

# PANGBOURNE

## JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

<b>Job Title:</b>	Bursary Assistant
<b>Reports to:</b>	Domestic Bursar
<b>Manages (if appropriate):</b>	N/A
<b>Department:</b>	Bursary
<b>Hours per week:</b>	09.00am to 3.00pm – ½ Hour for Lunch 40 weeks per year.
<b>Duration of Contract:</b>	Permanent.
<b>Key working relationships:</b>	Bursar Domestic Bursary Finance Bursar Members of the Bursary Team All Staff Parents and Guardians Visitors to the College
<b>Job Summary</b>	To provide a variety tasks to support the effective running of the school office.
<b>KEY TASKS AND RESPONSIBILITIES</b>	<b>SCHOOL SECRETARY</b> <ul style="list-style-type: none"><li>• Maintain up to date lists of College Alarm Codes</li><li>• Maintain Staff telephone list</li><li>• Maintain list of all contractors who have been DBS checked and cleared by HR to be unaccompanied on campus.</li><li>• Photocopying/scanning/laminating as required</li></ul>

# PANGBOURNE

## **PURCHASING**

- Process online purchases
- Analyse credit card statements and ensure supporting documentation provided for all costs
- Maintain purchase order system

## **ORGANISING TAXIS**

- Organising taxi for students, visitors and staff and maintain records thereof
- Reconcile, allocate and distribution of taxi invoices, ensuring all recharges are identified for billing deadline

## **SCHOOL VEHICLES/TRANSPORT/LICENCES**

- Update and maintain annual/termly bus registers for bus company/our drivers
- Update and maintain bussing lists with contact details
- Update annual/termly calendar for bus company and parents
- Ensure bus re-charges are made on time
- Liaison with parents and bus company over any route changes
- Controls of all College vehicles in relation to MOT's/V5 log books/Leasing records/Tax
- Ensure driving licence records are updated annually for all staff who drive College vehicles and report issues to the Domestic Bursar
- Update Minibus booklets whenever there is a change in vehicle etc., and ensure all vehicles have an up to date booklet

## **GOVERNORS**

- Maintain list of Governors contact details and addresses
- Maintaining and updating of the dates of the various Governor's committees
- Advise Governors of suitable conferences and training sessions and booking reservations
- Production of meeting packs for all Governors meetings (both electronically and in paper)

## **CORRESPONDENCE AND OTHER ADMINISTRATION**

- Act as Health and Safety Secretary. Taking and distributing Minutes of Meetings
- Assisting the Bursar, Domestic Bursar, Estates Bursar and Finance Bursar, with any ongoing projects as required

## **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

# PANGBOURNE

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

## **Child Protection and Safeguarding Policy**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

## **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

## **Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

## **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## **Health and Safety**

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College

# PANGBOURNE

and colleagues in complying with Health and Safety obligations to maintain a safe environment.

*It is the firm policy of the College to promote a happy, professional, yet “family” atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.*

*April 2018*

