

Cliffedale Primary School

Northcliffe Road

Grantham

NG31 8DP

Tel: - 01476 568 740

E-mail: - enquiries@cliffedale.lincs.sch.uk

Headteacher: Mr S Ward

Job Title: Bursar

Pay Scale: Grade 7

Location: Cliffedale Primary School

Line Manager: The Headteacher

Job purpose:

The Bursar promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives. As a member of the school team, makes a major contribution to the strategic direction of the school.

Duties and Responsibilities:

Budget

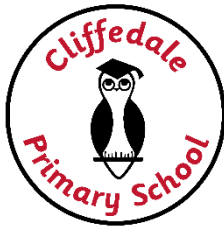
- Keep up to date with information provided by the DfE in order to identify funding streams and accurately estimate Income.
- Prepare a 5 year budget - ensure that staffing costs, expenditure and income are calculated accurately based on up to date information and Outturn forecasts. BW Hoople and SBS are the budget tools used by LCC and must be kept up to date throughout the year.
- Monitor Income and Expenditure regularly and reforecast as required by the LCC central finance team. Account for any variances that may arise and advise on action to be taken if necessary.
- Prepare and deliver budget monitoring reports for the Senior Leadership Team and the Governors. Maintain a strategic financial plan that will indicate the trends and requirements of the School Development Plan.
- Ensure any salary increases, contract changes and pension rate increases are entered on SBS.
- Check the termly census to ensure that pupil numbers and Free School Meal numbers are correct. Find ways to promote Universal Infant School Meals and Free School Meals in order to maximise Income.

Financial Procedures

- Consult and follow Lincolnshire County Council's Financial Policy and Procedures,
- Be confident in all areas of the BW and SBS accounting packages.
- Complete all month end procedures required by LCC.
- Manage any claims made through the school's procured Insurance provider.

Purchase Ledger

- Ensure Purchase Orders are authorised before any financial commitment is made.
- Ensure all invoices are checked before being entered on to BW.
- Ensure any credit card purchases are authorised before the transactions are processed.



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Procurement

- Ensure value for money is always considered in Procurement.
- Obtain quotes and approval as outlined in the Scheme of Delegation.
- Maintain an Asset Register in line with school's policy.

School Fund

- Promote the use of a Cash free system
- Where relevant, enter any transfers between bank accounts.
- Carry out bank reconciliations, including the debit card account.
- Investigate ways to generate income and apply for any available grants.

Sales Invoicing

- Manage any school lettings and investigate further use of the building and grounds in order to increase revenue.
- Ensure sales invoices are raised in a timely manner

HR

- Have knowledge of all LCC's HR policies and follow procedures as outlined in relevant policies.
- Manage the recruitment process writing adverts, updating Job Descriptions and ensuring all recruitment checks are carried out prior to interview and references are received, gaining authorisation/liasing with LCC where required.
- Assist with the headteacher shortlisting and support with the interview process as required. Send out offer letters and arrange for contracts to be raised.
- Ensure all pre-employment checks are carried out and personnel files are updated with the correct documentation.
- Record all DBS checks on a Single Central Record and ensure that it is fully compliant and is in line with Ofsted requirements. Keep up to date with safeguarding legislation.
- Complete Starter and Leaver forms and Variations to Contract letters or forms on BW.
- Inform Payroll of any contract changes and pay increases via BW.
- Enter any contract and salary changes on SBS.
- Monitor Staff Absence.
- Carry out performance management online managed staff

Payroll

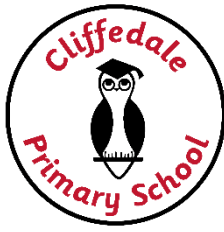
- Complete all HR paperwork for example, changes of contracts and salary changes and notify payroll.
- Review all overtime, unpaid leave, expenses claims before authorisation by the Headteacher.
- Notify Payroll of any pay increases and pension contribution rate changes.
- Check draft Payroll reports using Gross Payroll Schools Budget report on BW.
- Reconcile payroll on SBS.

Audit

- Prepare all documentation for both internal and annual audit processes.
- Act on any recommendations that result from the Audit and LCC.

Resource Management:

Line management of Wraparound Care Coordinator, Site Manager



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Influencing and Managing Relationships:

- Headteacher
- Lincolnshire County Council's Central Support
- External agencies
- Parents and carers
- Governors
- Senior Leadership Team
- Staff

Other School Specific Responsibilities:

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

Cliffedale is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At Cliffedale we have a strong vision and core principles which you will be expected to demonstrate in your working practices.



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Bursar Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

		E	D
Qualifications and Attainments	- Studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths - Relevant qualification at level 4 and above	✓ ✓	
Skills and knowledge	- Excellent level of oral and written communication skills - Good level of use of ICT including Microsoft and other finance management or accountancy systems - Able to work to tight deadlines, managing and prioritising time effectively - Self-starter, with and ability to work independently & use own initiative to overcome obstacles - Good level of understanding of health & safety and site management - Knowledge of recruitment procedures and basic HR processes - Knowledge of/or ability to learn school's policies and procedures	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
Experience	- Proven ability in a school or business environment - Proven record of successful Financial Strategic Management - Experience of managing budgets and budget monitoring - Experience of managing and developing staff - Project management experience	✓ ✓ ✓ ✓ ✓	✓
Personal Attributes	- Have an openness to learning and change - Have a positive attitude to personal development and training - Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility	✓ ✓ ✓	
Additional Requirements	- May be required to work out of school hours to support SLT* - This role is subject to an enhanced DBS	✓ ✓	

*In agreement, time off in lieu (TOIL) or paid additional hours could be requested depending on the business need.