



Jessop Stockwell Federation

Job Title:	Federation Assistant Bursar
Location:	Jessop Primary School & Stockwell Primary School
Hours:	35 hours per week, Term Time Only (TTO)
Salary range:	Scale PO1 Range 33-36
Starting date:	TBC
Responsible to:	Federation Bursar

Job Description

To support the Federation Bursar in their duties, ensure the general management and administration of the Federation and to act as their deputy in a variety of areas to include, the management of all HR functions within the Schools. Including advertising, recruitment, safeguarding contracts, performance appraisals, employment records, and employment policies.

Key Tasks

1. Financial:

- Prepare the annual income and expenditure for approval by the Bursar
- Obtain agreement of curriculum budgets, monitoring income and expenditure against budgets
- Prepare management accounts for budget holders and the Finance Committee
- Assist with the management of Federation accounting function, ensuring its efficient operation aligned to local authority procedures, and to develop those procedures as required
- Monitor and supervise all accounting procedures, and resolve any problems, including:
- The ordering, processing and payment for all goods and services requested by the sites.
- The operation of all bank accounts, for reconciliation by the Bursar monthly
- Ensure that VAT and other tax legislation is appropriately applied
- Prepare invoices and collection of dues to the Federation
- Assist with the preparation of the annual accounts, liaising with local authority and auditors as required.
- Prepare detailed quarterly management accounts for the Bursar, Executive Headteacher and Finance Committee, reporting immediately any exceptional problems, current or potential.
- Operate with the payroll provider a service for all staff.
- Prepare all grant applications to the Department for Education, and monitor the expenditure of all grant monies and other earmarked funds at Federation level.
- Assist with the negotiation, management and monitoring of contracts, tenders, leases and agreements for support services, including utility supplies.

2. Personnel:

- Payroll preparation, and sickness absence report, maternity, employment protection, redundancy and termination procedures
- Co-ordinate the recruitment of most non-teaching staff (administrative, technicians, welfare, learning support, library, caretaking, grounds, cleaning, catering and lunchtime supervision) and to be responsible for their professional development, appraisal and training

3. Administration

There are a number of administrative activities to be undertaken within the department including:

- PTA Account
- Support the Bursar in the smooth running of Federation Offices.
- The Assistant Bursar will have direct responsibility for some of these processes and will be expected to assist during peak periods and cover for staff absences relating to others.
- The Finance Department team also assists the Federation Office in dealing with the seasonal peaks associated with Federation holidays, admissions, and staff recruitment.
- To implement innovative procedures for filing and archiving of essential documents bearing in mind the requirements of the DPA and the forthcoming [GDPR](#).
- Attend, certain routine meeting taking responsibility for decisions and be able, once experienced, to act independently.
- Take minutes of certain meetings as required.

The Federation is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the Federation are required to be checked through the Disclosure and Barring Service, and to prove their identity, in addition to entitlement to live and work in the United Kingdom, and evidence of qualifications declared on application.

PERSON SPECIFICATION

Individual with wide management experience in a diverse organisation is required, ideally to degree standard. Adaptability is essential, as are strong IT skills and firm understanding and experience of HR processes.

Requirement	Essential	Desirable
Qualifications	NVQ 4, degree or extensive practical experience of leadership and management of multi-disciplinary teams	Specific Management or Business qualification
Experience/ Knowledge	<p>Experience of planning and implementation of complex projects to tight timelines in an educational or training setting</p> <p>Knowledge of budgetary, personnel and administrative systems associated policies and codes of practice</p> <p>Experience of risk management procedures</p> <p>Ability to lead and motivate staff</p> <p>Ability to formulate ideas and propose solutions</p> <p>Experience of presenting information effectively to small and large groups including the Bursar / Heads of Schools / Governing Body/ external bodies as required</p> <p>Ability to relate well to pupils and staff, demonstrating excellent communication skills both verbally and in writing</p>	<p>Personnel and administrative systems associated policies / codes of practice</p> <p>Experience of recruitment and selection process</p> <p>Knowledge of safeguarding and child protection issues within an educational establishment</p>
Key Skills	<p>Strong leadership skills – able to plan, prioritise, delegate.</p> <p>Teamwork – able to direct and motivate others in a cross-functional team.</p> <p>Excellent numeracy and literacy skills</p> <p>Advanced MS office, SIMS/FMS skills</p> <p>Ability to think both strategically/ tactically</p> <p>Able to flex and adapt to challenging circumstances.</p> <p>Ability to manage competing priorities and meet deadlines</p> <p>Able to persuade, negotiate and influence others, whilst maintaining strict confidentiality</p>	<p>Experience in a financial, administrative, management role</p> <p>Experience of budget management and preparation</p> <p>Experience of procurement</p>
Personal qualities required	<p>Integrity, reliability, tact and self-confidence</p> <p>Sense of humor and perspective Calm,</p> <p>Diplomatic and level headed Assertive</p> <p>Willingness to be adaptable to the Federation's needs</p>	
Personal development	<p>Willing to learn and take on responsibility for elements from above</p> <p>Commitment to high standards and improvement</p>	