

Role Title	Bursar (Primary)
Grade	Grade 6
Job Reference	
Job Reference Variation	
School	
Main purpose of the role	
<p>To provide an effective financial and administrative service to support and enhance the running of a primary school in accordance with Financial Regulations. Provide timely and accurate information to the Headteacher and Governing Body as required.</p>	
Core responsibilities and tasks	
<ol style="list-style-type: none"> 1. Prepare financial proposals in line with the School Development Plan to co-ordinate an annual budget of income and expenditure at the school. 2. Maintain and monitor all budgets and present regular management reports to ensure efficient and effective control of income and expenditure. 3. Prepare and implement business plans to ensure strategic development of the school to a high standard. 4. Implement and maintain all processes necessary to ensure that the school complies with statutory requirements from the DCSF, LA, Governing Body and other agencies. 5. Negotiate contracts and tenders to ensure the most efficient use of resources and best value for money at all times. 6. Control all personnel processes to ensure that all documentation is accurately completed and forwarded to the relevant departments in compliance with school policy and legal requirements. 7. Supervise administrative support staff including performance appraisals and identify and recommend developmental training to ensure that an efficient and effective service is provided to support staff, pupils, parents and Governors. 8. Support the Headteacher in a consultative and administrative capacity in matters of Finance, Personnel and school administration to provide an objective and informed view to aid decision making. 	

Indicative knowledge, skills and experience
<ul style="list-style-type: none">• Appropriate financial/accounting qualification or equivalent.• Computer literate with up to date knowledge of current hardware and software packages with experience of setting up databases, spreadsheets and word processing documents.
Additional Information