



Job title: Bursar – Flexible Working
Grade: KSC
Reports to: Headteacher
Liaison with: Headteacher, external agencies, DfE, Governors

Job Purpose:

To be responsible for the production of good quality budget and monitoring information for the Headteacher and Governors. Manage financial, personnel, pupil-related work and other administrative work to ensure the provision of an efficient and effective service to the school. Management of premises staff. Working closely with the Headteacher and to provide support and information as necessary to enable reporting liaison with auditors and meeting statutory requirements. The post holder will assist the Headteacher in:

Supporting financial planning

Monitoring of performance against budget and grants

The provision of appropriate, timely management information

Ensure compliance and maintenance of the premises

Finance:

Maintain manual and computerised financial records

Be responsible for financial administration such as placing orders, invoicing, preparing cheques, issuing receipts etc

Keeping the school accounts and preparing income and expenditure reports in accordance with financial regulations and preparation of accounts for submission to the Local Authority.

Administer audit preparation and completion of Government returns

Attend relevant management/Governor committee meetings to offer advice as required

Preparation of financial appraisals for projects, and collaborating with the Diocese/Headteacher etc.

Be responsible for filing, security and retrieval of financial data, including weekly and termly backup of computerised records

Continually evaluate all finance systems to ensure they are effective and efficient

Ensure the payroll is reconciled monthly to the budget and administer the monthly payroll

Assist the Headteacher in the preparation and monitoring of the budget, and advise on any budgetary considerations

Monitor and forecast expenditure against budgets. Proactively identify any issues arising.

Advising on the best utilisation of school funds

Preparation and co-ordination of income generating activities, including Grant applications

Be responsible for the security of unused cheques and other controlled stationery

Helping to ensure the school is following 'Best Value' procedures
To supervise the preparation of school monies and make appropriate arrangements for banking
Be responsible for issuing of invoices and collection of monies due to the school
Ensure preparation of orders, check full receipt, ensure payment of goods and services
Undertake administrative tasks relating to licences held by the school
Be responsible for the school inventory

Personnel:

Maintain manual and computerised personnel records
Be responsible for administration associated with the appointment, allocation and resignation of staff including pre-employment checks, payroll documentation and contracts
To maintain the school's Single Central Record in respect of the Disclosure and Barring Service. Ensuring that DBS checks are carried out when required.
Be responsible for all administration arising from staff absence
Be responsible for recording, monitoring and claiming overtime and other subsistence claims
Maintain records of supply teacher employment and arrange monthly claims
Advise school staff on pay and other personnel related matters
Assist in the recruitment of staff, including drafting adverts, drafting or evaluating job descriptions, assisting with interviews.

Administrative:

Be responsible for administration of school lettings
Liaise with contractors e.g.: ICT, Phones, CCTV Support etc
To manage works by builders or on-site contractors
To take responsibility for dealing with complex enquiries or assisting with difficult visitors to the school
Complete such returns as may be required by DfE etc
Undertake project/research work as required
To manage works by builders or on-site contractors
Develop and implement appropriate financial administrative systems

Compliance:

Maintain COSHH records, asbestos register, water temperatures, fire alarm checks, fire escape doors
Identify hazards and repair/commission specialists
Maintain schedule of planned maintenance

General:

Ensure the output and quality of work is to a high standard and complies with current legislation/standards

Undertaking such other duties as reasonably correspond to the general character of the post

The duties / responsibilities of this post may vary from time to time according to the changing needs of the school.

The successful candidate should be:

Experienced in financial management and budgeting

Working knowledge of FMS Connect

Working knowledge of appropriate school financial policies and procedures

Someone with a can do and flexible attitude

Professional and reliable

Willing to work in collaboration with others and work autonomously

Ability to complete complex returns, write complex letters and reports

Understanding and compliant of the procedures and legislation relating to confidentiality

Hunton C of E Primary School

A: Bishop's Lane, Hunton, Maidstone, Kent, ME15 0SJ

E: office@hunton.kent.sch.uk

W: hunton.kent.sch.uk



Joy

Compassion

Respect

Perseverance

T: 01622 820360