

Bursar

Responsibilities, Powers, and Duties of the role

Consultation

In carrying out their duties, the Bursar (where this is appropriate or where requested to do so) shall consult the Headteacher and the Governors on any matter affecting the Bursar's duties. All members of staff are expected to be aware of and have regard to the ethos and culture of the School as outlined in our Mission Statement.

1. Finance & Administration

1.1 In consultation with the Headteacher preparing the School's Business Plans, presenting them to the Governors and working with the Headteacher to implement the plans when they have been approved by the Governors.

1.2 In consultation with the Headteacher: -

- Allocating, controlling, and accounting for the financial and material resources of the School in accordance with the policies for Governors.
- Arranging for the safety and security and effective maintenance of the assets of the School in accordance with the requirements of the Governors and, where applicable, the Charity Commissioners.
- Ensuring the proper books of accounts (including income and expenditure accounts and balance sheets) are kept and that reports of the material and financial affairs of the School are produced to the Governors in accordance with their requirements and with the requirements of the law.

1.3 Without prejudice to the generality of the above the Bursar shall be responsible for: -

- Advising the Governors on general financial policy
- Preparing annual estimates of income and expenditure, including the annual school budgets
- Preparing annual budgets for departments within the School
- Monitoring income and expenditure in relation to budget and presenting regular management reports on them and ensure value for money is achieved
- Preparing an annual statement of financial activities and balance sheet, together with supporting schedules, for audit
- Preparing student bills and collecting fees and other dues
- The payment of all salaries and wages, including PAYE, superannuation, and National Insurance
- Preparation of Inland Revenue and Teachers' Pension returns
- Scrutinising and passing for payment all invoices and statement of accounts
- Organising special appeals for capital funds
- Keeping analyses of costs and other statistical records
- Preparing long term assessments of future financial performance of the School
- Preparing financial appraisals of particular projects
- Advising on taxation, including income and corporation tax, development land tax, capital gains tax, capital transfer tax, Value Added tax and any other relevant tax
- Advising on the financial implications of the Charitable status of the School
- Dealing with the School's income tax and rating assessments
- Administering membership of the School's Pension Scheme (Aviva) and a group pension scheme for non-teaching staff
- The operation of a composition fees scheme
- Managing Bursary and Scholarship funds
- Maintaining personal files and records
- Ensuring that all requirements are met for an Inspection, including the SCR.
- Co-ordinate with the Uniform Suppliers and ensure that uniform supplies are available for parents
- Produce, maintain, and review the Risk Register
- Daily responsibility for operating the Equality policies
- Managing any reputational risks faced by the school

- Working as part of SLT and being an active member of the school community, managing the Finance Team, IT team, HR management, regular monitoring of the Technology within the school (with the IT team) and making necessary developments

- 1.4** In consultation with the Headteacher, the Bursar shall be responsible for formulating and implementing policy on and ensuring compliance with legislation in respect of employment protection, equal opportunities, sexual harassment, working time regulations and the national minimum wage as they apply to the non-teaching staff.
- 1.5 Preparing contracts for teaching and non-teaching staff.
- 1.6 The Bursar shall have regard for any matters affecting or pertaining to the legal position, duties or liabilities of the School (except those regarding the education of pupils).
- 1.7 The Bursar shall be responsible for all aspects of Health & Safety at the School, including acting as Trips Coordinator for school trips and educational visits.
- 1.8 The Bursar shall be responsible for all aspects of data protection.
- 1.9 The Bursar shall be responsible for:
- Buying, directly or indirectly, the principal commodities for consumption and use;
 - Acting as correspondent for the Department of Education and Skills and being responsible for the records and returns required;
 - Maintaining contact with the statutory authorities and with other organisations;
 - Supervising the School's insurance in all its forms;
- 1.10 The Bursar shall liaise with the Parents Association and Friends Association.
- 1.11 The Bursar shall carry out such other reasonable financial and/or administrative tasks as shall be stipulated from time to time by the Governors or the Headteacher.

2. School Buildings, Grounds and General Duties

The maintenance of the School buildings, including production and implementation of a maintenance plan.

- The security of the School buildings.
- The installation and maintenance of equipment for protection against and escape from fire.
- The maintenance and efficiency of the installations and plans for electric supply, heating, domestic hot water, cooking, water softening etc.
- The supervision of the lighting and ventilation of the School buildings.
- The production of outline specifications for new buildings, obtaining tenders, planning permission, liaison with architects.
- The upkeep of playing fields, gardens, all weather surfaces and tennis courts.
- Land drainage.
- The maintenance of boundaries, footpaths, roads, rights of way.
- The supervision of catering, sports equipment and facilities, mini buses and transport.
- Preparation of a Premises Development Plan and an Asset Management Plan.
- Letting of premises to outside organisations.

3. Staff

- The selection and appointment of the non-teaching staff of the School, in consultation with the Headteacher. Any such selection and appointment shall be on such terms and such remuneration as from time to time may be laid down by the Governors.
- The deployment and management of all non-teaching staff and the allocation of duties to them.
- The dismissal or suspension of non-teaching staff in accordance with the School's disciplinary procedures from time to time laid down by the Governors for different categories of staff.

- The supervision of arrangements for the appraisal of the performance of non-teaching staff.
- The procurement of advice and training appropriate to the needs of non-teaching staff, in accordance with the policies of the Governors.
- The provision of information about the work and performance of the non-teaching staff employed at the School, where this is relevant to their future employment.
- Conducting both formal and informal investigations as part of formal processes and relevant policies

Areas of responsibility: Bursary team including Accounts, Admissions, Administration, First Aid, Human Resources, IT, Marketing, Nursery, Payroll, Premises, Technicians and School Secretaries.

3. Professional Development

- The Bursar shall participate in arrangements for his/her appraisal, and in the identification of areas in which he/she would benefit from training and shall undergo such training.
- The Bursar should keep abreast of developments in the administration of schools, both state and independent.

5. Professional Duties

The Bursar's professional duties shall be carried out in accordance with and subject to:-

- Any statute governing the conduct of or applying to the School's business or affairs.
- Any orders and regulations having effect under those statutes.
- The Articles of Government of the School, to the extent to which their content is prescribed by statute.
- Any articles of Association of the School.
- The provision of any trust deed applying to the School and, to the extent to which they are not inconsistent with the above conditions.
- The Articles of Government of the School, where they are not prescribed by statute.

Person Specification

Qualifications and Experience:

1. Educational Qualifications:
 - Essential: Professional accounting qualification (e.g., ACA, ACCA, CIMA, CIPFA).
 - Desirable: Degree in Finance, Accounting, Business Administration, or a related field.
2. Professional Experience:
 - Essential: Proven experience in financial management, budgeting, accounting and commercial expertise. Experience of building and leading teams, recognising and encouraging the strengths and contribution of others. Proven experience with change management.
 - Desirable: Previous experience in a school or educational setting.
3. Technical Skills:
 - Proficiency in financial software and accounting packages.
 - Strong IT skills, including advanced use of Excel and familiarity with databases.

Knowledge and Understanding:

1. Financial Management:
 - Comprehensive knowledge of financial regulations, accounting principles, and procedures.
 - Understanding of school funding, financial reporting, and regulatory requirements.
2. Education Sector:
 - Awareness of the education sector's financial environment and challenges.
 - Familiarity with school administrative processes and governance structures.
3. Legislation:
 - Knowledge of relevant legislation affecting schools, including employment law, health and safety, and data protection.

Skills and Abilities:

1. Analytical Skills:
 - Ability to analyse complex financial data and produce clear, accurate reports.
 - Strong problem-solving skills and attention to detail.
2. Communication Skills:

- Excellent written and verbal communication skills.
- Ability to present financial information clearly to non-financial stakeholders.
- 3. Organizational Skills:
 - Exceptional organisational and time management abilities.
 - Capacity to manage multiple tasks and meet deadlines under pressure.
- 4. Interpersonal Skills:
 - Ability to work collaboratively with staff, governors, and external stakeholders.
 - Strong negotiation and influencing skills.
- 5. Leadership Skills:
 - Leadership qualities with the ability to manage and motivate a team.
 - Demonstrated capacity for strategic thinking and planning.

Personal Attributes:

1. Integrity and Confidentiality:
 - High ethical standards and a commitment to maintaining confidentiality.
 - Trustworthy and reliable.
2. Commitment:
 - Commitment to the school's ethos, values, and continuous improvement.
 - Willingness to participate in school life and activities.
3. Proactive and Flexible:
 - Proactive approach to problem-solving and process improvement.
 - Flexibility to adapt to changing priorities and needs.
 - Remain calm, managing challenging situations through being well-organised and reflective.
 - Able to work independently and also as part of a team.
 - Manage people effectively and thoughtfully.

Additional Requirements:

1. Safeguarding:
 - Commitment to safeguarding and promoting the welfare of children and young people.
 - Willingness to undergo appropriate training and background checks, including an enhanced DBS check.
2. Professional Development:
 - Commitment to ongoing professional development and staying current with changes in the education sector and financial management.

This person specification ensures that the Bursar is not only capable of managing the financial aspects of the school but also aligns with the broader educational mission and values of the school.

Benefits

Working pattern: 8.00am to 5.00pm, Monday to Friday on site.

Salary: Competitive, depending on experience.

Holiday: The holiday entitlement is 5 weeks per year plus public holidays. It is expected that leave will be taken in school holidays only.

Pension: Support staff pension scheme.

Cycle to work scheme: following successful completion of probation.

Employee Assistance Programme: cover for you and your immediate family members*, 24 hours a day, 7 days a week, 365 days a year.

School Fees discount following successful completion of probation.