



Bursar Job Description

Responsible to:

The Bursar is responsible to the Headmaster for the day-to-day operations of the School, and to the Chairman of Governors for the good financial management of the School.

Main Purpose

As a key member of the Senior Leadership Team (SLT), the Bursar works to support the Headmaster in his duty to ensure that the School meets its educational and financial aims. The Bursar is responsible for providing professional leadership and management for all areas of the Schools' support staff. The role is to promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the Schools' objectives.

Main Areas of Responsibility

Financial Management

- Develop sound financial procedures to ensure best practice and adherence to the highest standards of corporate governance principles.
- Develop, maintain and fulfil the financial strategy of the School.
- Prepare the annual budget for the School, and report to the Governors' Finance & Estates committee on a termly basis.
- Prepare updated forecasts during the year and provide on going budgetary information to the F&E, Head, SLT and School budget holders, to ensure all properly understand performance against budget.
- Maintain accounts and such financial records as may be required by the School or by external bodies.
- Ensure effective liaison is maintained with the School's Bank, Accountants and Auditors.
- Ensure accurate cash flow projections.
- Ensure the efficient collection of student fees and additional monies.
- Ensure all aspects of salaries and wages payments, including PAYE, pensions (including the schemes for both teaching and support staff), NI contributions and benefits in kind,
- Ensure effective monitoring and payment of invoices.
- Manage the Schools' Bursaries and Scholarships to ensure that maximum benefit to pupils is achieved from the limited funds available.
- Manage the financial implications of the charitable status of the School.
- Advise upon and manage as necessary all matters relating to tax.
- Ensure maximum value for money in the procurement and delivery of all services.



Human Resources

- Ensure that policies and procedures are in place and adhered to covering all areas of employment legislation, and best practice in employment, and that training in their understanding and use is undertaken as may be necessary.
- Ensure recruitment and appointment procedures of teaching and support staff and documentation are properly administered, including all elements that are necessary for a school, including necessary adherence to Safer Recruitment best practice.
- Ensure all teaching and support staff have contracts of employment/specified terms and conditions and that contracts are kept up to date as new legislation takes effect.
- Provide advice and guidance as required relating to the terms and conditions of service applicable to the Schools' teaching and support staff. Advise the Headmaster and the Board of Governors on Human Resource matters as and when required.
- Maintain the Single Central Register (SCR) in line with current ISI requirements

Catering

- Ensure the provision of an excellent and cost effective catering service.
- Ensure that catering and other areas meet the requirements for hygiene and food safety, and that catering staff fulfil their responsibilities in food hygiene and safety.

Buildings, Estates & Transport

- Produce and maintain the Schools' strategy for the development of its buildings and estate in line with the Board of Governors' and Headmaster's vision for the future.
- Plan and manage all projects as they arise in conjunction where necessary with expert external advisers.
- Ensure the effective maintenance of School buildings with appropriate systems and record keeping, providing termly reports to the Governors' Finance & Estates Committee.
- Ensure the obtaining of electricity, gas, oil and water at the most favourable rates possible.
- Promote the conservation of energy, taking all reasonable steps to reduce the consumption of resources.
- Ensure the maintenance of heating and lighting in all school buildings.
- Prepare for the approval of the F & E Committee, outline specifications or plans for new buildings or other developments, obtaining tenders, planning permission, and liaising effectively with architects, builders and any other bodies that may be necessary.
- Ensure the playing fields, gardens, tennis courts, roads, paths, boundaries, car parks and other facilities within the School grounds are maintained to a high and safe standard.



Health and Safety

- Develop, manage, monitor and maintain a comprehensive range of Health and Safety policies and procedures, ensuring that they meet legislative and recognised best practice standards.
- Manage the programme of risk assessment throughout the School, advising and guiding teaching and support staff as necessary.
- Ensure the delivery of appropriate training to teaching and support staff in health and safety matters.
- Ensure the installation and maintenance of equipment for the detection, warning, protection and escape from fire.
- Ensure that fire risk assessments are carried out as may be required by law or by internal policies.
- Ensure that the Health and Safety Committee functions in an effective and proactive manner, providing the Governors with the minutes of meetings and drawing to their particular attention any matters in which their help/support is needed.
- Ensure that School Minibuses are safe and road-worthy at all times; manage the School transport arrangements, including the hiring of coaches and the operation of the Schools' daily bus services; ensure compliance with the regulations for the operation of School minibuses; manage driver training and assessments; servicing and Vehicle Inspectorate Tests.
- Ensure that all appropriate, practical and reasonable steps are taken to ensure the security of pupils, staff, their property and the property of the School.
- Develop, implement and maintain comprehensive security policies and procedures providing such training as may be necessary.

Leadership and Strategy

- Contribute fully and creatively to meetings of the Senior Leadership Team and Governors' meetings.
- Provide support to the Headmaster and to other senior colleagues as might be appropriate.
- Attend whole School events as a member of the Senior Leadership Team.
- Attend all meetings of the Board of Governors and their Committees.
- Manage and utilise the Schools' Support staff effectively and efficiently.
- Ensure an appropriate level of review of staff performance and professional development.
- Promote and ensure excellent, comprehensive and effective systems of communication throughout the entire organisation.
- Ensure adherence to financial procedures and other School instructions.
- Undertake any other reasonable duties that may be assigned from time to time by the Headmaster or Board of Governors.



Clerk to Governors

- Act as Clerk to the Board of Governors.
- Complete the necessary reporting procedures to the Charity Commission and Companies House, at the appointment and resignation of Governors.
- Ensure Governors receive meeting papers in a timely fashion prior to all full board and sub-committee meetings.
- Ensure an annual meeting schedule is in place and communicated to all governors and SLT on an annual basis.