# ORGANISATIONAL CONTEXT

|  |  |
| --- | --- |
| **Job Holder Name:** | |
| **Section:** | **Department**: General Management |
| **Reporting to: Head Master & BOG** | **Job reference number:** |

SCOPE

|  |  |
| --- | --- |
| **Supervision:** (Numbers of subordinates reporting to the incumbent) | Direct Reporting Staff: |
| Indirect Reporting Staff: |
| Number of Students: |
| **Financial:** (Operating Budgets, Value of Assets, if applicable) | Operating Expenses: SAR. |

# THE POST

The Bursar is appointed by the Governors in close consultation with the Head Master. He/she is accountable to the Governing Body for the School finances, the proper use of funds and the provision and management of the administrative services of the School within an authorised budget. He/she is responsible to the Head Master, who is accountable to the Governors for the overall leadership and management of the School.

The Bursar is also Clerk to the Governors. In that capacity, he/she is required to advise and assist the Governors in the exercise of their functions, and to compile and produce agendas and papers.

The Bursar is a member of the Senior Leadership Team (SLT) within that context the Bursar is responsible for the financial strategy and development of the School’s resources needed to meet its wider educational and pastoral aims.

The Bursar must be able to manage complex projects within strict budgets and demanding timetables. He/she must have the business acumen to view the business from varying perspectives in order to identify alternatives and assist the Governors and Head Master to develop a vision of the School’s future.

# JOB CONTENT

The Bursar supports the Head Master and Governors in the provision of all non-teaching aspects of the School, in order that the Head Master, through the teaching staff, can deliver the curriculum and a wide range of extra-curricular activities to the highest possible standards. The Bursar reports directly to the Head Master. The Bursar is the Chief Financial Officer of the School.

# ROLE OBJECTIVE AND PURPOSE

* Director of Finance and Business Planning.
* Manpower planning & Development
* Director of Estates Management.
* Whole-school administration
* Marketing and Liaison
* Health, Safety and Risk Management Officer.
* Clerk to the Governors.

# DETAILED DUTIES AND RESPONSIBILITIES:

The role of the Bursar can be divided into six general areas. The main responsibilities are as follows:

##### Director of Financial Management

The Bursar has overall responsibility for developing a financial strategy and managing the School’s financial resources so as to meet its aims and objectives that have been discussed and agreed with the Head Master before being adopted by the Governors. The detailed day-to-day running of the School’s finances is delegated to the staff in the Bursary, but the Bursar retains overall responsibility for managing this area of activity in consultation with the Head, which includes:

* Preparing the School’s business plans with the Headmaster.
* General financial policy advice.
* The preparation of the draft annual budget, including estimates of planned income and expenditure, in consultation with the Head Master and the Board.
* Preparing termly management accounts (reporting actual and forecast variances against budgets) for the Governors.
* Presenting cash flow projections to the Governors.
* Preparing financial information for the Head Master and Governors in response to HoD requests and specific projects.
* Managing the School’s investments in accordance with the strategy adopted by the Governors.
* Ensuring that proper books of account (including income and expenditure accounts, fees accounts, balance sheets and profit and loss accounts) are kept.
* With the Head Master, scrutinising departmental bids for all academic and support departments’ expenditure for the budget year.
* Ensuring that all departments are aware of their budgetary responsibilities and that the proper processes of decision-making and good financial management are met.
* Ensuring that value for money is obtained in the purchase of goods and services.
* Managing and tendering for contracts for services such as grounds, transport, cleaning and catering.
* Financial management of capital and maintenance projects that have been endorsed by the Governors.
* Ensuring the payment of salaries, EOSB, and other statutory deductions.
* Ensuring compliance with regulations for benefits in kind.
* Ensuring the collection of fee income and the review of fee debtors. Reporting debtors to the Head Master and assisting with co-coordinating action.
* Dealing with Zakat, donations & sponsorships.
* Dealing with, the School’s bankers, accountants, insurers, lawyers, architects, surveyors and other professional advisers.
* Drafting the Governors’ Report for the year.
* Ensuring that the School’s insurance coverage meets the requirements of both the law and the Governors. Specifically, he/she should take professional advice in order to ensure that the School has adequate insurance cover at all times in respect of employer’s liability, Governors’ liability, public liability, buildings and equipment cover, personal accident, travel and other relevant cover.

Clerk to the Governors

The Bursar has the additional role of Clerk to the Governors where he/she is accountable to the Board of Governors. He/she is responsible for arranging and attending meetings of the full Board and all its Sub-Committees. The Clerk to the Governors is responsible for assisting the Governors in the proper performance of the following responsibilities:

* Developing and maintaining the Governors’ portal on the School website.
* Advising with the selection of professional advisers, including lawyers, accountants and bankers.
* Ensuring compliance with the law covering employment, Health and Safety, accounting, copyright, and data protection.
* Dealing with legal matters that affect the School and dealing as appropriate with solicitors.
* Working closely with the Head Master to ensure that the School has up-to-date policies in place in all areas of school operations.
* Ensuring all safeguarding checks are completed and recorded.
* Ensuring a separation of financial duties in the Bursary to minimise risk of fraud (Fraud protection).

Human Resources

The Head Master is in overall charge of personnel and human resource issues at the School. However, the Bursar also has significant responsibilities for Human Resources, and the Head of HR works for him/her as well as for the Head Master. The following key responsibilities (which will be delegated) are the Bursar’s responsibility:

* Acting as adviser to the Head Master and Governors on all staff employment issues with specific responsibility for ensuring compliance with all relevant aspects of employment law and procedures.
* Preparing all documentation relating to disciplinary, grievance and connected legal matters.
* Keeping abreast of developments in Employment Law and advising Governors and the Head Master of any changes.
* Managing the recruitment process and the preparation and implementation of contracts of employment for all staff.
* The performance management, development and appraisal of non-teaching staff.
* The procurement of advice and training appropriate to the needs of non-teaching staff in accordance with School policy.
* The assessment and implementation of pay scales and structures for all staff except the assessment of the remuneration of the Head Master, and the Bursar.

##### Estates Management

* Managing the premises.
* Manage the maintenance of the school site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property. In addition oversee plant for lighting, heating, domestic hot water, cooking, ventilation, water softening, energy conversation etc.
* Manage the upkeep of playing fields, gardens, all-weather surfaces, basketball courts, and land drainage. Ensure the maintenance of boundaries, footpaths, roads and nights of way.
* Purchase, repair and maintain all furniture and fittings.
* To know about health and safety regulations, particularly the main issues specific to the school and how they relate to students, staff, visitors, contractors and other users of the school premises and facilities.
* To supervise letting of School premises to external organisations, for the development of the extended services and local community requirements, and for ensuring that the appropriate leases, licences and insurance arrangements are in place.
* Security & Civil Defense.

# Health, Safety and Risk Management

The Bursar is the School’s Safety Officer, with principal executive responsibility for providing the Head Master and Governors with advice on all matters relating to Health & Safety, and for ensuring compliance with statutory requirements. The Bursar is responsible for drawing issues relating to Health and Safety and security to the attention of the Head Master, the SLT and Governors, as necessary. This role includes responsibility for:

* Ensuring that the School’s policies on: the Management of Health and Safety, Educational Visits, Fire Protection and Procedures and Risk Assessments are all reviewed and updated regularly and that procedures are in place for promulgating them to staff and training staff.
* Ensuring that all the activities of the School operate in a safe manner and that adequate risk assessments are made before any new activity is undertaken, and that risk assessments are regularly reviewed, updated and recorded.
* Ensuring compliance with regulations for the operation of minibuses and other School transport, including driver training and assessments, insurance, right to drive, servicing and Vehicle Inspectorate Tests.
* Ensuring that all new staff are given Health and Safety and fire awareness training.
* Assessing risk and identifying hazards.
* Managing Health and Safety.
* Manage the security of the school.

Marketing & Liaison

* Promoting the School to parents, partners and the local community.
* Links to other schools and outside agencies.
* Liaising with local Businesses for fundraising.

1. **KNOWLEDGE AND SKILLS**

Functional Knowledge

* To have he ability to create an atmosphere of trust and accord between the various functions of the School.
* Committed team player with a collegiate and collaborative approach together with an ability and willingness to create a working environment in which staff are empowered to take decisions.
* Someone who develops and maintains strong and positive relationships with the Governing Body, the Head Master, other staff and parents.
* Ability to work in a regulated environment and ensuring compliance.
* Ability to contribute to the development of strategy and able to think beyond the current timeframes or business plan to influence the long-term strategic direction of the College.
* Should have first-class planning and analytical skills with the ability to set up and prioritise short, medium and long-term plans
* The post requires a considerable capacity for hard work, sustained effort and rapid changes of focus.
* To be able to demonstrate an exceptional track record of achievement in a substantial organisation where strong financial and communication skills are important elements.

Behavioral Skills

* Mature personal qualities to enable him/her to work successfully and in harmony with all members of staff
* Calm, collected and able to perform under pressure
* Dynamic and motivated with a strong work ethic
* Must be intellectually strong and have first class, presentation and people management skills
* Flexibility of management style and an ability to lead, motivate and influence in a complex professional structure are essential.
* Date of preparation:
* Date of Approval:
* Head Master Approval
* School Governors Approval:
* Acceptance of Jobholder: