



Eton Wick C of E First School

Bursar Job Description

Job Purpose

To provide a full administrative and financial support service to the Head Teacher and Governors to facilitate the efficient and effective use of school resources in order to support improvements in the standards and achievements in teaching and learning.

Scope of job

The main roles and responsibilities are to:

- ⇒ monitor the school budget
- ⇒ directly supervision of caretaker
- ⇒ represent the school at meetings with service providers of the Local Authority and a range of external service providers including contractors.
- ⇒ operate in an environment where the volume of work is high and where conflicting priorities have to be effectively managed and limited resources efficiently allocated.
- ⇒ have access to extremely sensitive and confidential information.
- ⇒ have contact with staff, teachers, governors, parents and pupils as well as senior staff within the Local Authority.
- ⇒ attend meetings as required.



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Job Accountabilities

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Finance

Prepare for approval by the Head Teacher and Governors, the schools annual budget for delegated expenditure and the schools private funds in line with the guidelines provided by the Governing body.

Prepare for the Governors/Finance Committee a comprehensive budget report at agreed intervals to enable them to manage the schools' budget in an efficient and effective way.

Monitor and report regularly to the Head Teacher the schools expenditure, identifying areas of over or under spend and to advise on possible remedial action to enable the Head Teacher and Governors/Finance Committee to take action.

Ensure that all financial transactions including payroll forms are processed in accordance with the financial regulations set down by the Education Authority and the school. This will include setting up and reviewing the schools internal processes as well as working within the procedures set by the Education Authority.

Management of Information

Establish procedures for data collection in order to prepare reports, returns/surveys and other information for a variety of internal and external services/organisations eg the Education Authority, Auditors, Ofsted, DfES etc. Ensure that returns are completed and submitted within the required timescale.

HR Management

Manage the school administrative support function, ensuring that all staff are aware of the priorities and that the systems in place support the school in the achievement of its' objectives. This will include performance management of staff to ensure their skills are developed in line with the needs of the school.

Provide information and advice to the Head Teacher on a range of HR issues relating to school support staff to enable the Head Teacher to make decisions/take appropriate action. This will include obtaining advice from the HR Unit.

Estate Management

Ensure awareness and understanding of the main health and safety issues specific to the school and how they impact on students, staff, visitors and contractors.

Line manage the school's Caretaker/ Site Controller including dealing with day to day site management issues.

Co-ordinate the administration associated with out of hours letting of school facilities and liaising with the Site Manager/Site Controller/Caretaker on the hirer's requirements, to ensure that the school is able to maximise the income available to the school.

Line-manage the school's Caretaker/Site Controller including dealing with day to day site management issues.

Miscellaneous

Manage the school's contract letting process ensuring application of correct procedures and participate in the decision making process.

Represent the school at the termly Bursars meeting raising and clarifying issues relating to finance/ administration on behalf of the school and advising the Head Teacher of any action points.

Attend the schools SMT and Governors meetings as and when required to provide information, analysis and advice as appropriate.



Eton Wick C of E First School Person Specification

Key Criteria	Essential	Desirable
Qualifications and training	Administrative or financial qualification at NVQ L3	
Competence summary (knowledge, skills, abilities, experience)	<p>At least 3 years administrative/financial experience</p> <p>Experience of monitoring/managing budgets</p> <p>High level of interpersonal skills</p> <p>Experience of staff management.</p> <p>Time management skills</p> <p>Intermediate/advance IT skills inc spreadsheets, databases, SIMS</p>	<p>Experience of working in a school or education environment</p> <p>Experience of school governance issues/financial delegations.</p>
Other requirements	<p>Flexible approach to activities and hours of work</p> <p>Prepared to become involved in wider school life activities</p>	