

**KINGSLEA PRIMARY SCHOOL
BURSAR**



Job Description

SCHOOL	Kingslea Primary School
TITLE	Bursar
ROLE	To provide strong financial and administrative support to the Headteacher and Governors in all elements of the operation of the school
REPORTS TO	Headteacher
GRADE	Grade 8 £24,657-£27,358 pro rata
HOURS	30-35 hours per week over 4 or 5 days Term time only plus Inset days (5 days) plus 1 additional week

Job Purpose

1. To ensure the most effective use of resources in support of the school's learning objectives and have the knowledge of the latest developments in schools finance and funding in order to advise the Headteacher and Governing Body.
2. Responsibility for the management of Financial Resources and Human Resources
3. To represent the school in dealing with other on site parties. Managing the Service Level Agreements and ensure all parties meet their obligations.
4. To attend Resources Committee meetings to provide information as required including annual budget statements, CFR return, Financial Summary and Statement of Internal Control.

Finances

1. Overall responsibility for the operation of the school finance function including invoicing, payments, purchase orders and WSCC monthly transfers using FMS
2. Preparation and setting of annual budget in conjunction with Leadership Team and Governors. All paperwork and returns associated with budget required by County Hall.
3. Dealing with all year end paperwork and closure of Finance system including all associated CFR reports
4. Using the agreed budget to actively monitor and control performance to achieve value for money.
5. Identify and inform the Headteacher and Governors of the causes of any significant variance and take prompt corrective action.
6. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
7. Identify additional finance required to fund the schools proposed activities.

8. Monitor the effectiveness and implementation of agreements and advise of any changes that might be appropriate.
9. Select and manage the ordering of supplies and equipment for the school including the payment of subsequent invoices and ensuring settlement of accounts.
10. Ensuring proper collection, reconciliation and banking of any monies received by the school.
11. Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.
12. To undertake continual assessment to ensure that the needs of the school are met in the face of government and legislative changes.
13. To negotiate, manage and monitor contracts, tenders and agreements for the provision of all external support services, such as utilities, service level agreements and all building maintenance contract in conjunction with the Headteacher.
14. To ensure compliance with the WSCC School Financial Procedures manual.

Human Resources

1. Manage the payroll service and HR function for all staff.
2. Completion and submission of monthly timesheets for staff and supply teachers.
3. To be responsible for the completion of all paperwork and other documentation following appointment of staff and maintain the Personnel database using SIMS.
4. To liaise with the Headteacher on personnel issues.
5. To monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on school and staff.
6. Responsibility for the recording of staff absences and completion on the School Workforce Census to the DfE.
7. To provide advice and information for the Headteacher and Governing Body on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other HR matters.
8. To assist with maintenance of the Single Central Record for safeguarding.

Estate Management

1. To oversee the letting of the school premises to outside organisations and the monthly invoicing for hire of premises.
2. To co-ordinate purchase, repair and maintenance of all furniture and fittings.
3. To manage and develop service contracts

Administration

1. Responsibility for obtaining the necessary licenses and permissions ensuring their relevance and timeliness.

Child Protection

1. To be aware of and understand the duties and responsibilities arising from the Children's Act 2004 in relation to child protection and safeguarding children and young people, and the impact they have on the role of a School Bursar
2. To ensure that the Headteacher and Governors are made aware and kept fully informed of any concerns which the School Bursar may have in relation to safeguarding and/or child protection

General

1. To comply with and assist with the development of financial policies and procedures (SFVS/FMSIS).
2. Be aware of, and support difference and ensure equal opportunities for all.
3. Contribute to the overall ethos/work aims of the school.
4. Establish constructive relationships and communicate with other agencies/professionals.
5. Attend and participate in regular meetings as required
6. Participate in training and other CPD activities as required.
7. Assist in school office and front of house as required