



Dunton Green Primary School

London Road, Dunton Green, Sevenoaks, Kent TN13 2UR. Headteacher: Ms T Boanas
Tel: 01732 462221 Email: office@dunton-green.kent.sch.uk

BURSAR JOB DESCRIPTION

School: DUNTON GREEN PRIMARY SCHOOL
Grade: Kent Range 8 28 hours per week 40 weeks per year.
Responsible to: Head teacher

Purpose of the Job:

Responsible for the day-to-day management and monitoring of the school's budget and financial systems in accordance with KCC Financial Regulations. To line manage Site Management. Ensure the site and buildings are well maintained, fit for purpose and continuously improved. To manage Capital Projects.

Responsible for the planning, development, and delivery of the support function for the school.

Principal Responsibilities

Financial Control

- Monitor all school budgets on a monthly basis, producing analysis reports to ensure that the Head teacher, Governing Body and Budget Holders have accurate and timely information on school finances.
- Prepare the annual draft budget and any changes agreed to budget, analysing, interpreting and profiling information to ensure adequate provision is made to cover increasing costs.
- Implement the school policy with regard to the hiring of school facilities and manage the associated financial transactions, ensuring all necessary requirements are met.
- 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.
- Assist the Head Teacher in rescheduling and calculating costs of items for inclusion into the School Development Plan to ensure its effectiveness.
- Manage (in consultation with the Headteacher/Governing Body), monitor and provide financial information on the school budget, and other funds, the operation of the Bank

accounts, VAT statement 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.

- Maintain accounts for petty cash expenditure and corporate cards.
- Provide business planning advice that will impact across the whole school and for longer term development.

Personnel Management and Administration

- Manage line management of the Premises manager – setting targets and providing written evidence to the Head teacher for interim and review meetings.
- Ensure regular meetings and work schedules are agreed –including during periods of school closure
- 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.
- Provide payroll scenarios and the impact upon the budget on request.
- Support the strategic oversight and administration of Wrap-Around Care provision.
- Update the website with relevant information and promote the school

Site Management and Maintenance

- Effective management of all capital expenditure to ensure the best value is obtained, on time and within budget.
- Manage the rolling schedule of maintenance works and health and safety requirements.
- Maintain the high standard of the school premises, including supervision of the Premises Manager – setting targets and providing written evidence to the Head teacher for interim and review meetings.
- Ensure regular meetings and work schedules are agreed –including during periods of school closure
- Negotiate contracts which are tenant responsibility and liaise with the LA in matters which are landlord responsibility, to ensure the school environment is used correctly, maintained to a high standard and complies with the Health and Safety requirements.

Governor Meetings

- Prepare budget reports and other relevant information for the finance committee meetings and present reports
- Respond to actions from the meetings in a timely manner



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- Attend all finance and resources committee meetings
- Work with Governors on monitoring visits for both Finance and Health and Safety.

JOB CONTEXT

The post-holder will have responsibility for monitoring the school budgets, by providing good, accurate and timely information to the budget holders, Head Teacher and Governing Body to ensure the school is managed effectively.

The post-holder is responsible for ensuring invoices, receipts and staff payments are processed and recorded in the school's computer systems within strict deadlines and in accordance with KCC Financial Regulations and school guidelines, policies, and procedures.

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