

## St Cedd's School



### Job Description

<b>Job Title/Role:</b>	<b>Bursar &amp; Clerk to the Governors</b>
<b>Responsible to:</b>	<b>The Bursar reports to the Head regarding operational matters and to the Chair of Governors for matters relating to the role of Clerk to the Governors.</b>
<b>Performance Review:</b>	<b>By the Head in consultation with the Chair of Finance</b>

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### The Role of Bursar

#### 1. Finance and Accountancy

- Advise on general financial policy within the School.
- Maintain the accounts of the School and prepare Statements of Financial Activity (SOFA) and balance sheets in accordance with the Charities Statement of Recommended Practice (SORP).
- Keep analyses of costs and other statistical records.
- Advise on taxation matters generally and, where appropriate, ensure compliance with VAT regulations.
- Advise on the financial implications of the charitable status of the School.
- Deal with the School's income tax and rating assessments.
- Ensure that the School has adequate insurance cover at all times to include employer's liability, buildings and equipment cover, personal accident insurance and other relevant cover.
- Purchase all goods and services for the School.
- Oversee the letting and maintenance of the Site Manager's house.
- Liaise with the Front Office Administrator for lettings of School premises and process any payments.
- Monitor the finances of the School Uniform Shop.
- Ensure compliance with the regulations for the operation of minibuses, licences, driver training and assessments, servicing and Vehicle Inspectorate tests.
- Advise on and take the appropriate security measures within the School, both physical and for staff and pupils.
- Manage the financial set-up and bank account for the Old St Ceddians' Association's potential income from donations, sponsorship and events.

## **2. School Buildings**

- Prepare maintenance schedules for the School premises and keep records of refurbishment.
- Maintain the installations and maintenance of equipment for the detection, warning, protection and escape from fire, plant for electric and gas supply, heating, domestic hot water, water softening, lighting and ventilation in all School buildings.
- Manage the letting of energy supply contracts at competitive rates.

## **3. Management and Administration**

- In liaison with the Head and Head's PA ensure compliance with all relevant aspects of employment law including employment protection, equal pay, minimum wage, Working Time Directive or discrimination on the grounds of sex, race or disability, and contracts of employment.
- Administer the monthly payroll for all staff, including PAYE, Superannuation, pensions and National Insurance (NI) Contributions.
- Prepare and submit Inland Revenue monthly RTI returns.
- Prepare monthly accounts and maintain monthly hard copy records of salaries checked by the Head.
- Administer all pension schemes for teaching and non-teaching staff – auto enrolment pension scheme, Teachers Pensions and individual private pensions.

## **4. Nominal Ledger**

- Monitor and process payments made directly to bank, produce and issue cheques for valid staff claims, process all non-purchase ledger items, petty cash etc.
- Scrutinise, process payment and maintain records regarding all invoices received.
- Prepare, produce and agree monthly bank reconciliation.

## **5. School Fees**

- Prepare, produce and issue termly fee invoices for all pupils.
- Collect all fees and extras.
- Process and maintain records of charges for extras included on fee invoices.
- Calculate charges for Nursery sessions based on data from the Admissions Registrar.
- Liaise with the Admissions Registrar regarding Childcare Vouchers.
- Scrutinise and adjust where necessary all variable Direct Debit payments of fees and extras and process collection through BACS payment system.
- Monitor overdue fees and issue chasing letters where appropriate and take legal action regarding unpaid fees, including attendance with the Head at Small Claims Court, when necessary. Provide the Head, within three weeks of the start of each term, the debtors' list.

## **6. Annual Budgets**

- Prepare annual budgets in consultation with the Head and Chair of Finance to include estimates of income and expenditure.
- Maintain cash flow projections for the current financial year.
- Prepare cash flow projections for the forthcoming five years; adjust projections on an annual basis.

## **7. Department Budgets – Educational**

- With reference to the Subject Development Plans liaise with the Head regarding department budgets and prepare half-termly statements.
- Distribute termly statements to the HoDs informing them of the department expenditure and balance.

## **8. Maintenance of the School Premises and Grounds**

- Prepare premises' maintenance schedules.
- Obtain three quotes for all building and site-related improvements and maintenance works, including on-site sporting facilities.
- Contribute to the development of the School in terms of refurbishment and premises.
- Monitor the upkeep of playgrounds including pollarding of trees and monitoring of School boundaries, gardens, all weather surfaces, long jump pit, play equipment, Forest School area and gardens.
- Lead Health and Safety and arrange Health and Safety checks, as required by the Health and Safety Committee of which the Head is the Chair.

## **9. Charity Commission and Company House**

- Submit and complete the financial section of the Company House annual return (the educational aspects written by the Head).
- Submit and complete any additional figures for the Charity Commission annual return.
- Assist the Assistant Bursar and Head with annual surveys including the DfE return and SLAC.

## **10. Membership of School Committees**

- Senior Leadership Team
- Health and Safety Committee
- Catering Committee
- Food Forum

## **11. Line Management Responsibilities**

The Bursar line manages:

- Assistant Bursar
- School Uniform Shop personnel
- Site Manager and Deputy Site Manager
- Catering Manager
- Cleaning Supervisor
- Administrative Staff
- Ancillary Staff

The Bursar oversees the catering operation and cleaning service ensuring that the catering and cleaning teams provide a high quality service.

## **12. Performance Management**

- In line with the School's Performance Management Policy and procedures, support the Head and SLT in conducting performance reviews of ancillary staff according to the School's Performance Management Policy, as required by the Head.

## **13. Reporting**

- Present management reports including a Bursar's Report to the Council of Governors at Full Governors' Meetings.
- Meet with the Head regularly to keep her informed of the School's financial status providing records and reports, as required.

## **14. Other Professional Requirements**

- Maintains professional standards and duties by attendance at relevant courses, seminars and conferences, and feedback the relevance and content of the training to the Head and governors.
- Maintain membership of ISBA and provide guidance to the Head and Governors as new legislation and regulations are implemented, and distribute newsletters and publications provided by ISBA to Head and Governors.
- Maintain membership of AGBIS and provide guidance to the Governors as new legislation and regulations are implemented, and distribute AGBIS newsletters, documentation, training opportunities, workshops, seminars, and other publications provided by AGBIS.
- Ensure that the AGBIS voting procedure for nominations for the AGBIS Board are routinely forwarded to Chair of Governors and/or Governors are informed of the process for voting.
- Operate at all times within the stated policies and practices of the School.
- Take an active interest in School through attendance at events and information evenings.

## **The Role of Clerk to the Governors**

### **15. Administrative Service**

- Be the routine point of contact with the Charity Commission and Companies House and ensure that all statutory returns are completed and filed on time.
- Provide advice to the Chair of Governors on charitable and company law, recommended practice and procedural issues.
- Ensure that the governors' biographies are up-to-date and loaded to the School's website.
- Be the first point of contact for governors with queries on procedural matters.
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Council of Governors.
- Inform the governors of any changes to their responsibilities as a result of government legislation, Charity Commission guidance and/or ISI regulations and compliance.
- Offer advice on best practice in governance, including on committee structures and self-evaluation.
- Advise on the annual calendar of governors' meetings and tasks.
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice.
- Manage the Governors' Report Sheets which are completed by governors following a visit to School and log their feedback, and record governors' attendance at events. Inform the Head of the contents of the feedback and provide a copy of the log for inspectors, as required.
- Organise Governors' Days in consultation with Chair and the Head.
- Contribute to the induction of governors taking on new roles.
- Provide advice to the Council of Governors on governance, constitutional and procedural matters, where necessary before, during and after meetings.
- Provide effective administrative support to the Council of Governors and its committees.
- Ensure the Council of Governors is properly constituted.
- Manage information effectively in accordance with legal requirements.
- Manage the Governors' Portal.
- Prepare information packs for new governors and keep records of joiners/leavers.
- Prepares papers for the Governors keeping them informed of changes in legislation and regulations.
- Establishing and servicing Governors' Appeal Panels for hearings associated with disciplinary matters, grievances and parental complaints.

### **16. Provide Effective Administration of Meetings**

- With the Chair and Head prepare a focused agenda for the Council of Governors meetings and sub-committee meetings.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations e.g. Charity Commission

- Ensure meetings are quorate. Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting.
- Follow-up any agreed action points from Governors’ meetings with those responsible and inform the Chair of progress.
- Draw up the minutes of each meeting. Circulate draft minutes to the Chair prior to publication.
- Load the minutes of Governors’ meetings to the Governors’ Portal within one week of the meeting.
- Ensure the draft minutes of meetings indicate who is responsible for any agreed action with timescales, and send drafts to the Chair and (if agreed by the Chair) to the Head.
- Maintain a record of signed minutes of meetings in School.

## **17. Membership**

- Liaise with the Chair of Governors in advance of the expiry of a governor’s term of office, so elections or appointments can be organised in a timely manner, and administer the process for identifying, interviewing and appointing governors. Organise appropriate departure formalities for those governors leaving the Council of Governors.
- Administer the induction process for new governors in accordance with the principles outlined in *Guidelines for Governors* produced by AGBIS.
- Chair that part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections.
- Maintain a register of governor pecuniary interests and ensure the record of governors’ business interests is reviewed regularly and lodged within the School.
- Maintain governor meeting attendance records.
- Liaise with the Head’s PA, who manages the Central Register, to alert him/her of any new governor to ensure that Disclosure and Barring (DBS) checks are completed for all governors.
- Maintain up-to-date records of the names, addresses and category of governors and their term of office, and inform the Council of Governors and any relevant authorities of any changes to its membership.
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Safeguarding, EYFS, SEND.
- Maintain records of governors’ correspondence.

## **18. Personal Development & Training**

- Undertake appropriate and regular personal training and development to maintain knowledge of the role of Clerk to the Governors.
- Keep up-to-date with current educational developments and legislation affecting School governance.
- Maintain a training register for all governors, recording the date, name place and type of training, and forward the information to the Assistant Bursar.
- Circulate to all governors a list of external training opportunities and administer the booking process with the provider.

Whilst every effort has been made to explain the main duties and responsibilities of the roles of Bursar and Clerk to the Governors, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Head and Chair of Governors to undertake work of a similar level that is not specified in this job description.

**Name of Postholder:** .....

**Signature:** .....

**Date:** .....