

Chevening (St Botolph's) CE (Aided) Primary School



Job Title: Bursar

Hours: 18-20 hours per week, term time; plus 4 weeks pro rata (42 weeks total)

Salary: Kent Scale E

Line management responsibilities: Site Manager

JOB DESCRIPTION

Purpose of Job

To be responsible for all day to day processing, management and monitoring of the school's financial and personnel systems. To manage the estate and the provision of IT services.

Principal Responsibilities

Financial Control

- Assist the Headteacher in the preparation of the annual budget, analysing, interpreting and profiling information to ensure adequate provision is made to cover increasing costs.
- Monitor all school budgets on a monthly basis, producing analysis reports to ensure that the Head teacher and Governing Body have accurate and timely information on school finances.
- 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.
- Informally support and liaise with PTFA for school projects, events and activities.
- Manage the School Voluntary and Governor Funds within the school, ensuring LA requirements are met and the school receives best value for money. To be treasurer and trustee for both funds for the Charity Commission and provide/upload reports/documents as needed.
- Manage the finance system, VAT statements 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.
- Ensure invoices, receipts and staff payments are processed and recorded in accordance with KCC Financial Regulations and school guidelines, policies and procedures.
- Assist the Head Teacher in rescheduling and calculating costs of items for inclusion into the School Development Plan to ensure its effectiveness.
- Develop and maintain systems and procedures to incorporate new financial initiatives to ensure the school is able to make best use of additional monies.
- Implement the school policy with regard to the hiring of school facilities and manage the associated financial transactions, ensuring all necessary requirements are met.

Personnel Management and Administration

- Provide personnel support to the Headteacher, Governors and staff and manage the absence, recruitment, induction, training, development and appraisal of staff to ensure the delivery of high quality and effective service.
- 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.
- Support the strategic oversight of Wrap-Around Care provision.

Site Management and Maintenance

- Manage all capital expenditure to ensure the best value is obtained, on time and within budget.
- Assist in project planning and implementation.
- Maintain the high standard of the school premises, including supervision of the Site Manager, negotiation of contracts, which are tenant responsibility and liaise with the LA in matters which are landlord responsibility, to ensure the school environment is used correctly and complies with the Health and Safety requirements.

School Leadership

- Attend Resources (3 times per year) and Steering (6 times per year) and other Governor meetings as required.

JOB CONTEXT

The school is managed as a standalone business unit, within the context of Kent’s framework.

The post-holder is a member of the school’s administrative/management team but would be expected to use their knowledge to resolve problems. The post-holder will need to apply their knowledge, experience and training to develop and improve the internal support services to the school.

The post-holder would need to deal with parents, teachers, support staff, members of the Governing Body, contractors/suppliers, Diocesan/LA staff, training agencies, 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.

All staff should use and promote Standard English at all times

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Headteacher Date.....

Bursar..... Date.....

Person Specification (Bursar)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good level of education to at least A level standard or equivalent • High level of literacy and numeracy (Minimum Maths and English GCSE/equivalent 'C' grade.) • Ownership and commitment to continuous learning and development 	<ul style="list-style-type: none"> • Professional qualification
Experience	<ul style="list-style-type: none"> • Experience in a Finance setting, including understanding of Business Development strategies • Good written and spoken English • Experience of managing workload and prioritising tasks • Knowledge and practical experience of current hardware and software packages including Microsoft Excel and finance databases 	<ul style="list-style-type: none"> • Experience of managing and motivating staff • Experience working in a School • Knowledge and experience of using FMS and Arbor. • Knowledge and experience of Office365 and school payment systems • Understanding of Estate/Facilities Management
Skills and Abilities	<ul style="list-style-type: none"> • Proven ability to deal with a range of sensitive issues • Ability to work as part of a team and actively promote teamwork • Ability to act professionally and problem-solve • Ability to respond positively under pressure • Good communication and presentation skills, including writing reports, preparing budget documents, etc. 	<ul style="list-style-type: none"> • A good awareness and understanding of key issues in relation to procurement, contracts, risk assessment and traded services to schools.
Personal Qualities	<ul style="list-style-type: none"> • Fully supportive and sympathetic to the strong Christian ethos of the school • Able to maintain confidentiality in all circumstances • Able to build good relationships with pupils, parents, staff, Governors and outside agencies • Hardworking and enthusiastic, presenting a professional manner at all times • Enjoys a challenge • Possess a sense of humour 	