

# St. Peter's C.E. Primary School

## Job Description

**A**chieve **B**elieve **C**reate

### SCHOOL BURSAR

This job description and allocation of particular responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the appraisal cycle and at any other time on request.

#### Job Purpose

To work closely with and report directly to the Headteacher, and School Governors, leading on the day to day financial and personnel management of the school.

#### Areas of Responsibility and Key Tasks

##### a) Financial Duties

- Take responsibility for all financial matters with both due diligence and value for money at the core;
- Maintain all relevant records, information and filing systems relating to school finances with due consideration for the General Data Protection Regulations (GDPR), business and digital continuity and retention guidelines;
- Ensure that efficient and effective administrative arrangements and procedures for financial matters are in place within the school, they are understood and followed by staff, and are monitored on a regular basis;
- In partnership with both the Headteacher and governors responsible for finance, ensure that the school makes the best possible use of the financial resources available by:
  - preparing, maintaining and monitoring the school budget;
  - producing budget statements and monthly reports to support with budget monitoring; and
  - preparing accounts for auditing as required.
- Pay invoices, including dealing with queries and monitoring outstanding debts owed to the school;
- Set up, check and reconcile monthly transfers of financial information with the Local Authority;
- Manage petty cash system;
- In partnership with the School Secretary; collect, check and bank monies e.g. fundraising, school trips, clubs;
- Reconcile bank statements;
- Be responsible for financial archiving and over seeing that correct practices are in place;
- Ensure that the school conforms to the financial controls and regularities of the SFVS;
- Negotiate and manage contracts tenders and agreements, ensuring best value;
- Carry out year end procedure; and
- Be responsible for the completion of school workforce census.

##### b) Personnel

- Be responsible for setting up and maintaining appropriate personnel records to meet the needs of the school and Local Authority;
- Deal with personnel administration relating to appointment, contracts, termination and absence; and
- Deal with queries of pay and conditions.

### c) Premises Management

- In partnership with the Headteacher and premises staff, oversee the maintenance of the school site and the buildings, and managing the efficient operation of all facilities on the property, including: overseeing and monitoring the schedule of testing undertaking by outside contractors; and organising, arranging and monitoring various premises related contracts;
- Assist the Headteacher with the interviewing, selection and appointment of cleaning staff;
- In partnership with the school secretary, ensure that there is adequate supervision and training of in-house cleaning staff, that the work is allocated fairly and that staff are redeployed as necessary to meet all the requirements of the school;
- In partnership with cleaning and premises staff, ensure the maintenance of adequate stocks of caretaking and cleaning materials;
- Assist in ensuring the satisfactory receipt, distribution, collection and despatch of goods;
- Assist in the upkeep of an up to date equipment inventory;
- Know about the main Health & Safety issues specific to the school and how they relate to pupils, staff and visitors; and
- Manage the letting of the school premises, in liaison with the Headteacher, Premises Officer and hirer, including invoicing.

### d) Support for the School

- In the absence of the School Secretary, welcome visitors, offering hospitality, adhering to security procedure, issuing visitor passes, receiving deliveries and answering queries;
- Answer incoming calls, take and distribute messages including those left on the answerphone.
- Contribute to the overall ethos, work and aims of the school;
- Respect the confidentiality of all matters relating to the school, its pupils, parents and staff;
- Be aware of and comply with policies and procedures relating to safeguarding such as child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Work within and adhere to the school's Equal Opportunity Policy and contribute to diversity policies and programmes in relation to discriminatory behaviour;
- Maintain working relationships with colleagues and develop effectiveness in a support role by attending and participating in relevant meetings, training and other professional development as required;
- Review and develop own contribution to the school; and
- Develop and maintain working relationships with other professionals as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Signed: .....

Reviewee

Signed: .....

Reviewer

Date: .....