

JOB TITLE	School Bursar				
RESPONSIBLE TO	Headteacher				
SUPERVISES	Administrator, Site Maintenance Officer				
GRADE	6 (10 classes))	Hours	37	Weeks	40

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 will deliver the day-to-day support that enables the school to operate effectively and efficiently, and allows the other members of the leadership team to focus on teaching and learning

MAIN RESPONSIBILITIES

1	H&S
	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
	Oversee contractor compliance with Trust procedures when on site. Report any issues as appropriate
	Oversee Smartlog (compliance software) utilisation and monitor accidents
	Issue appropriate training to staff on Smartlog and address non compliance
2	Risk Management
	Liaise with the Trust's DPO regarding potential data breaches
3	Finance
	Oversee the work of the School Administrator in the ordering of goods and services, inputting transactions and invoices onto Sage; recording incoming funds in Sage and preparing banking; managing payments; using credit control procedures; doing bank, purchase and supplier statement reconciliations; maintaining records for the nursery and out of hours clubs;
	Check for and process monthly adjustments for prepayments and accruals, with step by step support from the Trust
	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
	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
4	Staffing and Personnel
	Line manage all admin staff
	Line manage site staff, including cleaners, and catering manager
	Organise staff cover/supply for staff absences
	Maintain staff structure and salary information in Bromcom & Edupay and complete workforce census
	Administer starter and leaver process including relevant paperwork and personnel file maintenance - including DBS
	Maintain the school's Single Central Record
5	Pupil records
	Oversee the efficient management of pupil records including Registers; Dinner registers; new pupil starters; Bromcom; Livewell Portal for School Admissions and pupil census.
6	Communications
	Handling minor parent complaints; liaising with relevant staff
	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
7	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
8	To actively promote the safeguarding and welfare of pupils at all times
9	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.