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| Job Description: Bursar – Maternity Cover |

**Employment details**

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| Job title: | **Bursar** |
| Reports to (job title): | **Principal** |
| Type of position: | **Temporary – Maternity Cover** |
| Hours of work: | **37**  |
| Level and scale point: | **Grade 7 £26,845 (actual salary - £ 23,060) 39 weeks per year** |

**Job Purpose**

To support and advise the Head teacher and governors in the interpretation, planning, decision making and monitoring of Local Management of the school.

**Areas of responsibility:**

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| **MAIN RESPONSIBILITIES** |
| * Prepare and formulate the school budget, (including financial alternatives), in conjunction with the Headteacher to enable the Governing Body to make accurate management decisions.
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| * Monitor and control the implementation and virement of funds to ensure that the budget is administered according to the agreed School Development Plan.
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| * Monitor and review the school budget and advise the Headteacher and Governing Body on the strategic budgetary position to ensure over and under spending areas are identified, and proposals made, to enable corrective action to be taken.
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| * Prepare reports, including recommended action, on financial matters for the Governing Body and attend meetings to give advice to facilitate the decision- making process.
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| * Support staff with financial queries and helping them to input overtime claims into the Itrent system.
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| * Administer the personnel support service within the school, including the issue of Statements of Written Particulars, and maintenance of personnel records, to ensure that staff are correctly contracted, paid and advised of personnel matters.
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| * Lead, motivate, develop and train clerical staff and / or other non teaching staff to ensure their effective deployment for the benefit of the school.
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| * Develop, implement, coordinate, review and manage the school’s office, administrative and financial systems to maximise the effective coordination of all school support activities.
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| * Liaise with contractors/suppliers concerning the ordering of goods and supply of services to the school. Monitor the service provided to ensure the optimum use of resources and best value.
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| * Any other tasks delegated at the discretion of the principal and Senior leadership team.
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| * Monitor, coordinate and implement arrangements for the care, maintenance and improvement of buildings, equipment and grounds in consultation with School’s Health and Safety Representative to ensure the Health and Safety of school community is safeguarded.
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| * Administer arrangements for supply cover, including receipt of telephone notices of absence at home.
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Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.