



ST. LAWRENCE PRIMARY SCHOOL

JOB DESCRIPTION – BURSAR

ROLE	To provide strong financial and administrative support to the Headteacher and Governors in all elements of the operation of the school
REPORTS TO	Headteacher
SALARY	Kent Range 7
HOURS	12-15 hours per week term time only. The days will be confirmed with the successful candidate but, if possible, should include a Wednesday morning.
JOB PURPOSE	<p>To ensure the most effective use of resources in support of the school's learning objectives and have the knowledge of the latest developments in schools finance and funding in order to advise the Headteacher and Governing Body</p> <p>Responsibility for the management of Financial Resources and Human Resources</p> <p>Managing the Service Level Agreements and ensure all parties meet their obligations</p> <p>To attend Resources Committee meetings to provide information as required including annual budget statements</p> <p>To provide cover in the school office on a Wednesday morning</p>
FINANCES	<p>Overall responsibility for the operation of the school finance function including invoicing, payments and purchase orders using Arbor finance</p> <p>Dealing with all year end paperwork and closure of finance system</p> <p>Using the agreed budget to actively monitor and control performance on a monthly basis to achieve value for money. Identify and inform the Headteacher and Governors of the causes of any significant variance</p> <p>Identify additional finance required to fund the schools proposed activities</p> <p>Ensuring proper collection, reconciliation and banking of any monies received by the school</p> <p>To be responsible for payroll and liaising with HR Connect</p> <p>Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.</p> <p>To undertake continual assessment to ensure that the needs of the school are met in the face of government and legislative changes.</p> <p>To negotiate, manage and monitor contracts, tenders and agreements for the provision of all external support services, such as utilities, service level agreements and all building maintenance contract in conjunction with the Headteacher</p> <p>Along with HR Connect, to provide advice and information for the Headteacher and Governing Body on assessment of salaries, expenses, sickness and maternity procedures, contracts, redundancy and other HR matters</p> <p>To co-ordinate purchase, repair and maintenance of all furniture and fittings and to keep the asset register up to date</p> <p>To be aware of and understand the duties and responsibilities arising from the Children's Act 2004 in relation to child protection and safeguarding children and young people, and the impact they have on the role of a School Bursar</p> <p>To ensure that the Headteacher and Governors are made aware and kept fully informed of any concerns which the School Bursar may have in relation to safeguarding and/or child protection</p> <p>To comply with and assist with the development of financial policies and procedures (Compliance/SFVS)</p> <p>Contribute to the overall ethos/work aims of the school.</p> <p>Establish constructive relationships and communicate with other agencies/professionals.</p> <p>Attend and participate in regular meetings as required</p> <p>Participate in training and other CPD activities as required.</p> <p>Assist in school office and front of house as required, particularly on a Wednesday morning.</p>



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PERSON SPECIFICATION – BURSAR

Alongside the Job Description, this Person Specification will be used in the appointment criteria

	Essential	Desirable
Experience	<ul style="list-style-type: none"> ➤ Experience of finance or business management to support the day to day operation of the School ➤ Experience of accounts and financial reconciliation and the ability to produce and evaluate financial reports. 	<ul style="list-style-type: none"> ➤ Evidence of managing change and implementing new systems/procedures. ➤ Evidence of submitting reports and returns to external organisations. ➤ Experience of using Arbor MIS
Knowledge and Understanding	<ul style="list-style-type: none"> ➤ A very good knowledge of school financial procedures. ➤ Well-developed analytical, planning and organisational skills. ➤ Ability to assist in the development of policies and implement new procedures in line with the needs of the School ➤ Develop and maintain effective record keeping and MIS systems (Arbor) ➤ Understand the financial cycle, cash flow and financial summaries. 	<ul style="list-style-type: none"> ➤ Knowledge of health and safety legislation ➤ Knowledge of school staff pay structures
Other Requirements	<ul style="list-style-type: none"> ➤ The ability to work with initiative and to tight deadlines ➤ Show resilience under pressure ➤ Have good organisational skills ➤ Able to work appropriately with confidential information ➤ Able to communicate effectively (both orally and in writing) to a variety of audiences ➤ Committed to safeguarding and promoting the welfare of children and young people ➤ A commitment to working as part of the whole school team and supporting the vision and ethos of the school. ➤ To be willing to undertake further professional development 	
Personal Characteristics	<ul style="list-style-type: none"> ➤ Demonstrate enthusiasm for learning ➤ Have high expectations and aspirations ➤ Be a team player who can suggest ideas, accept constructive criticism and see the bigger picture ➤ To have a sense of humour and fun ➤ Sensitivity to the needs of pupils, colleagues and parents ➤ Flexible, calm, resilient and reliable ➤ Commitment to and willingness to take responsibility for your own professional development 	<ul style="list-style-type: none"> ➤ A genuine ambition, for and interest in, improving the life choices for our young people and the wider community