



St. Paul's School

MANIBUS POTENTIA STUDIUM ANIMIS

Bursar (Finance and Operations Director)

St Paul's School, São Paulo, Brazil



ODGERS BERNDTSON

St. Paul's was founded in 1926 and was the first South American School to be recognised by the UK government as a British School Overseas. The School is a not-for-profit foundation and is fully co-educational, with approximately 1,000 pupils, aged from 3 to 18 years. It is a school which espouses history and tradition, as well as embracing innovation, contemporary values and technological developments with the latest in digital learning.

The School is proud of its local, national and international reputation and is constantly striving to improve the opportunities for its pupils and staff. The School has undertaken an almost continuous programme of building works over the past 20 years as it has gradually grown, and in 2016 celebrated 90 years of excellent education by opening the Queen Elizabeth II academic centre. This houses a learning resources centre, art studios, music school with the latest recording facilities, and 10 modern science laboratories. A world-class IB school (since 1985), St Paul's is an international member of HMC and IAPS, as well as a member of COBIS and the LAHC.

The current Bursar, Mr Nelson Sapsezian, is stepping down from his post after more than forty years of exceptional and dedicated service to St. Paul's. The Headmaster and Board of Governors now seek a driven and committed operational leader and manager to help deliver the School's exciting vision for the future. The Bursar (Finance and Operations Director) reports to the Headmaster and to the Board of Governors (as Clerk to the Governors) and has overall responsibility for the effective and efficient management of the non-teaching functions of the School. This includes overseeing and modernising all aspects of the School's approach to finance, operations and day-to-day management.

A candidate brief is available from www.odgers.com/83267

The closing date for applications is Wednesday 13 October 2021

St Paul's School, São Paulo, is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. The offer of the role would be made subject to receipt of satisfactory references, proof of relevant qualifications, identification checks and other safeguarding checks, an overseas check if appropriate and a pre-placement medical assessment. Proof of entitlement to work in Brazil is also required where necessary.