

Bursar Job Description

Responsible to: Headteacher and Governing Body

Finance

Prepare for approval by the Head Teacher and Governors, the school's annual budget for delegated expenditure and the schools private funds in line with the guidelines provided by the Governing body.

Prepare for the Governors/Finance Committee a comprehensive budget report at the agreed intervals to enable them to manage the school's budget in an efficient and effective way.

Monitor and report regularly to the Head Teacher and Governors the schools expenditure, identifying areas of over or under spend and to advise on possible remedial action to enable the Head Teacher and Governors/Finance Committee to take action.

Ensure that all financial transactions including payroll forms are processed in accordance with the financial regulations set down by the Education Authority and the school. This will include setting up and reviewing the schools internal processes as well as working within the procedures set by the Education Authority.

To manage and monitor contracts, tenders and agreements for the provision of support services, ensuring the application of correct procedures and participate in the decision making process so that the school obtains the most cost effective service in line with its requirements.

Management of Information

Establish procedures for data collection in order to prepare reports, returns/surveys and other information for a variety of internal and external services/organisations eg the Education Authority, Auditors, Ofsted, DfES etc. Ensure that returns are completed and submitted within the required timescale.

Be responsible for undertaking the School Workforce Census and ensuring this is kept up to date.

Provide analysis and advice to the Head Teacher on a variety of management information, including benchmarking.

HR Management

Manage the school administrative support function, ensuring that all staff are aware of the priorities and that the systems in place support the school in the achievement of its' objectives.

Responsibility for the HR administration, and ensure that all forms and records are undertaken in a timely manner, in conjunction with RBWM HR and Payroll Unit as appropriate.

Provide information and advice to the Head Teacher on a range of HR issues relating to staff within the framework and policies of the LEA and the Schools Pay Policy. This will include obtaining advice from the HR Unit.

Estate Management

Ensure awareness and understanding of the main health and safety issues specific to the school and how they impact on students, staff, visitors and contractors.

Be responsible for overseeing inspections and works that are carried out as part of the RBWM SLA for Legionella, Fire, Security, Asbestos and reactive maintenance as required at the school. This may involve occasional site attendance during school holidays to supervise out of school hour work, mainly for statutory legionella requirements (the post holder would arrange time to suit)

Miscellaneous

Represent the school at the termly Bursars meeting raising and clarifying issues relating to finance/ administration on behalf of the school and advising the Head Teacher of any action points.

Regularly attend the school's Governors meetings to provide information, analysis and advice as appropriate.

Attendance at inset days as required by the Head.

Person Specification

The tables below indicate the key criteria for the role.

	Essential	Desirable
QUALIFICATIONS AND TRAINING		
Administrative or financial qualification at NVQ L3 or equivalent	x	
COMPETENCE (SKILLS, ABILITIES AND EXPERIENCE)		
Strong interpersonal skills and ability to communicate with all contacts including professionals, external contractors, Governors, pupils and parents	x	
Financial management experience, including experience of monitoring and managing budgets	x	
School finance experience, and use of SIMS database		x
HR and health and safety knowledge		x
Excellent organisational, time management and problem solving skills	x	
Good oral & written communication skills.	x	

	Essential	Desirable
Good ICT skills, including Excel spreadsheets, and databases	x	
Experience of working in a school environment and understanding of school governance/financial delegations		x
DISPOSITION Personal qualities		
Friendly, flexible and approachable	x	
Professional manner	x	
Display a proactive & enthusiastic attitude, and to take the initiative within our small school.	x	
Work with senior leadership team & share the school's vision.	x	
Commitment to personal professional development & working in a team.	x	
Prepared to become involved in wider school life activities	x	

