



SCHOOL BURSAR - JOB DESCRIPTION

JOB TITLE School Bursar

PURPOSE OF THE JOB

To organise, maintain and monitor the school's financial and personnel systems.

To manage office functions to ensure an effective service to the school.

To manage premises matters, including Health & Safety.

To line manage administrative and ancillary staff, including commissioning and delegation of relevant activities.

To be an active member of the school's leadership team.

RESPONSIBLE TO: The Headteacher

DUTIES AND RESPONSIBILITIES:

Leadership & Management

- As a member of the Leadership Team offer financial and personnel support and advice as required.
- To maintain and develop financial statements, forecasts and best value procedures.
- To attend Governors' Resources Committee Meetings, to prepare and provide information including annual budget statement, CFR Return and Financial Monitoring reports.
- Line manage administrative and ancillary staff including assisting in the creation and implementation of recruitment / induction / appraisal / training / mentoring systems for these staff.

Finance

- To be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations, using SIMS.net FMS module.
- To monitor the weekly/monthly expenditure and advise the Headteacher/Resources Committee of possible under/over spending whilst providing options for varying expenditure.
- To identify the need for, select and manage the ordering of supplies and equipment for the school including the issuing of invoices and ensuring settlement of accounts.
- To prepare and maintain such reports, records and accounts as are required in conjunction with the school's computerised accounting systems.
- To ensure the proper collection, reconciliation and banking of any monies received by the school, including lettings.
- To manage the Busbridge Breakfast and After School Care Club income and expenditure as a separate fund on FMS, and liaise with the Club Manager.
- To ensure all expenditure is correctly coded to ensure maximum use of all budgets and grants.
- To organise the maintenance of an assets register and inventory.
- To be responsible for seeking professional advice on insurance and advising the governors on the appropriate insurances for the school. Implementing the approved insurances, and handling any claims that arise.

Personnel

- To liaise with the Headteacher on personnel issues.
- To be responsible for school personnel administration.
- To maintain and update personnel database.
- To be responsible for the effective operation of payroll systems, including completion and submission of monthly/weekly timesheets for staff and supply teachers.
- To be responsible for the completion of all new starter paperwork and other documents relating to staff employment, and oversee DBS and Safer Recruitment procedures.

- To liaise with external organisations to ensure that appropriate clearance for new staff is received – medical checks, child protection.
- To be responsible for the maintenance of confidential staff records.

Premises and Health & Safety

- To oversee risk management and loss prevention strategies in the school to reduce insurance costs.
- To co-ordinate the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
- To manage and liaise with the Premises Manager.
- To keep records of and to initiate regular fire practices and alarm tests.
- To take responsibility for updating and ensuring emergency procedures are current and timely.
- To prepare work specifications for tender and assisting with the selection of contractors, in collaboration with the school's retained surveyors. This will include preparing our funding bids for larger capital projects managed by Guildford Diocese School Building Department.
- To liaise with all parties on behalf of the school during building projects.
- To organise the upkeep of playing fields, gardens, all weather surfaces and land drainage.
- To ensure the maintenance of boundaries, footpaths, roads and rights of way.
- To co-ordinate purchase, repair and maintain all furniture and fittings.
- To develop work specifications and manage service contracts.
- To be responsible for the management of Health & Safety within the school.
- Working with the School Governors and DHP, maintain the school's Premises Strategic Plan.

Administration

- To manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
- To ensure appropriate service level agreements are in place to support school improvement and school functions, e.g. governance, personnel, finance, payroll and IT.

General

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection including the General Data Protection Regulation, reporting all concerns to the appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work aims of the school.
- To establish constructive relationships and communicate with other agencies/professionals.
- To attend and participate in regular meetings.
- To participate in training and other learning activities and performance development as required.
- To uphold our school vision: *To be a school that reflects the love of Christ: cherishing each other as unique individuals and challenging all to achieve and succeed.*

Signed on behalf of the Governing BodyDate

Signature of Postholder Date

PERSON SPECIFICATION

POST TITLE: Bursar Level 4+

Essential Criteria	How identified	Desirable Criteria	How identified
<p>SKILLS Excellent numeracy / literacy / ICT skills. Ability to interpret advice / statute. To devise policy / practice in the light of the above. Ability to relate well to children and adults. Ability to persuade, motivate, negotiate and influence.</p>	<p>Application Form & Selection Process</p>	<p>Experience of using school-focussed software e.g. SIMS.net FMS.</p>	<p>Application Form & Selection process</p>
<p>LEADERSHIP Support the Headteacher in the management of change and improvement in pursuit of strategic objectives. Prioritise, plan and organise; direct and co-ordinate the work of others. Build, support and work with effective teams. Work as part of a team. Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out. Set standards and provide a role model for pupils and staff. Seek advice and support when necessary. Deal sensitively with people and resolve conflicts. Commitment to equal opportunities.</p>	<p>Application Form & Selection Process</p>	<p>Have provided professional direction to the work of others.</p> <p>Made informed use of inspection and research findings.</p> <p>Experience of team leadership</p>	<p>Application Form & Selection Process</p>
<p>KNOWLEDGE & UNDERSTANDING Full working knowledge of relevant polices / codes of practice / legislation, e.g. personnel. Several years' experience working in an office environment at a senior level. Accountancy or book-keeping experience.</p>	<p>Application Form & Selection Process</p>	<p>Experience of working in an education / school office environment. Experience of managing premises and Health & Safety</p>	
<p>QUALIFICATIONS / TRAINING Qualification or equivalent experience in relevant discipline.</p>	<p>Application Form & Selection Process</p>	<p>NVQ 4 or Degree or equivalent qualification</p>	<p>Application Form Qualification Certificates</p>
<p>DISPOSITION AND ATTITUDE Open-minded and receptive to new ideas, approaches and challenges. Calm, professional manner.</p>	<p>Reference, Application Form & Selection Process</p>		