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| Bursar job description |
| Purpose of role |
| Responsible for planning, development and delivery of the support function of the school.  This role is for managing the school’s business and financial resources, including line management of support staff groups. |
| Reports to: Headteacher/SLT |
| Responsibilities |
| **Key Duties:**   1. Be responsible for business and financial management of school resources including:  * Evaluating information and consulting senior leadership team (SLT) to prepare realistic and balanced budgets for school activities * Identify and inform SLT of the causes of significant budget variances and take prompt corrective action * Provide on-going budget information to relevant people, including attendance at governing body meetings, as appropriate * Manage the procurement process, including securing appropriate service contracts, licences and insurance * Assist the Head and governing body with income generation activities and promoting and marketing the school, as deemed appropriate * Managing financial aspects of school’s wrap around care and prepare weekly registers * Maintain manual and computerised financial records (FMS) * Be responsible for financial administration such as placing (or overseeing) orders, invoicing, preparing cheques, issuing receipt, etc ensuring timely payments are made * Undertake monthly reconciliation of finances * Complete and submit financial returns * Prepare end of year accounts * Be responsible for security of controlled stationery and financial documentation * Help ensure the school is following ‘best value’ procedures * Supervise the preparation of school monies and ensure that all financial administration is carried out in accordance with school financial regulations and policies  1. Manage the schools support functions through planning, developing, designing and monitoring support systems and procedures including:  * Coordinate, purchase, repair and maintenance of furniture and fittings working with the school caretaker * Oversee the management of the school premises, ensuring safe environment for stakeholders * Attend premises development plan meetings * Ensure the safe maintenance and security operation of school premises * Contribute to the development of policies for school support functions * Manage any lettings and the use of premises for outside agencies and the local community * Undertake analysis and interpret data and produce detailed reports and complex information * Ensure ancillary services e.g. catering and cleaning are monitored and managed effectively * Oversee health and safety and its implementation within the school, assisting updating of policies  1. Assist the SLT with personnel including:  * Supporting recruitment by producing and responding to correspondence, including reference requests, arranging interviews, adverts, etc * Maintain manual and computerised (SIMS) personnel records * Arranging personnel checks (including DBS), creating staff records and contract variations * Provide induction for new staff in conjunction with Headteacher * Maintaining and updating the school’s single central record * Be responsible for administration arising from staff absence and record, monitor and arrange payment for subsistence/overtime claims * Arrange monthly pay claims for supply staff, maintaining records * Complete annual workforce census * Advise school staff on pay and other personnel related matters  1. Liaise with other staff, pupils, parents/carers and external agencies:  * Produce and respond to correspondence * Support administrative work, allocate tasks to other administration staff, if appropriate and reviewing their performance  1. Develop and maintain recording and information systems including:  * Acting as school’s data protection officer * Enter school data and ensure that existing technology supports school systems * Liaise with school IT technician, as needed  1. Oversee the health and safety including:  * Instigate and maintain records of fire practices and alarm tests * Ensure that school’s health and safety policy statement is clearly communicated and regularly reviewed * Ensure that health and safety is monitored and reported to SLT |
| Indicative knowledge, skills and experience |
| * Significant experience in administrative/finance roles * Familiarity with West Sussex systems an advantage |