

## **Bursar**

### **Job Description**

#### **Grade: GR4**

#### **1. Job Purpose**

- 1.1 To operate maintain and develop the administrative and financial procedures and systems of the school as part of the Senior Leadership Team and in partnership with Governors, ensuring that all legal and safety requirements with regard to people and property are fully met
- 1.2 To be responsible for the school site and its buildings, their maintenance, development and efficient use
- 1.3 To function as line manager for groups of staff as specified by the school
- 1.4 Performance Manager / Team Leader for groups of staff as specified by the school

#### **2. Key Responsibilities**

- 2.1 To be an effective team player

##### **Financial Duties**

- 2.2 Oversee and manager the day to day running of the Schools Information Management System, including up-dates as necessary
- 2.3 To work with the Headteacher and Governors in the preparation of budget forecasts for consideration
- 2.4 Advise other SLT members and Governors on financial implications for the School Development Plan
- 2.5 Plan, prepare and deliver reports to the Governors as identified by Internal Audit
- 2.6 Meet with the LA Financial Representative and other officials including Auditors to ensure the finance system is effective and efficient
- 2.7 Prepare and submit bids for further funding from outside agencies under the direction of the Head Teacher

##### **Personnel and Human Resources**

- 2.8 Day to day management of the Single Central Record and Personnel records in school

- 2.9 Give advice to staff and Governors about personnel issues
- 2.10 Assist with the preparation and placing of staffing advertisements through the LA
- 2.11 Handling all correspondence relating to personnel issues including references, new appointments & general issues
- 2.12 Line Manager to Administration, Caretaking, Cleaning, Catering and the Before and After School Club staff

### **Site and Premises**

- 2.13 Day to day management of the site and premises to ensure smooth operation of all systems – heat, water, gas, electric
- 2.14 Liaising with BSS when problems are reported and acting to remedy the problems
- 2.15 Liaise with LA representatives regarding issues relating to the school premises, including refurbishment and repair
- 2.16 Assist Governors in the development of a site improvement plan to ensure that funding allocations are used efficiently and effectively at all times
- 2.17 To act as the school Project manager for improvements to the school premises

### **ICT**

- 2.18 Act as System manager for the Administration Network
- 2.19 Liaise with the Curriculum ICT Co-ordinator to ensure efficient management at all times
- 2.20 Liaise with the ICT technicians to ensure an efficient service is available at all times

### **Health and Safety**

- 2.21 Maintain adequate systems for Health and Safety, reporting to the Headteacher and appropriate Governors as and when required
- 2.22 Carry out Risk Assessments for fire, health and safety and first aid

### **General**

- 2.23 Oversee and monitor the collection and banking of all monies received in school, both official and unofficial

- 2.24 To act as the schools Data Protection Lead ensuring compliance with GDPR
- 2.25 To keep abreast of current educational developments and undertake relevant CPD when appropriate
- 2.26 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.
- 2.27 To ensure all tasks are carried out with due regard to Health and Safety
- 2.28 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.29 To adhere to the ethos of the school
  - 2.29.1 To promote the agreed vision and aims of the school
  - 2.29.2 To set an example of personal integrity and professionalism
  - 2.29.3 Attendance at appropriate staff meetings and parents evenings
- 2.30 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

### 3. **Supervision Received**

Supervising Officer's Job Title: Head Teacher

- 3.1 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

### 4. **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)

### 5. **Special Conditions**

- 5.1 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
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.		AF/C
<b>Experience</b> 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
<b>Skills &amp; Ability</b> 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 <b>Part 7 of the Immigration Act 2016</b>	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 act as Systems Manager for the school	AF/I
		AF/I

	Ability to contribute to policy development e.g. for school lettings	AF/I
	Ability to develop and maintain efficient record keeping systems including SCR	AF/I
	Ability to analyse and interpret complex information and make recommendations	AF/I
	Ability to problem solve	
	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	
<b>Training</b>	Willingness to participate in further training and development opportunities offered by the school,	AF/I
<b>Other</b>	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: HT, DHT & SBM

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Date: 25/4/2022

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