

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
S176	Bursar and Health & Safety Manager with Facilities Management	Grade 9	308 Hay	January 2009

Statement of Purpose

To organise and take effective responsibility for Finance, Health and Safety and Facilities Management.

Financial Support

- To line manage the Finance Officer, 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 and present regular financial reports to the school governors.
- Be a member of the School's Governing Body's Finance Committee.
- To support the Headteacher to prepare the preliminary annual budget plans.
- Provide financial management information to and directly advise the SMT.
- 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 school governors.
- Prepare financial returns for the DCSF, LEA and other central and local government agencies within statutory deadlines.
- Prepare for school auditors as required.
- Maximize income generation within the ethos of the school.
- Monitor closely all financial records and tabulations.
- Liaise with Joint Finance Unit.
- Monitor all school trips and ensure appropriate documentation is completed and submitted.

Health and Safety Support

- To write the School Health and Safety Policy for approval by the Governors
- To continuously monitor and review the Health and Safety policy
- To assist with the writing and updating of other school policies containing a Health and Safety element
- To service the school's Health and Safety Committee
- To analyse accident reports within school and prepare reports for SLT
- To advise staff on Health and Safety matters as required
- To provide/arrange staff Health and Safety training as required. e.g. use of fire extinguishers, use of ladders, manual handling etc
- To prepare and issue bi-annual safety audit to all departments in school. To analyse the audit results and prepare reports for SLT and Health and Safety Committee
- To act as Fire Officer, organising risk assessment and fire drills.
- To organise a team of fire marshals to cover all areas of school buildings
- To liaise with LEA Health and Safety Officers
- To liaise with Emergency Services

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- Prepare risk assessments as required
- To provide/arrange for annual PAT testing of electrical equipment in school

Facilities Management Support

- To efficiently and effectively manage the school site.
- To line manage of a team of between two and five Site Supervisors/Janitors.
- To co-ordinate and manage the scheduling of minor repairs and maintenance i.e.
 - Painting and Decorating.
 - Joinery.
 - Plumbing.
- Liaise with contractors in connection with major building works proposed for the school including quotations and/or site visits.
- To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the postholder's area of responsibility.
- To monitor and manage the schools contracts and to assist the Headteacher in tendering for new contracts.
- To ensure heating plant and equipment is efficiently and effectively operated.
- To be responsible for maintaining the security of the premises and its contents.
- Undertake safety checks in accordance with water guidelines where appropriate.
- Undertake risk assessments and COSHH procedures as appropriate.
- Manage directed lettings.
- Be a member of the School's Governing Body's Premises Committee.
- Shared responsibility for devolved maintenance capital budget.
- Shared responsibility for the minor repairs budget.

Administration Support

- To have an overview of the cover situation and manage cover requirements.
- To line manage the Cover Supervisors.
- To be the Schools Educational Visits Coordinator.

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.
- Comply and assist with the development of 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.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

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

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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 and Health and Safety Manager with Facilities Management Level 4

Essential Criteria	Measured By
Experience <ul style="list-style-type: none"> • Several years' experience working with complex accountancy and funding systems • The post holder shall be able to communicate effectively at a strategic level and be comfortable at communicating with all levels of staff. • Management experience • To have a high level of computer literacy 	AF/I
Qualifications/Training <ul style="list-style-type: none"> • NVQ 4 Business and Administration, NCSL Certificate in School Business Management, or AAT Technician or equivalent qualification, or experience in relevant discipline. • The post holder will have a technical knowledge of statutory Health and Safety Regulations and hold a formal qualification at NVQ3. 	I
Knowledge/Skills <ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Excellent Presentation skills • Excellent verbal and written communication skills • Excellent IT skills • Able to lead change management • Analytical ability • The ability to achieve, maintain and improve performance levels • Articulate and accurate • Methodical with a good attention to detail 	AF/I
Behavioural Attributes <ul style="list-style-type: none"> • Builds personal relationships with stakeholders, through regular contact and consultation • Coaches and empowers team members to take responsibility for ensuring customer care. • Understands the schools development plan and how it relates to team and individual objectives. • Accepts, supports and quickly implements change • Identifies and promotes best practice and encourage the sharing of ideas. • Proactively seek opportunities to increase job knowledge and understanding 	AF/I

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<ul style="list-style-type: none"> • Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members. • Works with others to resolve differences of opinion and resolve conflict • Requires minimum supervision • Takes responsibility for own and team actions • Identifies and overcomes barriers and manage risks • Takes quick and effective action • Demonstrates focused implementation of role and responsibilities • Builds strong team ethos where everyone feels valued • Provides timely, sensitive and honest feedback on performance • Is accountable for own development and encourages the ownership of development needs amongst team members. 	
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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.***