

Bursar Job Description

Title of Post: School Bursar
Grade: Grade 7
Responsible to: Headteacher and Executive School Business Manager

This job description and allocation of particular responsibilities may be reviewed following consultation. Such a review will take place as part of the performance management cycle and at any other time on request.

MAIN PURPOSE OF THE JOB:

- To lead the Administration Team and ensure its effective operation in providing business services to the school to support effective teaching and learning provision.
- To provide support to the Executive School Business Manager and Headteacher in the administration of the school's delegated budget.
- To be responsible for the day to day operations and duties relating to finance, human resources, learning environment, health and safety, safeguarding, IT provision and all matters within the management of the school which are supportive to, but do not involve, the teaching function.
- Liaise with the Premises Officer to ensure that the school environment and the general fabric of the school are well maintained, well planned for, and help to meet the school's educational objectives.
- In conjunction with the Premises Officer and Executive School Business Manager, ensure Health and Safety compliance.
- To liaise and work with relevant members of Schoolsworks Academy Trust including the Chief Finance Officer and other School Bursars and School Business Managers.
- To attend, and in consultation with the Executive School Business Manager, report to local governing body meetings.

MAIN FUNCTIONS

Financial Management

- To be responsible for the day to day operational aspects in the administration of the school's delegated budget, including all financial implications, and ensuring the school makes best possible use of the resources available and obtains Best Value at all times.
- To be responsible for the day to day operational aspects in the administration of the School Fund accounts, regularly monitoring accounts and undertaking month and year end procedures.
- To provide all information required for the preparation of the school's Budget Plan and to assist the Executive School Business Manager in the preparation of the annual School Budget Plan.
- To prepare, for delegated approval, regular reports of any journals and virements of income and expenditure undertaken.
- To administer the agreement of budgets, and to monitor accounts against budgets.
- To prepare, in conjunction with the Executive School Business Manager, regular management accounts and report on the financial state of the school to Governors as required.
- To be responsible for the management of the school accounting functions, including operational responsibility for compliance with financial regulations, ensuring its efficient operation according to agreed procedures, and to maintain these procedures by undertaking monthly monitoring and conducting at least an annual review with the Executive School Business Manager.
- To administer all accounting procedures and resolve any problems including:

- The ordering, processing and payment for all goods and services provided to the school
- The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month
- Maintaining an assets register
- Preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts
- To assist the Executive School Business Manager in the preparation of the monthly and year end accounts, including the reconciliation of control accounts, and liaise with the auditors as required.
- To source, monitor and review Service Level Agreements in conjunction with the Executive School Business Manager.
- To prepare, in conjunction with the Executive School Business Manager, all financial returns for the Trust, DfE, LA and other central and local government agencies within statutory deadlines
- To maximise income generation within the ethos of the school

Personnel Management

- To undertake personnel matters in consultation with the Executive School Business Manager.
- Undertaking pre-employment checks for new employees, dealing with staff queries about salaries, expenses, sickness and maternity procedures etc.
- To administer staff absence records, ensuring that all staff absence is authorised and recorded appropriately.
- To assist in the administration of all Safeguarding procedures including all checks on new staff: DBS checks, references, membership of relevant professional bodies, medical checks and qualifications.
- To ensure that all staff records are maintained in an orderly manner, reviewing arrangements as appropriate, and to ensure that staff records held in the school by others are kept confidential.
- Maintain an annual register of staff Business or Pecuniary interests.

Whole School Administration

- To lead and line manage the school administration team and ensure its effective operation.
- To take an active role in the planning, development and management of the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones.
- To assist in the general management of the school's administrative and financial computer network, the implementation of appropriate Management Information Systems. To act as a Systems Manager in the School Information Management System (SIMS).
- To ensure effective communication with parents and deal with parent's enquiries both in person and on the telephone.
- To manage the preparation and production of all school records and publications as required.
- To act as correspondent for the DfE and to provide records and produce returns as required.
- In conjunction with the IT Technician or Service Level Provider, be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
- To take an active role in the marketing and promotion of the school to develop a positive reputation and image of the school to sustain and improve pupil role numbers and community interaction with the school.

- To undertake all activities in line with the School's policies and procedures

Other Information:

- The post holder must carry out their duties in accordance with Trust and School policies, requirements and standards.
- Schoolsworks Academy Trust is committed to safeguarding and promoting the health, welfare and well being of the children in its care. The post holder will be responsible for promoting and safeguarding the welfare of pupils at the school in line with the School and Children's Services priorities. This post is subject to an enhanced Disclosure and Barring Service check.
- The post holder will take all reasonable care to promote a healthy working environment and safe working practices in accordance with the School's Health & Safety policy. As an employee the post holder is required, under section 2 of the Health and Safety at Work Act 1974, to take all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work.
- The post holder will demonstrate a commitment to and understanding of equal opportunities and set an example of non-discriminatory behaviour and work practices to ensure, as far as reasonably practicable, the successful implementation of the school's Equal Opportunities Policy
- Under the provision of the Data Protection Act, it is the responsibility of each member of staff to ensure that all computerised personal information relating to pupils and other members of staff which s/he has access in the course of employment is regarded as strictly confidential. Failure to adhere to this instruction will be regarded as serious misconduct and lead to disciplinary action
- The post holder will be committed to attend regular meetings and staff training and participate actively and effectively in their own development through supervision and performance management processes.
- This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would generally not justify a reconsideration of the grading of the post.

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