

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
S113	Bursar Level 4+	Grade 12	451 Hay	September 2008

Statement of Purpose

To work under the direction of the Headteacher on the strategic planning aspects of school administration, including finance, personnel, health and safety, and premises management.

Will be a member of SMT.

Support Financial Management

- Advise the Headteacher and Governors on financial policy and business plans.
- Prepare annual estimates and regular reports upon income and expenditure, monitor accounts against budgets and report on the financial state of the school to the Governors.
- Provide financial management information to and directly advise the SMT.
- Monitor all accounting procedures and resolve any problems, including the ordering, processing and payment for all goods and services provided to the school; the operation and regular reconciliation of bank accounts; maintenance of an assets register; and preparation of invoices, collection of fees and other dues, and recovery of bad debts.
- Prepare final accounts and liaise with auditors.
- Prepare financial returns for the DCSF, LEA and other central and local government agencies within statutory deadlines.
- Maximize income generation within the ethos of the school.
- Be a point of contact with central and other agencies with regard to grant applications, gifts and other donations.

Support HR Management

- Provide leadership and guidance for support staff, including direct line management responsibility where appropriate.
- Maintain confidential staff records.

Support Facilities Management

- Letting of the school premises to outside organizations and school staff, and development of the school facilities for out-of-school use.
- Purchase, repair and maintenance of furniture and fittings.
- Emergency evacuation procedures, tests and records.

Support to School Management

- Management and efficient operation of the school's accounting function according to agreed procedures.

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- Liaison with the County Council on the provision of a comprehensive payroll service for all school employees and the operation of pension schemes and other deductions.
- Recruitment, professional development and performance management of support staff.
- Security of the school site.
- Maintenance of the school site, buildings and safety equipment and the efficient operation of all facilities and installations.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with 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, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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**Person Specification
Bursar Level 4+**

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> Accountancy and funding systems/management of contracts. 	AF
<p>Qualifications/Training</p> <ul style="list-style-type: none"> Degree Business and Administration, NCSL Diploma in School Business Management, or equivalent qualification or experience in relevant discipline. Management Qualification desirable. 	AF
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> Leadership and management skills. Consultative, negotiating and partnership skills. Excellent numeracy and literacy skills. Understanding of Health and Safety legislation specific to the school and how it relates to students, staff, visitors and contractors. 	AF/I
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> Identifies the service needs of the pupils, parents, the community and other stakeholders by proactively gathering feedback to ensure own service delivers the diverse needs of its customers and encourage social inclusion. Ensures main strategic priorities are translated into clear objectives and practical actions, ensuring resources and activities of teams are aligned for day to day strategic priorities. Helps others to find value for money ways to continuously improve the service. Anticipates the need for change and proactively introduces systems to ease and support transition. Maintains a clear sense of purpose and direction during periods of change by proactively consulting when planning change and supporting others through the change process. Creates a sense of self belief, energy and pride in others about what the school is setting out to achieve. Plans communication effectively and acts as a role model in providing open, honest communication. Ensures team is focused on the contribution they must make. Handles sensitive issues constructively to resolve conflict. Manages demanding workloads and meet commitments Ensures the team receives sufficient resources and backing .to deliver against objectives. Manages performance robustly within an inclusive working 	AF/I

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<p>environment that values everyone's contribution, coaches others in developing and maintaining effective relationships and team working.</p> <ul style="list-style-type: none">• Overcomes obstacles to achieve team's objectives.• Takes considered risks using initiative and flexibility to deliver.• Creates opportunities for self and others to acquire and apply new skills by involving individuals in setting appropriate personal development objectives and providing agreed development opportunities, supports others by coaching and mentoring.• Promotes a culture of trust, where honest and constructive feedback is sought.• Ensures people grow and develop by allowing teams and individuals to be creative in how they work, highlighting, celebrating and rewarding success.• Develops and nurtures networks within and outside the organisation.	
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AF - Application form

I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***