

## School Bursar – Job Description



<b>Post title:</b>	School Bursar – part time
<b>School:</b>	Wateringbury CE Primary School
<b>Salary and grade:</b>	Kent Range 8 (starting £29,241 pro rata)
<b>Hours:</b>	18 hours per week. 39 weeks per year.
<b>Line manager/s:</b>	The headteacher and the governing body
<b>Supervisory responsibility:</b>	The postholder may be responsible for the deployment and supervision of the work of non-teaching support staff relevant to their responsibilities: premises team

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### Main purpose of the job:

- The school bursar is responsible for the day-to-day management and monitoring of the school's budget and financial systems in accordance with KCC Financial Regulations. To line manage the Site Manager. Ensure the site and buildings are well maintained, fit for purpose and continuously improved. To manage Capital projects.
  - Responsible for the planning, development and delivery of the support function for the school.
  - Take all decisions in line with the Christian vision and values of the school, and encourage others to do the same
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### Duties and responsibilities

#### Financial Control

- Monitor all school budgets on a monthly basis, producing analysis reports to ensure that the Headteacher, Governing Body and Budget Holders and have accurate and timely information on school finances.
- Prepare the annual draft budget and any changes agreed to budget, analysing, interpreting and profiling information to ensure adequate provision is made to cover increasing costs.
- Implement the school policy with regard to the hiring of school facilities and manage the associated financial transactions, ensuring all necessary requirements are met.
- Arrange agreed payments, evaluate, audit and monitor expenditure complying with LA guidelines to ensure best value for money.
- Develop and maintain systems and procedures to ensure information and transactions comply with the school, LA and audit requirements.
- Assist the Headteacher in rescheduling and calculating costs of items for inclusion into the School Improvement Plan to ensure its effectiveness.
- Manage (in consultation with the Headteacher/Governing Body), monitor and provide financial information on the school budget, and other funds, the operation of the bank accounts, VAT statement and returns, and other financial information to ensure that the school's budget runs effectively and efficiently and is compliant with KCC and national/legal standards and requirements.

#### Personnel Management and Administration

- Line management of non-teaching support staff including recruitment, induction, appraisal, training and mentoring systems for support staff.
- Ensure regular meetings and work schedules are agreed - including during periods of school closure.
- Record, manage and provide all payroll/personnel documentation and other day-to-day support on personnel issues to ensure optimum use of the school staffing budgets.
- Provide payroll scenarios and the impact upon the budget on request.

## **Site Management and Maintenance**

- Effective management of all capital expenditure to ensure the best value is obtained, on time and within budget.
- Manage the rolling schedule of maintenance works and health and safety requirements.
- Maintain the high standard of the school premises, including supervision of the Site Manager - setting targets and providing written evidence to the Headteacher for interim and review meetings.
- Ensure regular meetings and work schedules are agreed - including during periods of school closure.
- Negotiate contracts which are tenant responsibility and liaise with the LA in matters which are landlord responsibility, to ensure the school environment is used correctly, maintained to a high standard and complies with the Health and Safety requirements
- Write and update related premises and health and safety policies with the headteacher and site manager.

## **Governor Meetings**

- Prepare budget reports and other relevant information for the resources committee meetings and present reports.
- Respond to actions from the meetings in a timely manner.
- Attend all resources committee meetings (and budget setting full governing board meeting).
- Work with Governors on monitoring visits for both Finance and Health and Safety.

## **Job Context**

The post-holder will have responsibility for monitoring the school budgets, by providing good, accurate and timely information to the budget holders, Headteacher and Governing Body to ensure the school is managed effectively.

The post-holder is responsible for ensuring invoices, receipts and staff payments are processed and recorded in the school's computer systems within strict deadlines and in accordance with KCC Financial Regulations and school guidelines, policies and procedures.

The post-holder would need to deal with parents, teachers, support staff, members of the Governing Body, contractors/suppliers, supply agencies, insurance companies and auditors. Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The school business manager will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.



## Wateringbury CE Primary School School Bursar Person Specification

The following outlines the criteria for this post. They will be used by the school when shortlisting and interviewing applicants. Please give careful consideration to how you can use these criteria to demonstrate your suitability for the post in your application and at interview.

Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

	<b>Criteria</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>- Level 3 Diploma (or equivalent) with accountancy and finance and knowledge/skills.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>- Significant experience of working in a finance role.</li> <li>- Line management experience</li> <li>- Contributing to staff development</li> <li>- Working with children or young people</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>- Strong interpersonal and communication skills – written and verbal.</li> <li>- Ability to communicate a range of financial information both verbally and in writing with the senior leadership team, governors and other staff.</li> <li>- Keyboard skills applied with precision and speed.</li> <li>- Must be computer literate and have previous experience of working within financial regulations.</li> <li>- Ability to prioritise own workloads and to work to deadlines is essential.</li> <li>- Requires skills for the motivation of staff, negotiations with suppliers, advice to the governing body and liaising with external bodies; deals with sensitive issues e.g. contracts, HR.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>- Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports and advise on variances.</li> <li>- Must be aware of KCC Financial Regulations and understand other relevant school policies.</li> <li>- Knowledge of the School's Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol.</li> <li>- Knowledge of a range of IT systems. Previous use of FMS6,BPS and school MIS systems (SIMS) is preferable.</li> <li>- Knowledge of computerised and manual filing systems.</li> <li>- Awareness of Data Protection and confidentiality issues.</li> <li>- Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relation to Health and Safety.</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>- Assured manner. High level customer service skills and professional ethos</li> <li>- Good organisation &amp; time management skills ability to manage priorities and meet deadlines whilst remaining methodical and giving attention to detail</li> <li>- Commitment to promoting the ethos and Christian values of the school and getting the best outcomes for all pupils</li> <li>- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.</li> <li>- Ability to work under pressure and prioritise effectively</li> <li>- Commitment to maintaining confidentiality at all times</li> <li>- Commitment to safeguarding and equality</li> <li>- Embraces change well</li> <li>- Initiative / proactive / 'can do' approach</li> <li>- Deals with difficult situations effectively</li> </ul>