



King Edward's

WITLEY

Appointment of an

Bursaries and Charities Officer (Part-Time)



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Executive summary

This is an exceptional opportunity for a new Bursaries and Charities Officer to join a flourishing co-educational boarding and day school, set on an attractive 100-acre campus and in Witley, Surrey.

Bursaries at Bridewell Schools are provided or administered by Bridewell Royal Hospital, the charitable foundation that operates King Edward's Witley, Barrow Hills School and Longacre School. The provision of bursaries lies at the heart of Bridewell's founding purpose. In 1553, King Edward VI granted his Bridewell Palace to the Lord Mayor of London to create a place of education and training for disadvantaged children. Nearly five centuries later, that mission continues to transform lives through an education that is broad, ambitious and inclusive.

The Bridewell endowment and enduring links with the City of London give life to this mission today. The Lord Mayor attends key ceremonies and livery companies and charitable trusts remain active supporters, funding boarding places for pupils who would not otherwise access such opportunities.

Within this historic and evolving context, the Bursaries and Charities Officer plays a pivotal role: identifying and guiding suitable Foundation candidates, administering bursary awards with rigour and compassion, and cultivating relationships with charities, livery companies and philanthropic trusts to secure long-term support.

This is an exciting opportunity to uphold and extend a remarkable charitable mission as Bridewell approaches the 475th anniversary of its founding in 2028.



King Edward's – yesterday, today, tomorrow

As one of the longest-standing co-educational schools in the country and one of only two remaining Royal Hospitals from Tudor times, King Edward's Witley has a rich history of providing an education which is holistic, inclusive and progressive.

YESTERDAY

Nicholas Ridley, Bishop of London, convinced the boy King Edward VI to grant his palace at Bridewell on the banks of the Thames to the Lord Mayor of London, so creating the parent foundation – Bridewell Royal Hospital – as a place for the training and education of poor children in 1553. In 1860, the new charity scheme for Bridewell Royal Hospital was created and the House of Occupations was renamed King Edward's School admitting boys and girls from aged 10.

The pupils from King Edward's Boys' School moved to its current site in Witley in 1867 and the School now occupies around 100 acres of stunning Surrey countryside. The School marked the 150th anniversary of the Witley school on its current site in 2017 and will celebrate its 475th year in 2028.

TODAY AND TOMORROW

We are steadfastly proud of our heritage and longstanding engagement with the City of London through Bridewell. King Edward's Witley, Barrow Hills School and Longacre School are the operational arms of Bridewell Royal Hospital, a charitable Foundation from which both schools inherit

a culture with diversity, generosity, opportunity and social responsibility at its heart, combining a global outlook with a sense of local belonging. More concretely, a significant endowment from Bridewell allows us to provide boarding places to pupils with a clear boarding need – our Foundationers.

King Edward's holds true to its Founders' mission to offer a foundation for life to young people from a range of backgrounds. At King Edward's this means an exciting and challenging curriculum, a broad range of sporting, artistic, social and cultural opportunities and an environment which is specifically created to inculcate the values of independent learning, responsibility for others and the enjoyment of challenge.

Pupil experience is at the heart of what we do. The School has over 480 pupils, many of whom are day pupils from primary and Prep Schools. Boarding is a core pillar of the King Edward's community, with around 100 boarders accommodated in Houses including an Upper Sixth pre-university House.

All pupils, day and boarder belong to a House and are cared for by their Housemaster/ Housemistress and their team.



King Edward's – yesterday, today, tomorrow *continued*

Around 38% of pupils live abroad, in over 30 different countries and there is a growing cohort of local day pupils. The Sixth Form generally numbers more than 100 pupils, most of whom go on to study at Russell Group, Oxford and Cambridge, and leading European or US-based universities.

Our heritage continues to be highly valued and close links with the City of London remain through the Court of Bridewell (Board of Governors). The Lord Mayor attends Admissions Day and the School's annual Foundation Day Service at St. Bride's Church. Pupils participate in a range of events and activities associated with the City of London, perpetuating the School's links with its historic roots.

The School has a long tradition of philanthropy and addressing disadvantage and vulnerability. King Edward's offers welfare bursaries through Bridewell Royal Hospital, livery companies

and other charities, for young people who are less advantaged and who have a particular need for a boarding education.

Over 50 pupils are supported by Bridewell Royal Hospital and other charities with financial contributions equal to annual boarding fees to attend the School. King Edward's is proud of its ongoing work transforming the lives of disadvantaged young people through providing a safe, fulfilling and purposeful educational environment.

The Head is a member of HMC.

Further details of the School are to be found in the Independent Schools' Yearbook, or on our website www.kesw.org.





Academic life and life beyond the classroom

ACADEMIC LIFE

King Edward's offers a broad, balanced curriculum, where excellent teaching is provided in a supportive and stimulating environment, enabling pupils to equip themselves with the skills and characteristics needed to succeed in today's ever-changing and dynamically global society.

The School follows the National Curriculum but learning goes well beyond this, enabling pupils to think critically, study broadly but also in depth, and pursue interests in the creative and active sides of life, devoting attention to the wider community. Therefore, the School has two exam pathways at Sixth Form: A-Levels and BTECs to allow pupils to pursue different routes through the post-16 curriculum.

The School is building its academic profile and sees this as its highest priority. Whichever pathway they take, all pupils are encouraged to be independent thinkers, develop a love of learning and be open-minded and principled.

LIFE BEYOND THE CLASSROOM

The 100-acre site at King Edward's and excellent facilities ensure that the School can provide co-curricular and enrichment opportunities that are extensive and wide-ranging.

There is significant ongoing investment into the School's facilities. Recent projects include the opening of a purpose built house for the Upper Sixth (Year 13), refurbishment of Science Laboratories, and DT workshops.

Our pupils and staff take advantage of our transport links, including a train station 5 minutes from our School with direct access to London Waterloo, Guildford and Portsmouth.



Pastoral care and boarding

“Pupils of all ages demonstrate outstanding levels of respect for diversity and other cultures... [they] contribute enthusiastically to boarding and the community... [and] have a highly developed sense of moral understanding.” ISI 2022

King Edward’s has a uniquely diverse pupil body – culturally, socially and economically – and this forms a key part of its identity and ethos. Pupils benefit hugely from the outstanding care and support that the School provides which is inclusive and outward-looking.

Unique paired Houses share common rooms, kitchens, television and music rooms allowing girls and boys to mix naturally. This arrangement is particularly valued by parents and characterises the School’s belief in engendering equality in the community.

Housemasters/ Housemistresses lead each House, ensuring pupils are treated as individuals and encouraged to pursue their passions.

The School offers weekly boarding and flexi boarding which is particularly popular with parents from London who wish their children to benefit from the countryside and a boarding environment but retain some flexibility.



Leadership, management and governance

The School's Governing Body is known as The Court of Bridewell, reflecting the historic foundation of the School as Bridewell Royal Hospital in 1553. The Chair of Governors is known as the Treasurer. The Court comprises up to 30 members, all of whom are unpaid volunteers, and includes Aldermen and members of the Common Council of the City of London, and several Governors co-opted for their expertise in education, finance and other relevant areas.

The Strategic Management Team is responsible for overseeing the school's strategic direction and comprises:

- Mrs J Wright, Head & Principal of Bridewell
- Mr D Corran, Deputy Head
- Mr M Harrison, Deputy Head Co-Curriculum
- Mr A Kirk-Burgess, Deputy Head Academic
- Dr A N Lennard, Director of Studies and ICT
- Mr D Rogers, Chief Finance and Operations Officer
- Mr Z Siva, Director of Safeguarding & DSL

The Senior Leadership Team, also chaired by the Head, oversees important operational matters and includes all members of SMT, plus:

- Mr J Andrade, Head of Lower School
- Mr T Campbell, Head of Middle School
- Mr J Downs, Head of Digital Innovation
- Mr N Emsley, Senior Housemaster
- Mr S Fitch, Head of Marketing, Admissions & Communications
- Mrs L Edwards, Head of Inclusive Learning and SENDCO



Role description

MAIN DUTIES AND RESPONSIBILITIES

BURSARY PUPIL RECRUITMENT

- Working with the School's Marketing and Admissions Department in order to attract deserving bursary applicants to the Schools.
- Attending Open Mornings / Exam days / charity visits and School functions, as required.
- The Bursaries and Charities Officer is responsible for liaising with other organisations who refer bursary pupils to Bridewell.

BURSARY ADMINISTRATION

- Responsibility for the management of all aspects of bursaries.
- Management and recommendation of awards from funds administered by Bridewell Royal Hospital.
- Act as the Schools main contact for parents applying for bursary support; providing information, assistance, guidance and understanding.
- Process bursary applications, liaising with parents/guardians as necessary
- Liaise with Bursary Administration Limited to obtain a 3rd party due diligence report on all new applications and adhoc renewal applications.
- Provide recommendations to the Bursary Awards Committee (BAC).
- Request boarding need (or benefit from a Bridewell education) assessments from the Head as part of assessing bursary awards.
- Undertake occasional home visits to bursary applicants as requested by the BAC, in order to assess wider aspects of their bursary application.
- Providing advice and support to parents / guardians as to which charities are likely to be able to provide support based on individual criteria and / or known funding availability.

- Prepare papers and minutes for BAC meetings. Ensure that papers and minutes are issued in a timely fashion.
- Maintain accurate and up-to-date bursary, Scholarships and other discount information, liaising as required with the Head of Finance/Fees Officers.
- Undertake an annual bursary renewal review of all current bursaries and discounts to ensure financial support remains appropriate and to identify where additional support will be required in order for a pupil to remain at the Schools.
- Review charity support received by current pupils to ensure it will continue (or be replaced) throughout a pupil's time at the Schools.
- Administration of "extras" funding for bursary pupils including bursary funds for trips and laptops.

REPORTS/INFORMATION TO OTHER DEPARTMENTS IN THE SCHOOLS

- Provide support and briefing to the Principal/CFOO/Heads when meeting organisations supporting Foundation pupils.
- Brief Housemasters / mistresses on family and pastoral matters relating to new Foundation pupils immediately prior to joining the Schools.



Role description *continued*

CONTACT WITH CHARITIES AND LIVERY COMPANIES

- Establish and maintain relationships with charities, Livery Companies and Local Authorities in order to secure financial support for pupils, in liaison with the Marketing, Admissions and Communications (MAC) office.
- Ensure that the expectations are realised liaising with colleagues (e.g., Housemasters/mistresses or MAC) in order to collate the information in a timely manner. This includes the preparation of an annual report, in conjunction with the Head of Finance, to the City of London Corporation issued by the Principal .
- Enable external charities to visit the Schools and meet the pupils they support and accompany pupils to charity events.

GENERAL

- The Bursaries and Charities Officer is a key ambassador for the Schools. They are actively involved with bursary pupil recruitment, potential parent/guardian contacts and the relationship with external charities.
- Absolute confidentiality, discretion and GDPR compliance is required as the postholder is expected to deal with confidential and sensitive information.
- A flexible approach is needed in order to balance the ambassadorial and pastoral elements of the role with the requirements for administrative attention to detail.



Person specification

ESSENTIAL

- A confident and outgoing personality.
- Proven ability to build and maintain positive relationships with external partners such as charities, livery companies and philanthropic trusts.
- A high level of administrative skills, financial acumen and relevant IT skills including Excel.
- Good communication and presentation skills.
- Discernment and ability to process and summarise information.
- Strong organisational and time-management skills, with the capacity to meet multiple deadlines and maintain meticulous records.
- Absolute discretion and commitment to confidentiality and GDPR requirements.
- A genuine empathy with the School's charitable mission and a commitment to widening access to education.
- Proven ability to manage sensitive financial assessments with fairness and integrity.
- Strong interpersonal skills to work effectively with colleagues across admissions, finance, and senior leadership.
- Ability to analyse data and produce clear reports for committees and external stakeholders.
- Flexibility to attend occasional evening or weekend events, such as Open Mornings and charity visits.
- A proactive, solutions-focused approach and the resilience to work under pressure.

DESIRABLE

- An education sector background
- Knowledge of the Charities Sector
- Familiarity with independent school bursary schemes or other means-tested financial assistance.
- Awareness of safeguarding principles and child-centred best practice.
- Experience of grant or endowment management, or of working with philanthropic funding streams.



Terms of appointment and how to apply

The role of Bursaries and Charities Officer will attract a competitive salary in line with experience and benefits.

Candidates should submit a fully completed Application Form and a covering letter which addresses the competencies outlined as key responsibilities and in the person specification. Candidates may submit a CV in addition.

King Edward's Witley, Barrow Hills and Longacre Schools are committed to safeguarding and promoting the welfare of children and young people and the Court expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post.

Please refer to our websites or ask HR for our child protection and rehabilitation of offenders' policy. Shortlisted candidates will be reviewed on social media/ on-line platforms. We particularly welcome applications from under-represented groups.





Bridewell Royal Hospital

King Edward's Witley, Barrow Hills School and Longacre School are partner schools of the Bridewell Royal Hospital.