



Post Title: School Bursar

Salary/Grade: Grade 4 Banked hours 36.50 per week, plus banked hours. Actual £33,366 - 40,476

Grade 4 Term time + 2 weeks 36.50 per week. Actual £26,237 - £31,828

Subject to formal evaluation under the Pay Equity Review

Contract Type: Banked hours or Term time plus 2 weeks

Contract Term: Permanent

Contract Start Date: Autumn 2025

Core Purpose: The provision of full support to the Headteacher to ensure the effective leadership, management and administration of the school with specific responsibility for facilities, Health and Safety, the MIS and ICT infrastructure, Risk Management, Office Management, Financial Management and the management of non-class-based school support staff.

Duties and Responsibilities:

Job Purpose

To operate maintain and develop the administrative and financial procedures and systems of the school as part of the Senior Leadership Team and in partnership with Governors, ensuring that all legal and safety requirements with regard to people and property are fully met

To be responsible for the school site and its building, their maintenance, development and efficient use and safety

To lead on seeking best value for the school in respect of all services provided to the school through user level agreements and contracts

To function as line manager for groups of staff as specified by the school

To be the non-teaching member of the Senior Leadership Team and as such to contribute to the successful and efficient operation of the school

Performance Manager Team Leader for groups of staff as specified by the school

Key Responsibilities

To be an effective team member and to promote the values, culture, aims and objectives of the school; actively avoiding any reputational damage

Financial Duties

Oversee and manage the day to day running of the School's Information Management System, including up-dates as necessary

To work with the Headteacher and Governors in the preparation of budget forecasts for consideration

Advise other SLT members and Governors on financial implications for the School Development Plan

Plan, prepare and deliver reports to the Governors as identified by Internal Audit

Meet with other officials including Auditors to ensure the finance system is effective and efficient

Within the Glenmead community all individuals are valued and respected in a safe and secure environment. We are an inclusive school where everyone is encouraged to grow in confidence as they travel along their learning journey. Through developing independence, hard work and creative thinking, we strive to achieve our true potential.



Prepare and submit bids for further funding from outside agencies under the direction of the Headteacher

Personnel and Human Resources:

Maintain personnel records for all staff, liaising with HR providers when changes are brought about

Provide advice to staff and Governors about personnel issues

Assist with the preparation and placing of staffing advertisements

Handling all correspondence relating to personnel issues including references, new appointments and liaison with HR provider

Site and Premises:

Line Manager to Administration, Caretaking, Cleaning and Catering

Day to day management of the site and premises to ensure smooth operation of all systems – heat, water, gas, electric in conjunction with our Building Site Supervisor

Liaise with contractors regarding issues relating to the school premises, including refurbishment and repair in conjunction with our Building Site Supervisor

Assist Governors in the development of a site improvement plan to ensure that funding allocations are used efficiently and effectively at all times

To act as the school Project manager for improvements to the school premises in liaison with our Business Site Supervisor

ICT:

Liaise with the ICT Network Manager to ensure an efficient service is available at all times

Health and Safety:

Maintain Health and Safety systems and records, reporting to the Headteacher and appropriate Governors as and when required

Maintain risk assessments for fire, health and safety and first aid

General:

Oversee and monitor the banking of all monies received in school, both official and unofficial

To keep abreast of current educational developments and undertake relevant CPD when appropriate

Glenmead Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

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