

Mrs Kelly Burlton-Headteacher
Mrs Caroline Ridley-Assistant Headteacher
Miss Charlie Owen-SENCO



High Halden CEP School
Church Hill
High Halden
Kent
TN26 3JB

www.high-halden.kent.sch.uk
office@high-halden.kent.sch.uk

01233 850285

'Rooted in God, we grow together'

Bursar Job Description

Purpose of the Job:

To act in support of the headteacher as a financial manager for the school.

Key duties and responsibilities:

The job holder will:

- Oversee, develop and implement financial procedures and oversee all financial transactions/activity within the school (e.g. requisitions and orders, invoicing, banking and cash and accounting entries).
- Work with the Headteacher to prepare the annual budgets and undertake financial planning.
- Ensure adherence to financial regulations and provide advice on these to other staff and the senior leadership team.
- Manage the financial management system.
- Undertake financial analysis on current and future variations in income, expenditure and trends to inform school-wide decision-making.
- Prepare and produce annual and statutory returns.
- Manage procurement within the school, including contract management and compliance to contractual conditions.
- Manage all budgets, prepare regular management accounts, undertake variance analyses and provide advice on options to improve over-under spends.
- Manage and administer the School's bank account, reconciling bank statements and maintaining accurate accounts.
- Reporting spending directly to the Headteacher on a monthly basis.
- To assist the Headteacher in implementing 'value for money' and 'best value' when planning the future needs of the School, by developing business-like work practices.
- To prepare and share documentation required for Finance Meetings.
- Report to the Finance committee on a termly basis.
- Liaise with the Office Manager and Class teachers to cost and book all school trips, ensuring best value for money.
- Manage and reconcile the online payment system and monitor payments

Generosity

Respect



Wisdom

Trust

Hope

- Collect, count and bank any cash received, maintain an accurate record to ensure that all monies are accounted for.
- Support the Office Manager and Headteacher in completing the termly census.
- Ensure that all goods disposed of are removed from the Asset Register in line with the School disposal policy.
- Ensure all goods received are dispatched to the correct member of staff and ensure that all valuable goods received are added to the Asset Register.
- Ensure that the Loaned Equipment Register is kept up to date and that all items are correctly accounted for.
- Manage stocks of supplies and consumables
- Deal with VAT returns and liabilities.
- Maximise funding for the school through identifying income streams (e.g. Extended Services partnerships).

Specific Responsibilities – Health and Safety

- Ensure that all cyclical Health and Safety maintenance checks are completed in liaison with Office Manager and Headteacher
- Assist with the day-to-day management of Health and Safety, including risk assessments and preparation with the Health and Safety audits.

Specific Duties – Human Resources

- Ensure that all absences and extra hours/overtime are correctly recorded and claims are submitted on time.
- Book courses for staff as required by the Headteacher and correctly record details of CPD in the termly training log.
- Support the Headteacher in ensuring that all HR policies are up to date and compliant.
- Complete the School's Workforce Census
- Ensure that staff's HR paper and electronic files are accurate and up to date.

Reception Duties

Supporting the Office Manager to:

- Deal with telephone calls and voicemails ensuring messages are delivered on time and accurately.
- Deal with face-to-face enquiries guaranteeing excellent customer service at all times.
- Ensure that all necessary Safeguarding/Health and Safety checks are completed for
- all visitors.
- Provide hospitality for visitors to the School.
- Receive goods and other items and ensure they reach the correct destination.

Mrs Kelly Burlton-Headteacher
Mrs Caroline Ridley-Assistant Headteacher
Miss Charlie Owen-SENCO



High Halden CEP School
Church Hill
High Halden
Kent
TN26 3JB

www.high-halden.kent.sch.uk
office@high-halden.kent.sch.uk

01233 850285

'Rooted in God, we grow together'

- Fulfil any other reasonable duties.

These duties are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Generosity

Respect



Wisdom

Trust

Hope

Person Specification

At High Halden Church of England Primary School, we are dedicated to appointing the best possible candidate.

	CRITERIA
QUALIFICATIONS	Level 3 Diploma (or equivalent) with accountancy and finance and knowledge / skills. GCSE- English and Maths (grade c or above/equivalent)
EXPERIENCE	Significant experience of working in a school finance role.
SKILLS AND ABILITIES	<ul style="list-style-type: none">● Ability to communicate a range of financial information both verbally and in writing with the senior leadership team and other staff.● Keyboard skills applied with precision and speed.● Must be computer literate and have previous experience of working within financial regulations.● Ability to prioritise own workloads and to work to deadlines is essential.
KNOWLEDGE	<ul style="list-style-type: none">● Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances.● Must be aware of KCC Financial Regulations and understand other relevant school policies.● Knowledge of the School's Record Retention Policy and freedom of information protocols or awareness of the requirement for this policy and protocol.● Knowledge of a range of IT systems, including FMS6 and the Schools Budget Planning Software.● Knowledge of computerised and manual filing systems.● Awareness of Data Protection and confidentiality.● Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety.