



**THE BEACON**

Guiding the next generation



# **BEACON BURSERY FUND TRUSTEE**

## **Voluntary Position**

With General Financial Experience



## INTRODUCTION

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The Beacon is a leading independent day school for boys aged 3-13, set on an 18-acre site within the Chilterns countryside, located in Chesham Bois, Amersham.

The school was founded in 1934 by its first Headmaster, Stanley Fieldhouse, opening on its current site with just 5 boys. Today, The Beacon has circa 510 pupils from Nursery to Year 8.

## GUIDING THE NEXT GENERATION

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The Beacon prides itself on academic excellence, abundant opportunities and our ability to identify an individual's potential; preparing them for what's now, what's next, and wherever life may take them.

## ACHIEVE ACADEMICALLY. PROSPER PERSONALLY.

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From the first steps to the last exam, our team of inspiring teachers and staff deliver best-in-class education in an enriching and enlightening environment.

We ensure that every experience at The Beacon is about becoming a Beacon boy for life.

## THE BEACON VALUES

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Our values are embedded into Beacon Life.



# WELCOME FROM THE HEADMASTER

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Dear Applicant,

Thank you for your interest in our role of [Beacon Bursary Fund Trustee](#) at The Beacon.

The Beacon is a large prep school for boys aged between 3 and 13, with superb facilities and resources that support a forward-looking educational environment. The school is accessible by Chiltern Railways and Met Line, located close to Amersham town.

To give you a flavour of life at The Beacon, please look at our website [beaconschool.co.uk](http://beaconschool.co.uk). Here, you will find our Safeguarding and Child Protection Policy among other useful policies on the 'policies' page.

We are encouraging early applications, and we would like all applicants to state in their covering letter when they would be able to start.

The Beacon is an exceptional school, and we seek exceptional people. I look forward to hearing from you.



Nick Baker  
**Headmaster**

## IMPORTANT NOTE:

- *The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy*
- *The safeguarding responsibilities of the post can be found in the job description and person specification in this recruitment pack*
- *The post is exempt from the Rehabilitation of Offenders Act 1974.*



## THE OPPORTUNITY

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An exciting opportunity has arisen to join The Beacon Bursary Fund's Board of Trustees. The Beacon Bursary Fund (BBF) is a registered charity (number 310643) independent of The Beacon School but affiliated to it.

Over the years, the Fund has provided financial assistance for the education of pupils at The Beacon whose parents or guardians have run into temporary financial difficulties, and who may otherwise have had to withdraw their son from the school at a time that might have been detrimental to their son's educational progress.

The Fund is managed by a board of trustees, currently four in number. Following the retirement of one of our members, we are now looking for a fifth person to join us. We particularly welcome applications from qualified accountants, whether currently active or retired.

## RESPONSIBILITIES

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Key responsibilities include:

- Reviewing applications for financial assistance received from parents/guardians, in conjunction with any relevant information provided by the school about the pupil(s); which may lead to:
- Meeting with the parents / guardians with at least one other Trustee
- Coming to a decision regarding the amount of assistance the Fund wishes to offer to provide
- Drafting of communication (usually by email) to parents informing them of the Fund's decision, in liaison with the other Trustees
- Attending the annual AGM
- Acting as an authorised signatory on the BBF bank account, if so required by the Chair
- Considering any other issues that arise relating to the Fund with the other trustees



## THE CANDIDATE

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We are looking for someone who:

- Has a strong interest in education, particularly of the prep school ages
- Has an understanding of how independent schools work
- Is comfortable in the analysis of financial information
- Can handle applications with discretion, diplomacy and empathy
- Can be available for six to eight early evening meetings a year (usually starting at 18:00 and normally held on the school site), and the AGM.
- The BBF holds a portfolio currently managed by Brewin Dolphin and whilst not a prerequisite, it would be helpful if the applicant had a working knowledge of investments and the stock market

Further details about The Beacon Bursary Fund can be found on the school's website at <https://www.beaconschool.co.uk/admissions/fees-bursaries/bursaries/>

Given the sensitive nature of the Fund's work, we kindly ask existing Beacon parents, staff, Governors or anyone with direct connections to current Beacon pupils to refrain from applying.





## SAFEGUARDING

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Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; following the school's safeguarding policy at all times and using the internal systems/contacting the DSL for monitoring safeguarding, wellbeing and pastoral issues.

Please Note:

- *The role may bring you into contact with children and as such a level of responsibility for children. The role constitutes regulated activity with children.*
- *In the role, you may also be required to undertake such other duties as the Head reasonably requires from time to time.*



## THE PROCESS

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The school is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

There is a requirement to complete the school's Application Form. Please download from the website and send a copy of your completed Application Form and covering letter by e-mail to [Frank Muzika](mailto:Frank.Muzika@beaconschool.co.uk), Director of Finance & Operations, at [DFO@beaconschool.co.uk](mailto:DFO@beaconschool.co.uk)

**Closing date for receipt of applications is 5<sup>th</sup> September 2025.** Interview date to be confirmed. *We would encourage you to submit your application early as we reserve the right to close vacancies earlier than the deadline – if, for example, we receive a number of applications of interest early on.*

*Please note: CVs cannot be accepted. Whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification.*

## CONTACTS

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**Address:** The Beacon, 15 Amersham Road, Chesham Bois, Amersham, Bucks, HP6 5PF

**Telephone:** 01494 736165

**Email:** [dfo@beaconschool.co.uk](mailto:dfo@beaconschool.co.uk)

**Website:** [beaconschool.co.uk](http://beaconschool.co.uk)

