

JOB TITLE:	Bursar & Site Operations Manager		
SCHOOL:	The Community College, Bishops Castle		
POST NUMBER:	GRADE: PO5	31-34	
SALARY RANGE:	FULL/PART TIME:	Full time (for 37 hours a week, term time plus 3 weeks)	
POST STATUS:	Permanent	CAR USER STATUS:	

PURPOSE OF POST

- The Bursar & Site Operations Manager works with the Senior Leadership Team to assist the Headteacher in his duty to ensure that the college meets its educational aims, within budget and within an environment that promotes ethical behaviour and the highest standards of personal responsibility.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Leadership & Strategy

- Be responsible with the Headteacher for the strategic planning and design of support staff services.
- Be responsible for the development, organisation and monitoring of site support staff services (caretaking, cleaning and canteen staff).
- Attend Senior Leadership Team meetings and, as required, meetings of the full Governing Body and appropriate Governors' committees.
- Advise the college's Senior Leadership Team, in order to inform strategic decisions.
- Manage change in accordance with the college improvement plan.
- In the absence of the Headteacher, take delegated responsibility for Financial and other site decisions.
- Comply with, and assist with the development of, policies and procedures relating to health, safety and security, site support staff services, confidentiality and data protection, reporting all concerns to an appropriate person.

Financial Resource Management

- Evaluate information and consult with the Senior Leadership Team and Governors to prepare a realistic and balanced budget for college activity.
- Submit the proposed budget to the Headteacher and Governors for approval and assist with the overall financial planning process.
- Use the agreed budget to actively monitor and control performance to achieve value for money.
- Identify and inform the Headteacher and Governors of the causes of significant variance.
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
- Provide ongoing budgetary information to relevant people.
- Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.
- Assist the Headteacher to maintain a strategic financial plan that will indicate the trends and requirements of the college development plan and will forecast future year budgets.
- Seek and make use of specialist financial expertise.

- Look for opportunities for the college to bid for funds; contribute to, and lead on, bids as required by the Headteacher.
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.
- Monitor the effectiveness and implementation of agreements.

Human Resource Management

- Ensure that all redundancy processes comply with the Local Authority's policies and procedures adopted by the college.
- Support for the Headteacher and Governing Body with the Employment Protection Scheme as and when required.
- Manage procedures and systems relating to training and development of designated site support staff.
- Manage the processes relating to payroll administration, including the monthly PR28 return and Sickness Insurance Scheme claims.
- Support the compliance officer, including DBS checks, reviewing the Single Central Record and Personnel records.
- Carry out Return to Work interviews for site support staff.
- Participate in training and other learning activities and performance development as required.

Facility, Property & Resources Management

The School Site Manager works as part of a team of support staff who work together to ensure that the following conditions prevail within the school:-

- Be responsible for the provision of specialist advice and guidance to the Senior Leadership Team and Governing Body on national and local guidelines/policy/statute, etc.
- Interpret matters of policy/procedure/statute to ensure the college's compliance and appropriate action arising.
- Manage procurement.
- Ensure the supervision of relevant planning and construction processes are undertaken in line with contractual obligations.
- Develop work specifications and manage service contracts.
- Ensure the college site is maintained appropriately, including the purchase and repair of all furniture and fittings.
- Ensure the provision of utilities, site services and equipment is uninterrupted.
- Continuously monitor, assess and review contractual obligations for outsourced college services.
- Ensure a safe environment for the stakeholders of the college.
- Monitor and manage effectively ancillary services e.g. catering, cleaning, etc.
- Manage the letting of college premises to external organisations, for the development of extended services and local community requirements.
- Identify the need for, and be responsible for securing, appropriate licences and insurance.

Health & Safety

The School Site Manager works as part of a team of support staff who work together to ensure that the following conditions prevail within the school:-

- Act as Health & Safety Co-ordinator for the college.
- The college's written Health & Safety policy statement is clearly communicated and available to all people.
- The Health & Safety policy is implemented at all times, and is subject to review and assessment at regular intervals or as situations change.
- There is regular consultation with people on Health and Safety issues.
- Systems are in place to enable the identification of hazards and risk assessments.

- Systems are in place for effective monitoring, measuring and reporting of Health and Safety issues to the Senior Leadership Team, Governors and, where appropriate, the Health & Safety Executive.
- Working with the Site staff and a Fire Officer for the college staff, ensuring fire practices and alarm tests are planned and carried out, with appropriate records being maintained.
- The maximum level of security consistent with the ethos of the college is maintained.
- Carry out an Annual Health & Safety monitoring checklist and report to the Governing Body.
- Carry out Annual Risk Assessment review and report to the Governing Body.
- Liaise with the Shropshire Fire Safety and Insurance teams.

Management Information Systems & ICT

Working with the AHT Curriculum, STL ICT and Network Manager:

- Consider current and future plans for hardware and software requirements.
- Consult with relevant agencies for the procurement of new technologies.
- Ensure high quality resources, support and training are provided to enable best use of ICT for teaching, learning and administration.

Other Duties

- Under the direction of the Headteacher, any other duties that would reasonably be expected of the post holder.