STEEPHILL SCHOOL

JOB DESCRIPTION: BURSAR/BUSINESS MANAGER

**Summary of the role**

Member of the Senior Management Team and is responsible to the Governors for all matters relating to Finance and Health, Safety and Sustainability.

**Main Duties and Responsibilities**

**Finance**

***Fees***

* Responsible for all annual budget preparations. Consideration for and setting of fee levels and ancillary charges.
* Preparation and despatch of fee invoices.
* Preparation for termly collation of all ancillary fee charges.
* Ensure School fees are collected promptly. Liaison with parents in dealing with delicate financial circumstances including discussion of payment plans.
* Dealing with all applications for Bursaries.
* Overseeing the administration of childcare voucher schemes.
* Collation of fee comparisons for other schools.
* Administration of Early Years funding from Kent County Council against Pre School fees.
* Administration and payment of VAT.

***Purchases***

* Overseeing all purchases and examining with others the need, but making decisions as to affordability.
* Ensuring all purchase invoices are paid in a timely fashion.
* Responsible for deciding on selection of suppliers.

***Accounts***

* Overseeing and responsibility for the accurate and complete posting of the School’s financial accounts.
* Working with and providing information to the School’s auditor on all financial matters.

***Financial Information***

* Responsible for the provision of varied financial information to support Governors’ decisions and direction of the School’s activities.
* Attend Board of Governors meetings and report on financial matters.

***Others***

* Dealing with all banking and investments, including the organisation of cashflow for salaries and VAT returns.
* Responsible for arranging all insurance matters – public liability, premises, motor vehicles, occasional business use, etc.
* Responsible for all outside agencies use of the School and where appropriate the collection of letting income.

***Administration***

* Responsible, with others, for non-academic aspects of the School’s responsibilities.

***Premises and Maintenance***

* Working with the Maintenance Manager and Headteacher to devise and develop programmes of work for maintenance and development of School buildings and grounds.
* Dealing on the clerical side with all maintenance situations.
* Ensuring with the Maintenance Manager that all regulatory checks are complied with.
* Assist in the administration/financial responsibility associated with major project works.
* Managing the lease of motor vehicles and ensuring all tax, MOT and servicing are in order.

***Health and Safety***

* Liaise with staff on all Health and Safety matters at the School.
* Overseeing regular Health and Safety record keeping.
* Responsible for ensuring all aspects of fire prevention are dealt with and regularly checked.

***Staffing***

* Discussing with the Headteacher levels of academic staffing.
* Undertaking with the Headteacher the annual salary review.
* Responsible for the preparation of all letters regarding salary increases and maintenance of individual staff records.
* Preparation of all appointment letters.
* Responsible for dealing with DBS documentation and maintenance of single staff records.
* Collation monthly of all ancillary salary payments for onward transmission to Payroll.
* Responsible for monthly payments to HMRC, pension providers and others.
* Dealing with all pension matters.
* Maintenance of staff training: fire warden, food safety and hygiene, legionella, first aid, administration of an epipen, use of fire extinguishers
* Liaison with external HR with regard to staff contracts, staff handbook
* Maintenance of staff absence records

***Others***

* Involvement with implications of charitable status for the School.
* Liaison with on-site contractors, including cleaners, refuse and food waste collections
* To become fully aware of Safeguarding requirements and to attend training provided; to report any safeguarding concerns to the designated person as soon as possible via CPOMS.

**PERSONAL SPECIFICATIONS**

**Essential**

1. Excellent numeracy and literacy skills.
2. Knowledge of financial software packages.
3. An empathy with the ethos and philosophy of Steephill School.
4. Appropriate qualifications and/or experience of financial management.
5. Excellent personal skills and an ability to work with people on all levels.
6. Attend courses/conferences when appropriate.
7. Of good appearance and presentation.
8. Good communication skills both orally and in writing.
9. Ability to liaise with parents/pupils and staff.

**Desirable**

1. School management experience.
2. Be able to respond sensitively to pupils’ needs.
3. Willingness to be involved in school activities.
4. Keen to undertake professional development.

Safeguarding Checks

Recruitment of staff will be in line with all statutory requirements in the area of safeguarding. All appointments will be subject to three satisfactory references (as specified on the application form) appropriate DBS checks, medical fitness for the role and evidence of identity and qualifications. All interviewees are checked on the barred list, and teachers are also checked on the Employer Access Online Services, managers are also checked for any disqualification from management. These checks must be completed satisfactorily before the start date. In the event of any unsatisfactory outcome from any of the checks being received, any conditional offer will be withdrawn without notice.

The School has regard to its responsibilities regarding the Prevent Duty and upholds British Values.

CT 2025