



Jessop Stockwell Federation

Job Description

Role	Federation Bursar
Responsible to:	Executive Head teacher
Grade:	PO7 – Negotiable dependent on experience
Hours:	52 weeks per year, 35 hours per week

Main Purpose

The Bursar should lead and oversee the work of employees in our federation; they should also be responsible for ensuring efficiency of business operations as setting strategic goals for the future. The Bursar is also a competent leader able to provide guidance that enhances performance in a manner which incorporates the company's vision and culture.

To hold specific responsibility for the financial and administrative management of the federation. To develop systems and strategies which provide clear value for money, have the capacity to support longer – term organisational growth, and which support economies of scale, thereby optimising resources for learning and teaching.

To build and lead the Human Resources and Financial Management of the school ensuring accuracy and adherence to deadlines at all times. To work within the senior leadership team (SLT), the Executive Headteacher (EHT), Heads of School (HOS) and governors, under the line management of the Executive Headteacher to give strategic advice on financial matters. To provide strategic support across the federation to be more cost effective providing value for money. As a member of the SLT this role has shared responsibility for implementing the vision and values of the federation and providing the best possible learning environment for pupils

The post holder will work closely with the Executive Headteacher to ensure that the current financial system continues in line with the Financial Policy of the federation.

1. The Bursar is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Executive Headteacher/Heads of School in his/her duty to ensure that the schools meets their educational aims.
2. The Bursar is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
3. The Bursar promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
4. The Bursar is responsible for the Financial Resource Management/Administration Management/Human Resource Management/Marketing
5. The Bursar is responsible for the 'face' of the federation and making sure the interactions between the school and parents/stakeholders/regulatory bodies is of the highest standard

Major Responsibilities

1. Leadership & Strategy
2. Financial Resource Management
3. Administration Management
4. Management Information Systems & ICT
5. Human Resources Management
6. Marketing/Customer service

Job Profile

1. Leadership & Strategy
 - Attend Senior Management/Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings
 - Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team
 - In the absence of the Executive Headteacher/Head of School, take delegated responsibility for Financial and other decisions
 - Plan and manage change in accordance with the school development/strategic plan.
 - To lead and manage all admin/finance support staff
2. Financial Resource Management
 - Evaluate information and consult with the Executive Headteacher and Heads of School to prepare a realistic and balanced budget for school activity
 - Submit the proposed budget to the Executive Headteacher and Heads of School for approval and assist the overall financial planning process
 - Discuss, negotiate and agree the final budget
 - Use the agreed budget to actively monitor and control performance to achieve value for money
 - Identify and inform the Executive Headteacher and Governors of the causes of significant variance and take prompt corrective action
 - Propose revisions to the budget if necessary, in response to significant or unforeseen developments
 - Provide ongoing budgetary information to relevant people
 - Advise the Executive Headteacher and Governors if fraudulent activities are suspected or uncovered
 - Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
 - Identify additional finance required to fund the school's proposed activities
 - Seek and make use of specialist financial expertise
 - Maximise income through lettings and other activities
 - Select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
 - Present timely and fully costed proposals, recommendations or bids
 - Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
 - Monitor the effectiveness and implementation of agreements

- To work closely with the governors in particular the chair of the Resources committee and other subcommittee chairs to ensure the right information in the right format is provided in a timely way.

3. Administration Management

- Manage the whole school administrative function and lead all support staff.
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
- Manage systems and link processes that interact across the school to form complete systems
- Define responsibilities, information and support for staff and other stakeholders
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources
- Establish and use effective methods to review and improve administrative systems
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Benchmark systems and information to assess trends and make appropriate recommendations
- Prepare information for publications and returns for the DfES, LEA and other agencies and stakeholders within statutory guidelines.

4. Management Information Systems & ICT

- Consider approaches for existing use and future plans to introduce or discard technology in the school
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
- Establish systems to monitor and report on the performance of technology within the school
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems
- Ensure contingency plans are in place in the case of technology failure
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied
- To ensure that the use of technology drives efficiencies and reduce costs, and to be constantly on the lookout for ways of doing more for less

5. Human Resource Management

- Manage the payroll services for all school staff including the management of pension schemes and associated services.
- Ensure the school's equality policy is clearly communicated to all staff in school
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements

- Manage recruitment, performance management, appraisal and development for all support staff.
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
- Monitor the way policies and procedures are actioned and provide support where necessary
- Seek and make use of specialist expertise in relation to HR issues
- Evaluate the school's strategic objectives and obtain information for workforce planning
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

6. Marketing / customer relations

- Ensure the development of a marketing and communication strategy which promotes the federation and defines the vision, aims and goals.
- Lead on the development of a clear rationale for the engagement with each of the targeted stakeholder groups.
- Drives with future changes and works with the EHT and the HOSs to implement change in planned marketing activities.
- Monitors and assures the impact of the marketing activities against agreed aims.
- Lead and develop effective and consistent methods of communication across all channels.
- Challenge and influence the marketing channels used by the federation to communicate with parents and the community.
- Develop and adapt marketing activities to respond to any issues
- Commission marketing and promotional materials consistent with the federation brand e.g. prospectus, website, etc.
- Monitor and propose media engagement, including incident management
- Champion a sustainable commercialisation via a range of income-generation activities to maximise the federation's financial resilience.
- Create revenue through strategic partnerships with schools, businesses and community organisations which enrich and sustain the federation's improvement plans.
- Establish a controlled environment to minimise the risks associated with income generation activities.
- Develop and deliver marketing and communication strategies and understand how to apply this to the educational sector.
- Develop strategies for effective public relation management in relation to positive/negative publicity.
- Have a full understanding of the statutory legislation that applies to all marketing activities and be able to research and take advice where necessary.
- Have full understanding of the communication channels available in the market and the associated benefits and is able to research and take advice where necessary.
- Being responsible for the public image of the organisation in the day to interaction with key stakeholders and customers

Data Protection (where necessary please refer to Data Protection Act)

It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

Equal Opportunities

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Safeguarding

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

Person Specification

	Essential	Desirable
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Ethos		
An understanding of the distinctive nature of working within a federation.	✓	
Training and Qualifications		
Educated to GCSE/O Level standard with A-C in English and Maths	✓	
Qualification in Financial Management		✓
Level 4 Diploma in School Business Management (formerly CSBM)		✓
Level 5 Diploma in School Business Management (formerly DSBM)		✓
Level 6 Diploma in School Business Management (formerly ADSBM)		✓
Experience		
At least 5 years in a management role	✓	
Proven track record of success in previous occupation	✓	
Experience of financial management	✓	
Experience of successful managing change	✓	
Experience of managing budgets, procurement and fixed assets	✓	
Experience of developing staff through quality CPD		✓
Experience of and familiarity with SIMS school and financial management systems.		✓
Professional Knowledge and Skills		
Ability to deliver services and systems applicable for effective school management	✓	
Ability to communicate a clear vision	✓	
Ability to lead, manage and motivate staff	✓	
Ability to work collaboratively with a range of colleagues	✓	
Ability to analyse and interpret data effectively	✓	
Able to use and manage ICT systems and resources effectively	✓	
Ability to plan, monitor, evaluate, review, be accountable and lead by example	✓	
Ability to interpret government legislation relevant to the school	✓	
Good budgetary management skills	✓	
Commitment to equal opportunities	✓	
Personal Qualities and Abilities		
Ability to lead and work as a member of the SLT, make decisions, implement them and be accountable	✓	
Personal integrity, honesty and good judgement	✓	
Ability to think strategically and creatively	✓	
Ability to communicate effectively, both orally and in writing, with a wide range of people in an educational environment	✓	
Ability to lead and manage initiatives to a successful conclusion	✓	
Evidence of good judgement in decision making	✓	
Ability to work well under pressure, meet deadlines and see to the end of a task	✓	
	Essential	Desirable
Personal Qualities and Abilities Cont.	✓	

Able to formulate ideas and solutions and present them effectively to the EHT, the HOSs and the governing board.	✓	
A problem solver who looks for solutions and innovations	✓	
Decisiveness and consistency	✓	
Commitment to safeguarding/child protection	✓	
Ability to inspire people and build confidence and trust	✓	
Able to respond flexibly and adapt to changing and challenging circumstances	✓	
Ability to maintain strict confidentiality of information received and processed as part of the job role	✓	
Able to evaluate own development needs and those of others; seek learning opportunities to address these; share knowledge with others and encourage development.	✓	
Good attendance and punctuality record	✓	
Willingness to be flexible in working hours if required	✓	
Willingness to attend meetings out of normal working hours is required	✓	
Community Links		
Ability to build, maintain effective relationships with parents, carers, partners and the community that enhance the education of students.	✓	