

Bursar

Job Description

Grade: GR4

Job Purpose

- 1.1 To operate, maintain and develop strong administrative and financial support to the Headteacher, SLT and SBM in partnership with governors in all elements of the operation of the school ensuring that all legal and safety requirements with regard to people and property are fully met
- 1.2 To manage the efficient running of the school office in support of the teaching and learning of children
- 1.3 To support operations to ensure the school site and its buildings, their maintenance, development and efficient use
- 1.4 To ensure the most effective use of resources in support of the schools learning objectives and to have knowledge of the latest developments in schools finance and funding
- 1.5 To work collaboratively and closely with the Headteacher, SLT, SBM, SENDCo, Resource Base, office staff and the junior school to contribute to the successful and efficient operation of the school

Key Responsibilities

- 1.6 To be an effective team player

Financial Duties

- 1.7 Assist the school in the preparation and operation of financial plans
- 1.8 Assist in identifying procedural and system changes necessary for the efficient management of the school budget
- 1.9 Provide reports to the school which are accurate and timely and of the appropriate standard
- 1.10 Carry out all administrative functions of the post in accordance with School Policy

- 1.11 Use data management systems eg Access, to input data and manage data management systems as required.
- 1.12 Liaise with local authorities finance section
- 1.13 Work within parameters of schools financial procedure regulations
- 1.14 Ensure audit trail exists for all aspects of work.
- 1.15 Oversee and monitor the collection of all payments received in school, both official and unofficial
- 1.16 Oversee and manage the day to day running of the schools information management system, including up-dates as necessary
- 1.17 Prepare information for the School Business Manager in the preparation of monthly reconciliations, payroll reports and budget forecasts
- 1.18 To support meetings with the financial representative and other officials including auditors to ensure the finance system is effective and efficient
- 1.19 Prepare information for further funding from outside agencies to support submitting bids by the Headteacher

Personnel and Human Resources

- 1.20 Day to day management of the personnel records in school including absence management and overtime
- 1.21 Liaise with the Headteacher and SBM about personnel issues
- 1.22 Assist with the preparation and placing of staffing advertisements
- 1.23 Management of complete recruitment process ensuring compliance with KCSIE
- 1.24 Responsibility for school workforce census
- 1.25 Provide advice, support and information to staff regarding personnel issues
- 1.26 Management of the single central record
- 1.27 To ensure robust safeguarding procedures are in place with regard to all visitor to school; monitor their effectiveness and amend as required
- 1.28 Attend regular training and keep up to date with changes

- 1.29 Liaise with external agencies for annual compliance audits

Site and Premises

- 1.30 To work collaboratively with BSS to ensure the day to day management of the site runs smoothly
- 1.31 Manage school access management system for all staff and visitors

ICT

- 1.32 Liaise with IT manager for the administration network
- 1.33 Liaise with the ICT companies to ensure an efficient service is available at all times
- 1.34 Manage asset inventory registry systems

Health and Safety

- 1.35 Maintain adequate systems for Health and Safety, reporting to the Headteacher and appropriate Governors as and when required

General

- 1.36 To keep abreast of current educational developments and undertake relevant CPD when appropriate
- 1.37 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 1.38 To ensure all tasks are carried out with due regard to Health and Safety
- 1.39 To undertake appropriate professional development including adhering to the principle of performance management.
- 1.40 Experience of using a variety of IT systems including Access(Finance), Arbor(MIS) and EPM(HR) would be desirable
- 1.41 To adhere to the ethos of the school
 - 1.41.1 To promote the agreed vision and aims of the school

1.41.2 To set an example of personal integrity and professionalism

1.41.3 Attendance at appropriate staff meetings and parents evenings

1.42 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

2. Supervision Received

Supervising Officer's Job Title: Headteacher

2.1 Level of supervision:

1. ~~Regularly supervised with work checked by supervisor~~
2. ~~Left to work within establishment guidelines subject to scrutiny by supervisor~~
3. Plan own work to ensure the meeting of defined objectives

3. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

4. Special Conditions

4.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	English GCSE pass Maths GCSE pass ILM Level 4 Diploma (CSBM) or working towards	AF/C
Experience Relevant work and other experience	Considerable experience of budget monitoring and account reconciliation	AF/I
	Experience of producing a variety of financial reports including detailed management accounts	AF/I
	Experience of undertaking a range of administrative and technical duties, including data input and retrieval	AF/I
	Experience of financial workings of a school	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
	A sound knowledge of budget management and accounting techniques	AF/I
	A sound knowledge of a range of computer applications including financial management systems	AF/I
	Knowledge of facilities and premises management	AF/I
	Knowledge of relevant Health& Safety legislation	AF/I
	Some knowledge of employment law	AF/
	Ability to work independently demonstrating initiative and pro-activity	AF/I

	Ability to contribute to school business planning	AF/I
	Ability to contribute to policy development e.g. for school lettings	AF/I
	Ability to develop and maintain efficient record keeping systems	AF/I
	Ability to analyse and interpret complex information and make recommendations	AF/I
	Ability to problem solve	AF/I
	Ability to line manage other employees including responsibility for deployment allocation of work, induction, appraisal, development etc	AF/I
	Ability to negotiate 'best value' with suppliers	AF/I
	Ability to communicate with a range of audiences including colleagues, governors, officers of City Council, suppliers and members of the community	AF/I
	Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	AF/I
	Ability to show sensitivity and objectivity in dealing with confidential issues	AF/I
Training	Willingness to participate in further training and development opportunities offered by the school,	AF/I
Other	Ability to demonstrate commitment to Equal Opportunities	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
