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| **JOB TITLE** | Bursar | | | | |
| **RESPONSIBLE TO** | Headteacher | | | | |
| **SUPERVISES** | Site Maintenance Officer | | | | |
| **GRADE** | 7 (1/2 form entry) | Hours |  | Weeks |  |

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| **JOB PURPOSE** |
| The Bursar is responsible for managing the business functions of the school, including finance management, health and safety, human resources, compliance and administration.  They implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows the other members of the leadership team to focus on teaching and learning |

**MAIN RESPONSIBILITIES**

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|  | **Health &Safety** |
|  | Manage accident reporting |
|  | Investigate accidents and incidents with step-by-step guidance from Trust staff |
|  | Conduct a range of school level risk assessments and mitigation plans, with step-by-step guidance from Trust staff |
|  | Act as School H&S co-ordinator. Main contact for H&S audits and responsible for overseeing implementation |
|  | Oversee Site Maintenance Officer who will carry out a range of building checks and tests and update Smartlog |
|  | Oversee contractor compliance with Trust procedures when on site. Report any issues as appropriate |
|  | Oversee Smartlog (compliance software) utilisation and monitor accidents |
|  | Issue compulsory documents to staff on Smartlog and address non compliance |
|  | First aid appointed person (ensuring all first aid boxes are fully stocked and ordering of equipment when necessary/checking defibrillator on a regular basis and ordering new pads/batteries when needed) |
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|  | **Risk Management** |
|  | Maintain the school risk register, under the leadership and direction of the Headteacher |
|  | Update school level policies, including the business continuity plan, under leadership and direction of the Headteacher |
|  | Liaise with the Trust's DPO regarding potential data breaches |
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|  | **Finance** |
|  | Accept goods and check deliveries |
|  | Order goods and services (including swimming, coaches etc) via purchase order (Sage) or online (purchase card) |
|  | Input purchase card transactions and purchase ledger invoices onto Sage |
|  | Record incoming funds in Sage (cash book or sales ledger) and preparing banking |
|  | Initiate payments and record transactions on the purchase ledger and cash book |
|  | Lettings and room bookings: taking enquiries, raising invoices, checking compliance with booking requirements. Liaison with out of hours/clubs |
|  | Use credit control procedures to monitor and chase outstanding debts |
|  | Carry out reconciliations of bank accounts, purchase card statements and supplier statements |
|  | Maintaining financial records for nursery and out of hours services |
|  | Check and approve expenses claims [aim to remove petty cash in every school] |
|  | Check for and process monthly adjustments for prepayments and accruals, with step by step support from the Trust |
|  | Assist teaching staff/EVC with the process of costing educational visits |
|  | Oversee online payments system |
|  | Check and administer online payments including charges for out of hours, visits, lunches, swimming |
|  | Carry out cost centre reporting and monitoring (catering/nursery/out of hours) |
|  | Attend and report to Trust executive business meetings and governors meetings as needed |
|  | Oversee compliance with Trust financial regulations |
|  | Act as in school procurement lead. Research and agree specification for required products and services. Obtain quotes in compliance with Trust regulations. Liaise with Trust staff incl. for checking of contracts |
|  | Monitor budgets and budget variance, supported by the Trust. Take action to address overspends |
|  | Play a key role in the budget setting process, supported by the Trust |
|  | Check staffing information, including working patterns, hours and pay information |
|  | Oversee effectiveness of all contracted services (non-curriculum) |
|  | Maintain and monitor a register of school contracts for services |
|  | Check information from the local authority, including high needs statements and nursery funding information and resolve discrepancies |
|  | Maintain all financial records and provide information to the Trust on request for internal and external audit |
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|  | **Staffing and Personnel** |
|  | Recruit and train midday supervisors/assistants \* |
|  | Co-ordinate and supervise midday supervisors/assistants \* |
|  | Line manage site staff, including cleaners, and catering manager |
|  | Organise staff cover/supply for staff absences |
|  | Maintain staff structure and salary information in SIMs and workforce census |
|  | Administer starter and leaver process including relevant paperwork and personnel file maintenance - including DBS checks |
|  | Administer staff probation process for support staff |
|  | Implement staff absence management for non-curriculum support staff |
|  | Implement capability, grievance and disciplinary processes for non-curriculum support staff with step by step guidance from the Trust |
|  | Maintain the school's Single Central Record |
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|  | **Pupil records** |
|  | Manage Pupil registers; checking registers in SIMS daily and adding comments for absences/lates |
|  | Administer Dinner registers; checking all lunches are recorded and reporting numbers to the kitchen |
|  | Manage New pupil starters - dealing with relevant paperwork (i.e.. Pupil starter form, medical information request etc/liaising with class teacher/creating pupil record file) |
|  | Lead on SIMS - pupil data; contacting previous school, inputting information ensuring that any SEN/FSM/LAC/allergies, medical information are correct and up to date |
|  | Lead on School Admissions Module (SAM) admin; monitoring applications for new reception pupils, monitoring and updating class numbers, monitoring and downloading FSM information. |
|  | Conduct Pupil census |
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|  | **Communication** |
|  | To welcome and manage visitors and callers professionally to the School dealing with enquiries whilst maintaining confidentiality and security requirements |
|  | Manage general communication with parents including phone calls, text messages and simple website updates |
|  | Manage pupil absences - following up reasons for unexplained absences |
|  | Deal with persistent absences (in liaison with Family Support Worker / EWO service/ Safeguarding Lead or Headteacher) |
|  | Handle minor parent complaints; liaising with relevant staff |
|  | Manage school health - (weighing & measuring/vaccines); liaising with school health, ensuring space provided for sessions, liaising with staff for timetables |
|  | Organise School/class photos; liaising with provider, ensuring space provided for sessions, liaising with staff for timetables |
|  | ID badge making, informal photographs, school social media, liaison with Trust media manager |
|  | Trouble shoot issues with and updating electronic systems e.g. CPOMs, SAM, parents' evening bookings and minor IT issues in school, liaising with relevant support services, including Trust |
|  | Administration of digital resources (e.g. curriculum websites with individual pupil access) |
|  | Attending to copier problems; stocks/contacting contractor when needed |
|  | Manage internal use of governance information platform (currently GVO), updating governor information and adding new governors, uploading papers and creating meetings as needed where this work is not delivered by a clerk |
|  | To ensure that all activities undertaken are done safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager |
|  | To actively promote the safeguarding and welfare of pupils at all times |
|  | Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher/CEO up to, or at, a level consistent with the Main Responsibilities of the job. |