

Appointment of

Bursar

January 2026



WREKIN
LOVE THE JOURNEY





AN INTRODUCTION

Wrekin College (11-18) and Wrekin Prep (4-11) share a beautiful 100-acre campus in central Shropshire, situated on the outskirts of Wellington. Wrekin Prep (formerly known as Old Hall School) is a day school, while Wrekin College (comprised of Wrekin Senior and Wrekin Sixth) is a day and boarding school. Wrekin has a proud and distinguished history and continues to grow, innovate, and invest to give its students the best possible preparation for the future.

With pupils from 11 to 18 years of age, Wrekin College has a strong philosophy of providing individual attention to pupils and, through a holistic approach to education, adding value to their lives. Whilst being proud of its traditions, Wrekin College is forward-thinking in its approach and embraces change.

For many years, the school has been known locally as “The School in the Garden” owing to its extensive gardens and playing fields. Spanning 100 acres, both Wrekin Prep and the College have outstanding facilities. These include a Music School, dedicated Art School, Design School, purpose-built 200-seat theatre, fitness suite, squash courts, two floodlit all-weather (astroturf) sports pitches, cricket fields, rugby pitches, tennis and netball courts, Dance Studio, sports halls, gymnasium, six-lane 25m indoor swimming pool, Fives courts, indoor rowing facilities, computer

suites, library, Chapel and Sixth Form Centre.

Wrekin College and Wrekin Prep together constitute the Wrekin Old Hall Trust which has an annual income of over £10 million and employs around 250 staff. Situated on the edge of Wellington, a small market town in Shropshire, it benefits from being very well connected through its extensive road and rail networks.

Wrekin College’s Senior Management Team primarily focusses on the education within the College. The Head of Wrekin Prep is part of the SMT, ensuring there is also a collective view of the 4 – 18 provision. The Nursery is a separate company. Wrekin is one of four ‘Allied Schools’, with The Allied Schools Agency acting on behalf of the Martyrs’ Memorial Trust. A proportion of governors are nominated by the MMT, and have a role in promoting the Christian ethos at Wrekin.

Wrekin is an inclusive school, welcoming pupils of all faiths or none, where the chapel plays a role that supports not only the spiritual life of the school, but also its strong sense of community and focus on the welfare of the whole school community.



ABOUT WREKIN

Wrekin College and its Prep have a long and proud tradition. They have been led in a way that has understood the need for constant evolution whilst maintaining and building its reputation as inclusive, down to earth and ambitious schools.

In recent years, there has been a drive to bring the Prep and Senior School together in a more closely aligned way. Most recently this has seen the rebranding of Old Hall as Wrekin Prep. The Head of the Senior School has oversight of the leadership of Wrekin Prep through a direct reporting line, with the Head of Prep sitting on the College Management Team.

Wrekin College (Wrekin Senior and Sixth) educates around 490 students (aged 11-18) with 188 students aged 4-11 on the roll of Wrekin Prep. A separate nursery operates on the site of Wrekin Prep (Daisy Chain) and although this is owned and managed independently of Wrekin College, there is alignment and collaboration between the two organisations.

Wrekin enjoys many a tradition you would expect to find in a school of its heritage and retains a strong boarding ethos and sense of community, but it does this in a way that embraces the advances and developments of modern life and allows the school to be responsive to societal expectation. This is a school which understands the needs of their families and goes the extra mile to see they are met.

Every child is valued; 'giving it a go' is the accepted mantra; individual talents are celebrated and fostered. Consequently, there is a strong focus at Wrekin on

nurturing interesting, self-disciplined and balanced young people, who will have the wherewithal to succeed in their adult lives.

With a Management Team and Board who are clear that the school must not rest on its laurels, the school has been proactive in ensuring it continues to provide a relevant education which prepares the students for life after school. In 2016, the school opened a Business School which is a thriving hub for Wrekin's employability programmes; four years later, Wrekin proudly opened a new Music School and the following year, in 2021, a second new astroturf pitch and a Dance Studio were added to the estate. A library and new Sixth Form social centre have also been opened.

Wrekin continues to attract boarders, both from the UK and internationally and boarding is a core and integral aspect of our school ethos. Co-curricular and academic activities continue into the evenings and weekend and many staff live on site to allow for our community to remain open and vibrant outside of traditional school hours. Currently 14% of our pupil roll are boarders and these are predominantly from the International market. Our Head of International Admissions has a key role in the promotion of our Wrekin International experience including bespoke academic pathways, EAL support and strong pastoral care.

GOVERNANCE AND LEADERSHIP

THE WREKIN OLD HALL TRUST

The Governors of the Wrekin Old Hall Trust are a committed, proactive group of individuals, with a range of backgrounds commercial and non-commercial. The new Head will work closely with the Governors on developing and implementing a shared vision for the Trust, and its two schools, making use of the expertise and commitment of those involved in a non-executive capacity.

The Governing Body has 11 members, meets as a full Board termly and is chaired by Dr Emma Crawford. There are a number of sub-committees that also meet termly including Finance and Estates, Education, Safeguarding and Marketing and Admissions committees.

Wrekin Old Hall Trust has welcomed a new Head of Wrekin Prep, Craig Williams, in January 2026 and will shortly be looking to recruit a Bursar to replace our current interim Finance Director. The Governing Board are cognisant that the support of Governors and that of the wider school Management Team will be of utmost importance in welcoming and

successfully embedding a new Executive Management Team. Consultation and planning is currently underway to allow for a refreshed whole school strategic plan to be rolled out in September 2026 and the successful candidate would expect to be involved in the ongoing discussions and development of this with the Governing Board.

Wrekin College has close links with its fundraising arm, the Wrekin Foundation. The core aim of the Wrekin Foundation has been, and continues to be, the funding of life-changing bursaries for students who would not otherwise be able to access a Wrekin education. It also supports fundraising for selected school capital projects and works closely with our alumni organisation, the Old Wrekinian Association.



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At Wrekin College, we believe education should be transformative.

Our mission is simple yet powerful: to help every pupil discover and become their best self. Everything we do—from our academic curriculum to our co-curricular opportunities—is designed to stretch, challenge, and inspire. Academic excellence is our foundation, but it is personal growth that defines us. Here, pupils are encouraged to reach for their best—because success is not a comparison, but a journey of individual achievement.

At Wrekin, whether that be Wrekin Prep, Wrekin Senior, Wrekin Sixth, our aim is to provide an inspiring education that enables every child to thrive, in the classroom and beyond. Many join us at the start of the journey, in Wrekin Prep, many join along the way. Whenever your child joins us, they are known, included and valued as part of the Wrekin family.

For further information about Wrekin, please visit [Wrekin College for Prep, Senior, Sixth and International](#)

THE ROLE

The Bursar of Wrekin College is a pivotal senior leadership role, working in close partnership with the Heads and Governors to shape and deliver the schools' strategic vision as both an academic institution and a charitable business. With responsibility for financial leadership, operational excellence, staff management and governance, the Bursar provides strategic oversight of the Wrekin's resources, estate, people and systems, ensuring they are aligned to support outstanding education and the welfare of pupils.

KEY RESPONSIBILITIES

Strategic Leadership

- Supporting the Heads in shaping and implementing Wrekin's strategic vision.
- Leading and continuously improving Wrekin's financial and operational strategy, anticipating future needs and macro developments in the broader education sector.
- Working closely with the Heads in overseeing and developing Wrekin's Bursary Programme.
- Ensuring that our catering services deliver their commitments in terms of cost and quality.
- Contributing as a member of the Senior Management Team.
- To act as Wrekin's 'Responsible Person' under Health & Safety legislation which includes oversight of fire safety, site security, accident reporting, external review and risk assessment programme and implement agreed recommendations.
- To oversee capital developments ensuring that all capital projects come in on time to agreed costs and quality parameters.

Staff Leadership and Management

- Lead by example, with particular responsibility for the functional managers who in turn lead and line-manage teams of direct reports, (including Finance, Operations, HR, IT and Catering).
- Articulate a sense of shared purpose amongst the teams they oversee based on a commitment to Wrekin's strategic vision, ensuring that all direct reports and their wider teams are supported to deliver their remits to the highest professional standards and have opportunities to develop and grow in their roles.
- Oversee the recruitment, performance management and development of the wider support staff.
- They will model an ethos of service excellence in pursuit of Wrekin's educational aims.
- To ensure maintenance of Wrekin's HR policies and processes, overseeing the production of contracts, pre-employment checks and maintenance of the Single Central Register.
- To be trained in, and fully conversant with, Safer Recruitment; ensuring the recruitment process for both employed and contracted staff is compliant.
- To act as the Heads' adviser on employment matters including disciplinary procedures as required.
- To be responsible for the safety, security and maintenance of the schools.
- Lead on the strategic planning for Wrekin's finances, including advising on financial policy (including complex issues such as pensions, taxation and charitable status).
- Advising Governors on general financial policy, including investments and taxation.
- Overseeing the annual operating budget, cost management initiatives and advising the Heads and the governors on fees and salary levels.
- Overseeing the work of the bursary team, ensuring suitable systems of financial controls and the proper administration of fees, payroll, pensions and insurance.
- Oversee the preparation of quarterly VAT returns and advise governors on approach to Fee VAT recovery.
- In consultation with the Heads, prepare the school budgets for approval by the Governors.
- Monitoring income and expenditure and presenting regular management reports to the Governing body.

THE ROLE

General Management

- Overseeing the stewardship of Wrekin's extensive estate.
- Demonstrable leadership, management and delegation skills.
- Ensure safe systems of work are in place.
- Sufficient financial controls are in place.
- Ensure that Wrekin's IT system is robust and resilient to external threats.

Clerk to the Governors

- Acting as Clerk to the Governors, supporting the work of its Committees; and providing general support and advice, including through the provision of papers for their meetings.
- Overseeing the Charity Commission and Companies House requirements, as well as internal Governance and compliance policies and regulations.
- Produce clear and accurate meeting minutes and co-ordinate delivery of actions directed by the Board of Governors.
- Ensure governance duties are efficiently discharged including submission of timely annual accounts, returns and updates to the Charities Commission.
- Working as part of the critical response team to any serious incidents which may affect the working or reputation of the College.

Reporting Lines and Structure

- Reports to the Head (Bursar)
- Reports to the Chair of Governors (Clerk)



PERSON SPECIFICATION

Qualifications and Experience

- Good first degree with a commitment to continuing professional development
- Recognised financial qualification (ACA, ACMA or ACCA) (desirable)
- Strong experience in financial management and control, with the ability to interpret complex financial information
- Proven delivery of best value for money across support services
- Experience of developing effective management information systems
- Knowledge of site planning and buildings
- Understanding of working within an academic environment
- Strong awareness of confidentiality and data protection requirements
- Previous experience as a Chief Financial Officer or Bursar (desirable)

Leadership and Management

- Proven success in leading and developing multi-disciplinary teams in a comparable organisation
- Experience of overseeing first-class support services
- Ability to influence performance positively and address underperformance with calm, authoritative leadership
- Strategic outlook with initiative and the ability to plan and implement change

- Experience of leading teams through periods of development and change

Knowledge and Skills

- Strong understanding of the commercial and operational requirements of a successful school
- Ability to design and implement clear management systems with defined roles and accountabilities
- Good project management skills, with the ability to manage multiple priorities concurrently
- Ability to build effective relationships with senior leaders and the Governing Body

Personal Qualities

- Strong commitment to the values, ethos and safeguarding responsibilities of Wrekin
- Highly organised, detail-focused and quality-driven
- Sound judgement, strong problem-solving skills and ability to prioritise under pressure
- Clear and engaging communicator with the ability to articulate strategic vision
- Adaptable leadership style that encourages collaboration and celebrates success
- Proactive, flexible and resilient, with excellent interpersonal skills
- High levels of energy, enthusiasm and a positive sense of humour

TERMS OF APPOINTMENT

An attractive package will be negotiated with the preferred candidate, dependent on experience. The package will include:

- 10% employers' pension contribution into the Pensions Trust Scheme
- Private Medical Insurance for self only
- Accommodation will be available if required
- Fee remission for children
- Annual leave entitlement is 30 days plus bank holidays

The start date will be summer 2026.

Safeguarding

All appointments will be subject to satisfactory clearance from an enhanced Disclosure and Barring Service Check. Other checks will be made in line with current legislation on Keeping Children Safe in Education.

If you are shortlisted for interview you will be asked to sign a declaration of any criminal record or information that would make you unsuitable to work with children.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.



HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to Wrekin College on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code TWHE.

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

The closing date for applications is 9am on Thursday 19 February 2026.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we 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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