



## JOB DESCRIPTION

<b>POSITION:</b>	Bursar
<b>REPORTS TO:</b>	Headteacher/Governing Body
<b>RESPONSIBLE FOR:</b>	See Below
<b>GRADE:</b>	G Point 20-25

### JOB PURPOSE

To be responsible for effective whole school administration, financial, human resource and organisational systems, with considerable independence being accountable for actions. Responsibility for managing resources within a budget, having a lead role in the marketing/promotion of the school, securing sponsorship/funding.

### MAIN DUTIES

#### **Administration**

- To take a lead role in the planning, development, design, organisation and monitoring of support services and whole school systems, procedures and policies.
- Take lead role in the development and maintenance of manual/computerised record/information systems.
- Provide detailed analysis and evaluation of data/and produce detailed reports/information as required.
- Produce and respond to complex correspondence.
- Manage the administration of the payroll system.
- Manage financial and human resource administration procedures including complex administrative procedures.
- Responsible for the completion and submission of complex internal and external forms and returns.

#### **Organisation**

- Provide organisational and complex advisory personal support to other staff.
- Responsible for the co-ordination and organisation of teaching cover as and when necessary.
- To manage and resolve complex telephone and face-to-face enquiries in accordance with school policies and procedures.
- Responsible for the organisation of school trips, visits by the school nurse, photographer, linked schools, parents etc. including insurance and risk assessments.
- To assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/carers and/or staff etc.
- To manage the Headteacher's diary including the arrangement of meetings, appointments etc.

#### **Resources**

- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources.

- Provide guidance and advice to staff and others on complex issues.
- Take a lead role in budget planning, expenditure, monitoring and evaluation and the provision of regular reports to the School Management Team (SMT) and Governing Body as required.
- Manage all financial administration and sign off/close down end of year budget in accordance with the financial regulations.
- Undertake research and obtain information to inform decisions.
- Lead role in procurement and securing sponsorship/funding.
- Manage facilities including premises, lettings and associated income, building and projects.
- Manage school licences and insurance.
- Take a lead role in marketing and promoting the school.
- Responsible for the management of ICT network.
- Management of Health and Safety in the school.
- Responsible for the negotiation of contracts for large-scale purchases and bulk buying contracts in association with others as appropriate.

### **Support for the School**

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.

### **Line Management**

- To take a lead role in the recruitment of support staff and in managing associated employment procedures.
- Management responsibility for all support staff, including performance management, attendance, training and development.
- To take a lead role in relation to recruitment and selection and effective induction to all support staff posts.
- Responsible for the effective communication with all support staff, holding regular team meetings with managed staff.

**Note** This is not a comprehensive list of all tasks, which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

### **GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

<b><u>Prepared by:</u></b>	<b><u>Name</u></b>	Anna James
	<b><u>Designation</u></b>	Head Teacher
	<b><u>Date</u></b>	May 2019