



St. Ethelbert's Catholic Primary School

Bursar Job description

'High Expectations for all, in the Light of Christ'

Inclusion

Thoughtfulness

Knowledge

Responsible to: Head Teacher

Line Manager: School Manager/PA to the Headteacher

Purpose of Job

1. The bursar is responsible for the strategic management of the school's finances and human resources.
2. The bursar strategically ensures the cost-effective use of resources in support of the school's learning objectives and adding value by proposing and recommending areas for improvement.

Main Duties and Responsibilities

1. To contribute at a strategic level with regard to financial planning, resources and staffing. Contribute to the long-term financial strategy for the future development of the school and help drive financial performance of the school.
2. Prepare school budgets, including the provision of accurate estimates, forecasts and projections in conjunction with the Head teacher and the governors' finance committee.
3. Understand school funding model and ensure this is optimally being managed and utilised.
4. In conjunction with the Headteacher and the School Manager, maximise income generation within the ethos of the school.
5. Liaise and negotiate with providers of goods and services and third-party contractors in consultation with the Head teacher, in accordance with best Value frameworks.
6. Monitor and control spending, identify areas of improvement in cost controls, and advise the Head teacher on budget planning and spending so as to ensure legitimate and appropriate use of school funds.
7. Prepare quarterly financial returns for the Head teacher, governors, local authority and diocese. Identify and inform the Head teacher and Governors of the causes of significant variance and take prompt corrective action.

8. Advise the Head teacher and Governors if fraudulent activities are suspected or uncovered.
9. Work with the Head teacher to ensure the school's development plan, pupil premium, sports premium strategic plan are properly costed and linked to the budget.
10. Monitor the financial situation of breakfast club, after-school clubs and any holiday play schemes and whilst advising governors recommend and propose ideas to improve financial sustainability.
12. Seek and make use of specialist financial expertise if required.

Personality and Key Skills

1. Well-presented and confident in dealing with people at all levels and the ability to deal with difficult situations, maintaining confidentiality and total discretion.
2. Ability to work in a busy environment, as part of a team and remain calm under pressure.
3. Good organisational skills, with strong attention to detail, accuracy and an ability to multi-task and prioritise.
4. Ability to think ahead and be proactive, along with the ability to meet deadlines.
5. A lively, cheerful personality, with the ability to be flexible during busy periods and to work as part of a team.
6. Good literacy skills to prepare correspondence and reports are vitally important.
7. Confident and experienced in MSWord, good typing skills, Outlook and Assessment Manager (SIMs) experience preferred.
8. Database knowledge and conversant with Data Protection legislation.

Social Media

1. Manage and maintain the school's website.

Single Central Record

1. To manage and maintain the SCR

Breakfast Club and After School Cooking Club

1. Order/collect breakfast club food when required
2. Order food when required for cooking club etc

Income Generation

- Increase income for example advertising and managing school lettings;
- Submitting bids for grants;
- Identifying other sources.

Staffing

- HR: new contracts, new starter form, references, leavers forms, supply claim forms, absence returns, HR queries, (seeking advice from Cantinum), completing DBS (CRBs) and maintaining Single Central Record;
- Workforce returns to DfE.

General

1. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person.
2. Carry out all duties with regard to the school's policies and codes of conduct.
3. Participate in training and other learning activities as required and to participate in appraisal and professional development.
4. Set high expectations of conduct, whilst acting as a good role model for others.
5. Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
6. Complete returns for the LA, Diocese and DfE;
7. Liaise with staff and outside agencies;

Main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.