

Bursar

Job Description

##### GRADE: 4

**LINE MANAGER: Principal**

**RESPONSIBLE FOR: Finance, HR, Health and Safety and the Leadership of the Premises team.**

## LEVEL DESCRIPTION

All duties will be carried out within recognised procedures or guidelines. The post holder will need to have a good knowledge of a range of organisation policies and procedures.

May include ad hoc duties, which require initiative.

The post holder will undertake a range of tasks, which require theoretical, practical and procedural knowledge across a technical or specialist area or in an equivalent level of organisational, procedural and policy knowledge.

The post holder will be expected to respond independently to unanticipated problems and situations.

The job requires analytical and/or creative and development skills to analyse and interpret complex information or situations and to solve difficult problems or develop solutions or plans over the medium term (several months, up to a year).

Exchanges complicated or sensitive information orally or in writing with a range of audiences.

Demonstrate sensitivity and tact in contentious situations.

The post holder will organise own workload and will have direct responsibility for the supervision, co-ordination, direction or training of other employees.

The Principal is available for overall direction of work and advice and guidance on serious problems.

### Key responsibilities and objectives of the job

* To ensure the smooth day to day running of the schools finances.
* To maintain a flexible approach to service delivery.
* To Line Manage the premises team to support the school including delegating and allocated workloads as needed.
* To develop and maintain accurate information within the school’s data management systems and other electronic / manual filing systems.
* To ensure the accurate record keeping systems are in place.
* To work closely with other members of the wider support staff team to support the smooth running of the school.
* There will be some need to use analytical, judgemental, creative and developmental skills.
* To develop a customer service culture within the team, that exceeds customer / stakeholder expectations.
* To ensure that confidentiality with the team is maintained and that direct reports understand the scope of data protection legislation / GDPR in the workplace.
* Other reasonable duties as required by your line manager.

**General responsibilities and objectives**

* To keep up to date with all the policies and procedures of the as they impact on this post or as they impact on all employment matters.
* To respect and actively promote equality of opportunity in line with the policy of the school.
* To respect support and actively promote the vision and ethos of the school. To act as a positive representative of and ambassador for the Trust in its contacts with outside bodies and organisation.
* To cover for absent colleagues as requested by the line manager within the areas of the post’s remit and if required beyond.
* To implement and uphold the policies, procedures and codes of practice of the school and Trust, including those relating to finance, human resources, data protection, health and safety, anti bullying and safeguarding/child protection.
* To ensure that the core business (HR, Premises, H&S, SCR and GDPR) are completed to facilitate, creating an outstanding learning environment.
* To have the overall responsibility for the line management and appraisal of the premises team.
* To prepare reports and return for the school governors.
* To undertake any other duties as required within the grading and remit of the post and to actively assist to cover staff sickness or other absences as required by the Principal.

**Financial Responsibilities**

* To write, monitor and analyse the school’s budget.
* To monitor and reconcile the schools funding lines, including restricted funds, clubs, and catering.
* To work with the Office Manager to reconcile Breakfast and Afterschool club, check expenditure and income.
* To ensure that the financial division of duties, and all purchase limits are adhered to as detailed in the Trust RoFR.
* To process orders and check deliveries against these orders before processing the payment.
* To oversee the schools’ lettings.
* To ensure that all income is banked in a timely manner.
* To oversea parental debt and seek prompt settlement.
* To oversea outside local funding source’s and ensure the return are completed within time.
* To liaise with the Trust central team to assist with Finance matters in line with the budget requirements.

**Personnel and HR Responsibilities**

* To liaise with the Principal to advertise and write vacancies.
* To Carry out pre-employment checks and maintain the SCR.
* To report staff absence to the Trust, and to monitor this.
* Complete school workforce census.

**Premises Management**

* To take the lead responsibility for the schools site and buildings including their maintenance, security development and furnishings
* To ensure that the statutory premises/H&S inspection records are being completed and arrange for any works to be competed.
* To maintain the mini bus including the inspections, cleaning and MOT.
* To manage the premises team to ensure that work is carried out to a high standard.

**Health and Safety**

* To act as the schools Health and Safety officer and Fire Officer, ensure that all health and safety legislation, policies and procedures are adhered to.
* Take part in risk assessments and reviews.
* To participate with the Principal and the Caretaker on regular walkabouts and action any points identified.

**GDPR**

* To act as the lead GDPR point of contact within the school
* Ensure that school complies with Data Protection, copyright and Freedom of Information legislation.
* Maintain GDPR records for compliance.

**Professional Behaviour**

* Be friendly, fair and consistent with pupils, demonstrating the expectations from the School behaviour policy
* Provide a good role model to pupils.
* Be professional, friendly, helpful and welcoming to parents/carers and others visiting or making contact with the school.
* Be friendly and respectful towards all colleagues and address any concerns through proper channels.
* Support and uphold the aims, values and ethos of the school.
* Be smartly and professionally dressed.

This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature/level undertaken within the school are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of organisational changes, new legislation, changes in technology or policy changes; appropriate training may be given to enable the post-holder to undertake this new/varied work.

*Rose Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

Date of Issue . . . . . . . . . . .. .

Signed . . . . . . . . . . . . . . . . . . . . . . . . . .Principal . . . . . . . . . . . . . . . . . . . . . . . . . .

Signed. . . . . . . . . . . . . . . . . . . . . . . . . .Post holder. . . . . . . . . . . . . . . . . . . . . . . . . .