Bursar

Job Description

Grade: GR4

1. Job Purpose

1.1 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.

1.2 To be responsible for the school site and its buildings, their maintenance, development and efficient use.

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

1.4 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.

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

2. Key Responsibilities

2.1 To be an effective team player.

Financial Duties

2.2 Oversee and manager the day to day running of the Schools Information Management System, including up-dates as necessary.

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

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

2.5 Plan, prepare and deliver reports to the Governors as identified by Internal Audit.
2.6 Meet with the LA Financial Representative and other officials including Auditors to ensure the finance system is effective and efficient

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

**Personnel and Human Resources**

2.8 Day to day management of the Personnel records in school

2.9 Give advice to staff and Governors about personnel issues

2.10 Assist with the preparation and placing of staffing advertisements through the LA

2.11 Handling all correspondence relating to personnel issues including references, new appointments & general issues

2.12 Line Manager to Administration, Caretaking, Cleaning, Catering and the Before and After School Club staff

**Site and Premises**

2.13 Day to day management of the site and premises to ensure smooth operation of all systems – heat, water, gas, electric

2.14 Liaising with BSS when problems are reported and acting to remedy the problems

2.15 Liaise with LA representatives regarding issues relating to the school premises, including refurbishment and repair

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

2.17 To act as the school Project manager for improvements to the school premises

**ICT**

2.18 Act as System manager for the Administration Network

2.19 Liaise with the Curriculum ICT Co-ordinator to ensure efficient management at all times
2.20 Liaise with the ICT technicians to ensure an efficient service is available at all times

Health and Safety

2.21 Maintain adequate systems for Health and Safety, reporting to the Headteacher and appropriate Governors as and when required

2.22 Carry out Risk Assessments for fire, health and safety and first aid

General

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

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

2.25 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

2.26 To ensure all tasks are carried out with due regard to Health and Safety

2.27 To undertake appropriate professional development including adhering to the principle of performance management.

2.28 To adhere to the ethos of the school

2.28.1 To promote the agreed vision and aims of the school

2.28.2 To set an example of personal integrity and professionalism

2.28.3 Attendance at appropriate staff meetings and parents evenings

2.29 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

3.1 Supervising Officer's Job Title: __________

3.2 Level of supervision:

1. Regularly supervised with work checked by supervisor

Birmingham City Council © Provided by Schools HR Services

Bursar Job Description       Wednesday, 08 May 2019

Page 3 of 4
2. Left to work within establishment guidelines subject to scrutiny by supervisor

3. Plan own work to ensure the meeting of defined objectives

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No of Posts</th>
<th>Level of Supervision (as in 3.2 above)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. **Special Conditions**

  5.1 None