**Person Specification and Job Description for School Bursar – Kent Range 8**

**Job Description**

* Manage the finances of the school
* With the headteacher and local authority Finance Officer – set a three-year budget
* Pay invoices and manage Capita payroll payments
* Corporate card reconciliation
* Processing maternity and pensions claims
* Managing minibus MOT and insurance
* Booking staff training
* Manage personnel administration
* Undertake references / DBS checks for new appointments
* Issue and update contracts for new and existing staff
* Single Central Record maintenance, including tracking staff signing of safeguarding policies
* Staff absence/ insurance claims

**Persons Specification**

* Experience of using FMS / BPS finance systems for school
* Experience of working with SIMS personnel
* Awareness of safeguarding legislation and statutory guidance for schools relating to appointments and personnel
* Experience of working with Capita / Cantium payroll and personnel
* Good inter-personal skills and the ability to speak to parents and carers of our pupils