detailed analysis to ensure the school can plan strategically.
- 2. Financial Stewardship**
  - Lead the School's financial performance and sustainability, setting targets and holding the organisation to account against multi-year forecasts.
  - Direct budgeting, forecasting, management accounts and statutory audit, ensuring transparent reporting to Governors' Finance Committee.
  - Advise on fee-setting, bursary allocation, endowment management and best-value procurement to optimise resource deployment.
  - Ensure robust debtor management and cash-flow disciplines across all support functions.
  - Build and maintain relationships with the School's bank and financial advisers.
- 3. Governance & Compliance**
  - Serve as Clerk to the Governors and Company Secretary: prepare agendas, papers, minutes and statutory filings; ensure that the Governing Body adheres to its Articles of Association.
  - Ensure compliance with charity & company law, ISI standards, KCSIE, GDPR, Health & Safety and other regulations.
  - Lead policy reviews and inspection readiness to uphold the highest governance standards.



#### 4. **Estates & Capital Projects**

- Develop and lead the site masterplan that supports that School's strategic vision and plan.
- Lead the delivery of capital projects to time, specification and budget with support from appointed project professionals.
- Oversee statutory testing, planned maintenance and sustainability programmes, driving carbon-reduction and energy-efficiency targets.
- Manage the School's investment property portfolio and nurture relationships with local authorities and heritage bodies.
- Ensure the effective management of the School's estate in line with its objectives.

#### 5. **Commercial & Philanthropic Partnerships**

- Oversee the commercial operations and opportunities to maximise the income generation from the School's assets and infrastructure and expand into new markets to develop revenue-earning opportunities.
- Work with the Development Office to design and deliver philanthropic and bursary campaigns, deepening alumni engagement.
- Represent Stockport Grammar at key external forums, such as independent school associations, local government and community groups

#### 6. **HR and People Development**

- As a full member of the Executive Leadership Team, work collaboratively to develop strategic priorities and model an inclusive, high-performance culture across academic and operational functions.
- Design and implement a high-impact people strategy, spanning organisational development, talent management, succession planning and

performance frameworks, that underpins our values of diversity, equity and wellbeing.

- Ensure safer-recruitment compliance, oversee the Single Central Register and champion colleagues' wellbeing initiatives.

#### 7. **Operations & Service Delivery**

- Oversee effective and efficient delivery of all support operations, including caretaking, cleaning, security, catering, transport and front-of-house services through deputised management teams or outsourcing.
- Drive continuous improvement of MIS and digital platforms to streamline workflows, reporting and stakeholder experience.
- Oversee administrative support for events, admissions, examinations and HR processes.

#### 8. **Digital Strategy & IT**

- Work with the Head of Digital Services to develop and implement a future-proof digital strategy for teaching, learning and administration.
- Safeguard network security, data protection and disaster-recovery plans.
- Optimise school-wide management information systems for finance, HR and estates.

#### 9. **Legal & Regulatory Compliance**

- Maintain the School's Articles of Association and charity- and company-law filings.
- Advise on insurance cover for all key insurable risks.
- Promote data-protection best practice and oversee GDPR compliance.





## PERSON SPECIFICATION

### Qualifications & Experience

- Degree-level education; professional qualification in finance, business or related discipline desirable.
- Proven senior leadership experience in a complex organisation, ideally within the independent-school sector.
- Track record of stewarding multi-disciplinary teams through change and delivering major capital projects.
- Strong financial and commercial acumen, with demonstrable success in budgeting, forecasting and audit.
- Experience working with a Board of Governors or equivalent governance structure.

### Skills & Attributes

- Strategic thinker with outstanding analytical, negotiation and project-management skills.
- Exceptional communicator who builds trust with Governors, Head, staff, parents and external partners.
- High emotional intelligence, resilience and a flexible, solutions-oriented mindset
- Personal integrity, warmth, humility and a sense of humour.
- Committed champion of equality, diversity, inclusion and safeguarding best practice.



# TERMS

## Package

A competitive salary commensurate with the seniority of this post will be offered. Other elements of the package include:

- contributory pension
- private medical insurance
- income protection scheme
- death-in-service cover
- generous fee remission
- 30 days' annual leave plus bank holidays



## Legislative and Organisational Requirements

Stockport Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and DBS.

All staff at SGS must conduct themselves in accordance to their responsibilities under the Health & Safety at Work Act 1974 and maintain a safe environment for pupils, staff and visitors, ensuring that reasonable care is taken at all times for the health, safety and welfare of all.

The post holder will, at all times, perform the duties with due adherence to all School Policies and Procedures. They must promote and safeguard the welfare of children and young people they come into contact. They must ensure that all data held by the department is handled in compliance with relevant General Data Protection rules and school policy.

This job description may be varied to meet the changing demands of the School at the reasonable direction of the Head . Any significant changes will, wherever possible, be made after consultation.





## HOW TO APPLY

**Saxton Bampfylde Ltd** is acting as an employment agency advisor to Stockport Grammar School on this appointment.

Candidates should apply for this role through our website at **roles.saxbam.com** using code **LGYF**.

Click on the 'apply' button and follow the instructions to submit a CV and cover letter, and complete the online equal opportunities monitoring\* form.

The closing date for applications is **9am on Friday 10<sup>th</sup> April 2026**.

Panel interviews will take place on 29<sup>th</sup> April and 6<sup>th</sup> or 7<sup>th</sup> May 2026.

Dates may be subject to change.

- The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application.

### **Data Protection**

According to GDPR guidelines, Saxton Bampfylde Ltd are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



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