

## Job Description

### Job Information

*All information to be as shown on organisation chart.*

#### Job Title:

Federation Bursar – Aylestone,  
Broadlands & Withington Federation

#### Post No:

U422

#### Grade:

HC 10

### Organisational information:

**Responsible to:** Executive Headteacher

**Responsible for:** Federation budgets in excess of £2.5m; administration of the school's private funds; finance, site maintenance staff, ICT Staff and lunchtime superintendent staff. Catering, cleaning, security, grounds maintenance and ICT contracts. Also responsible for Health and Safety throughout the Federation. Designated Educational Visits Co-ordinator (EVC)

**Functional links with:** Governing body, School Senior Leadership Team, Local Authority, DFE, Auditors and Contractors.

### Main Purpose of Job:

To be a member of the school's Senior Leadership Team taking strategic and general management responsibility for the running of the school, including the financial and logistical aspects of curriculum matters, and a specific responsibility for all non-academic aspects of the operation of the school.

### Main Responsibilities / Accountabilities:

*The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation*

To be the member of the federations Senior Leadership Team who is responsible for:

- All aspects of the strategic management, monitoring and reporting on the federation's finances and budget;
- Management of the federation's strategic capital investment plan;
- Personnel, employment law and health and safety advice and guidance to the Governors, Headteacher and other senior colleagues;
- The management of the federation's administrative, clerical and site management staff;
- The management, maintenance and development of the federation sites and all its facilities;
- Playing a major role in the school's administration, overseeing and developing the administrative facilities and resources;
- Promoting the school and the use of its facilities in the local community and with local business.

**Job Activities:**

- To develop and monitor the school's budget for the immediate budget year and two further years forward, making recommendations for action to the Headteacher and Governors.
- To monitor income and expenditure against the budget, making recommendations concerning under and over spends and producing reports for budget holders.
- To present financial reports and make recommendations to the Management Committee of the Governing Bodies.
- To organise the production of regular accounts at intervals determined by the school's Governors, and at year-end.
- To oversee such matters as the provision of correct information for payroll, financial and other returns, VAT, the securing of bid-led funding and the school's asset management plan.
- To maximise donations from parents and other benefactors.
- To secure sponsorship as available and to explore and make recommendations regarding opportunities to generate income, accounting properly for all takings, grants, gifts and donations.
- To ensure that the school and its activities are properly insured and that claims are made and responded to in the laid down manner; to make certain that the necessary risk assessments and loss prevention strategies are carried out and that a disaster recovery plan is in place and kept up to date.
- To arrange procurement of effective IT facilities.
- To oversee the recruitment, training, development and administration relating to support staff, and teaching staff as required, and to maintain personnel records of all staff; ensuring all necessary checks are made pre-employment, and to invoke disciplinary and performance management procedures as necessary.
- To monitor and supervise all aspects of staffing costs, the preparation of information to payroll together with liaison with the Local Authority or other payroll agency, and changes to employment terms and conditions.
- To supervise the procurement procedures for both major and minor purchases, through to final correct payment for goods.
- To be able to offer or obtain advice on employment and health and safety for the Headteacher, Governors and senior colleagues.
- To oversee all aspects of the school's health and safety policy, ensuring that all related processes are in place and reviewed regularly.
- To manage all non-academic support staff in all aspects.
- To be responsible for the security and maintenance of all school buildings, the playing fields, the perimeters and other equipment.
- To work with contractors and service suppliers to obtain the most cost-effective and appropriate services for the school.
- To oversee the letting of the school's facilities, maximising income as possible.
- To manage school facilities on an economic basis, e.g. canteen, minibuses, reprographics, telephones.
- To undertake major projects in any areas of responsibility, bringing forward recommendations and meeting budgets and deadlines as necessary.
- To attend governing body meetings as required and work with Governors on matters arising.
- To contribute to the creation and achievement of the School Development Plan.
- To work with the DFE and other government and non-government agencies to satisfy their requirements and to advance the school.

**Other information:**

Disclosure type: enhanced

**General Information:**

The postholder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his / her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

The Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the postholder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the postholder.

*Note: This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.*

<b>Date Job Description reviewed:</b>	September 2021
Line Manager Name:	Line Manager Signature: Date:

## PERSON SPECIFICATION

### Job Information:

*All information to be as shown on organisation chart.*

**Job Title:**

School Bursar - Aylestone

**Post No:**

U422

**Grade:**

HC9

	Essential	Method of Assessment
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant management experience</li> <li>• Experience in relevant profession e.g. accountancy</li> <li>• Experience in staff management</li> <li>• Financial management experience including more complex budgetary control and final accounts</li> </ul>	Application Form / Interview
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Staff management, leadership and team building skills</li> <li>• Written and oral communications</li> <li>• Ability to work with a wide range of people including pupils, parents, teachers, governors and councillors.</li> <li>• Computer literate in relevant software (Agresso, Microsoft, Pebble Fund Manager)</li> </ul>	Application Form / Interview
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Degree and / or graduate level professional qualification</li> <li>• Ongoing record of CPD in relevant disciplines</li> <li>• Appropriate training in finance and budgets</li> <li>• Part / fully qualified accountant or relevant experience at an appropriate level</li> </ul>	Application Form / Interview
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Able to attend Governing Body meetings out of normal working hours</li> <li>• On call for school emergencies</li> <li>• A flexible problem solving approach to all aspect of the post.</li> <li>• Police clearance</li> </ul>	Interview  DBS
<b>Date Person Specification reviewed:</b>		September 2021
Line Manager Name:		Line Manager Signature: Date: