

Little Stanion Primary School

School Bursar and Office Manager

Job Description

JOB PURPOSE

- To manage effective administrative and financial services to the school
- Under the direction of the Headteacher, formulate the financial aims and objectives of the school, establishing the policies through which they shall be achieved, and report progress towards their achievement to SLT and Governors.
- To maintain a strategic financial plan that will indicate trends and requirements of the school improvement plan and will forecast future year budgets
- To manage the administration of personnel functions in the school
- To manage the purchase of supplies, equipment and services
- To manage maintenance of administrative systems that deliver outcomes based on the school's aims and objectives
- To oversee the maintenance of the buildings, grounds and equipment under the direction of the Headteacher

ORGANISATIONAL RELATIONSHIPS

- Directly responsible to the Head Teacher
- Line Manager to office staff and Site Supervisor
- To oversee the management of cleaning staff in liaison with the Site Supervisor
- Be the main point of contact for the IT Support Technician
- To attend and report to Finance Committee Governor meetings

DEVELOPING SELF AND WORKING WITH OTHERS

- To be committed their own continuing professional development.
- Work with the Headteacher to build a professional learning community which enables others to achieve.

- Support staff, within your team and within the whole school, in achieving high standards through effective continuing professional development.
- To carry out successful performance management processes with allocated team of staff.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Actively engage with other schools to build effective learning communities.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own professional development.

SPECIFIC DUTIES

- To implement the Finance, Budgetary planning and monitoring to the highest standards, providing financial reports and expertise to Governors, the Head Teacher, Senior Leadership team, auditors and the Local Authority to ensure efficient financial management of the school in compliance with SFVS.
- To provide advice and support on employment legislations, safer recruitment, school and county council policies and ensure procedures are followed
- To monitor salaries and expenditure and advise the Head Teacher, Finance Committee and Governing Body accordingly
- To seek opportunities to gain grants and fundraise money for school projects
- To take an active role in school projects which include developing school site, liaising with a range of external agencies and companies to assist the project
- To manage and develop a diverse team of support staff ensuring their development and performance meets the objectives of the school. Review and provide guidance on the current and future staffing structure
- Ensure that all safeguarding guidance is strictly adhered to and maintain the school's Single Central Record
- To maintain records of staff CPD and keep training up to date to ensure the school has sufficient expertise in targeted areas such as; first aid, safer recruitment, safeguarding, prevent duty

- Manage finances in relation to the school improvement plan, in consultation with the Head Teacher and Governors
- To ensure all financial objectives are achieved and legal requirements are met.
- Be the main contact for the school's data protection officer (DPO) taking responsibility for the GDPR, ensuring the school is compliant with GDPR.
- SB will work towards and successfully maintain the SFVS (School Financial Value Standard)
- To manage the finance function of the school ensuring that accounting procedures and policies are adhered to, including: preparing annual budgets, monitoring expenditure and income against variations, cash limits and other key indicators and produce monitoring reports and information for the Governors and budget holders to enable accurate and effective management of school finances
- To manage the information management systems, accounting, reprographic and communication systems for the school site and act as systems manager for the school's administrative, financial computer network to ensure their efficient operation. Ensure that all reporting requirements are met to enable the school to draw upon appropriate resources. Ensure that all data protection requirements are rigorously adhered to
- To manage the Extended Services, Nursery, Breakfast and After School clubs ensuring ratios are adhered to and appropriate numbers of staff are in place.
- Develop policies on a variety of matters in accordance with national and local frameworks and guidance
- To manage the financial aspects of the extended services to ensure they are financially viable. This will include headcount returns, budget planning, monitoring of numbers in Nursery and the demand for wrap around care.
- To ensure the Health and Safety policy is implemented at all times, and is subject to review and assessment at regular intervals or as the situation or legislation changes. Ensure systems are in place for effective monitoring, measuring and reporting of Health and Safety issues to the SLT, Governors and, where appropriate, the Health and Safety Executive

- To oversee the upkeep of the aesthetics and development of the school site, maintaining high standards through the School Maintenance Plan
- Maintain public records for Governing Body
- Ensure the maximum level of security and confidentiality is maintained at all times
- To attend school events as a member of the team, including sleepover, school trips, and parents' events
- To work collaboratively with the teaching team to provide the children with high quality experiences

KNOWLEDGE, EXPERIENCE AND TRAINING

To be able to:-

- Manage strategic financial plans
- Manage budgets, financial reporting, procurement and inventories
- Manage the invoicing of extended services and Nursery Funded hours are claimed
- Manage change projects
- Manage a team
- Manage HR & Payroll
- Manage Health & Safety
- Deliver service and systems applicable for effective school management
- Deliver value for money initiatives
- Understand national and regional educational service and deliver appropriate strategies
- To use a range of IT packages