



THE BLUE COAT SCHOOL BIRMINGHAM LIMITED

BURSAR AND CLERK TO GOVERNORS

JOB DESCRIPTION



The Blue Coat School Birmingham is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment.

The Bursar and Clerk to Governors (hereafter called the Bursar) provides effective management in order that the Headmaster, through the teaching staff, can deliver the curriculum and a wide range of activities to the highest possible standards. The Bursar is responsible to the Headmaster and the Governing Body for the overall administration and financial affairs of the School - The Blue Coat School Birmingham Limited, and also BCS Enterprises Limited.

The Bursar will be present at all meetings of the Governing Body unless otherwise arranged. The Bursar is supported by the Finance Manager, the Estate Manager and other members of the Bursary Team, who, between them, have delegated responsibility for various aspects of the bursarial function. The Bursar is also responsible for human resource management and oversight of the IT infrastructure team and contract caterers.

This Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary or appropriate from time to time. It may be amended at any time following consultation between the post holder and the Headmaster and/or Governing Body, and will be reviewed annually.

Core Responsibilities

- Budgeting and Monitoring of financial performance.
- Clerk to the Governors.
- Overseeing day to day cash management and performance.
- Proposing fee levels and keeping records of fees.
- Administration of bursaries and scholarships.
- Monitoring and operation of financial controls including regular expense reports.
- Processing accounting information and preparing regular reports including management accounts and statutory statements.
- Administration of employment contracts including management of payroll and pensions.
- Supervision of non-teaching staff.
- Liaising with Auditors, other professionals and Governors.
- Compliance with statutory filing requirements.
- Overseeing the Schools investments in conjunction with the Schools investment advisers.
- Management of the Schools properties.
- Act as Clerk to the Governors and also Company Secretary of The Blue Coat School Birmingham Limited.

General Duties and Responsibilities

- Exercise loyalty to the Headmaster and to the School.

- Support and assist the Headmaster in providing a happy, secure, safe and stimulating environment in which children can develop to their full potential.
- Support the Headmaster in fostering parental involvement and in keeping parents informed of school policy and other matters of importance.
- Set and maintain high standards of work, as well as of personal and professional conduct.
- Assist the Headmaster in ensuring full compliance with all regulatory requirements including those of the Health and Safety Executive, Early Years Foundation Stage, and ISI.
- Comply fully with the requirements as set out in the DfE document '*Keeping Children Safe in Education*' and any relevant supplementary guidance.
- Comply fully with the requirements as set out in the HM Government document '*Working Together to Safeguard Children*' and any relevant supplementary guidance.
- Abide by the School's current systems and structures as outlined in policy documents including the Staff Code of Conduct, Health and Safety, and Safeguarding and Child Protection Policies, and take appropriate action in accordance with all such documents as and when necessary.
- Establish and maintain effective working relationships with colleagues and parents.
- Participate as required in meetings with colleagues, parents and other professionals in respect of the duties and responsibilities of the post.
- Take responsibility for one's own professional development, attending INSET courses and other relevant courses whenever possible.
- Engage with the Christian foundation of the school.
- Be punctual and adaptable, and dress in a smart but practical manner.

Finance and Accountancy

- Advise on general financial policy and fee levels within the school.
- Oversee the preparation of termly/monthly accounts.
- Prepare annual estimates of income and expenditure to include the preparation of departmental budgets within the school, the latter in consultation with the Headmaster or senior academic staff.
- Monitor income and expenditure in relation to budget and present regular management reports to the Governing Body, usually via the Finance and Estates sub-committee.
- Keep 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).
- Ensure compliance with statutory filing requirements.
- Liaise with external auditors.
- Maintain cash flow projections for the current and future years.
- Advise on investments in consultation with the school's brokers or investment managers.
- Approve the purchase of capital items and other expenditure in accordance with authority delegated by the Governors.
- Oversee the preparation of pupils' bills and collection of all fees and extras.
- Ensure payment of all salaries and wages, including PAYE, Superannuation and National Insurance Contributions and ensure compliance with regulations for benefits in kind.
- Oversee the pension schemes for teaching and support staff.
- Scrutinise and pass for payment all invoices received in the school.
- Organise special appeals for capital projects or endowment funds in conjunction with the Director of Marketing and Admissions.
- Keep analyses of costs and other statistical records.
- Prepare forecasts for the future financial performance of the school, usually over a period of five years.

- Prepare financial appraisals of particular projects in accordance with the "Project Protocol for Major Projects-January 2018."
- Advise on taxation matters generally, including Gift Aid from subsidiary companies to the parent charity 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.
- Supervise the operation of an Advanced (Composition) Fees Scheme.
- Advise on scholarship and bursary funds. Ensure assessments of parents' income and assets are undertaken prior to making bursary awards.
- Liaise with the Director of Marketing and Admissions regarding the marketing and development of the school.

General Management and Administration

- Act as secretary to various Governor committees. Certain clerical tasks may be delegated as agreed with the Headmaster and/or the Chair of Governors.
- Ensure compliance with all relevant aspects of employment law, including employment protection, equal pay, minimum wage, Working Time Directive and the Equal Opportunities Act. Act as the Headmaster's adviser on employment matters including disciplinary Procedures. Ensure that the school has appropriate disciplinary and grievance procedures.
- Ensure that all relevant staff have contracts of employment, and keep the school's standard contracts up to date as new legislation takes effect.
- Oversee the employment, terms and conditions of service, supervision and welfare of all non-teaching staff.
- Advise the Board of Governors on constitutional and procedural matters, duties and powers.
- Formulate, monitor and implement the school's policy to comply with the requirements of health and safety legislation. Ensure risk assessments are carried out where appropriate and monitor these, taking professional advice as required.
- Ensure that the school has adequate insurance cover at all times to include employer's liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover, including indemnity insurance for Governors. Professional advice should invariably be sought.
- Assist in the selection of professional advisers, including accountants, lawyers, bankers and investment advisers.
- Oversee the purchase of all goods and services for the school.
- Arrange for on-site staff accommodation and deal with the letting of property to school employees and third parties, ensuring that the appropriate leases and licenses to occupy are signed by the tenants.
- Oversee the letting of school premises to outside organisations ensuring that full Service Level Agreements, including ensuring that all appropriate checks, including DBS searches, have been made, and are in place for all such lettings.
- Act as correspondent with the DfE, the Charity Commission and Companies House, and be responsible for the records and returns required.
- Advise on, and take, the appropriate security measure within the school, for staff and pupils.
- Maintain contact with the statutory authorities and other organisations.
- Oversee the catering provision, which is contracted out to Holroyd Howe.
- Oversee the work of the Schools Estates team.
- Oversee the work of the school Housekeeping team including the cleaning staff in conjunction with the Estate Manager.
- Ensure that the swimming pool and its plant operate effectively, ensuring that proper safety procedures are enforced particularly out of school hours and during the holidays.
- Oversee the work of the Sports Centre facilities.

- Ensure compliance with the regulations for the operation of minibuses, licenses; driver training and assessments; servicing and Vehicle Inspectorate Tests.
- Liaise with the Friends of The Blue Coat School to support them.
- Oversee the IT infrastructure of the School in conjunction with the IT team ensuring the technology is up to date and fully maintained/supported.
- Oversee and advise on School trips or outings, and ensure all health and safety matters are covered.

School Buildings and Grounds

- Maintenance of school buildings: Ensure that maintenance schedules are prepared and relevant records kept.
- Ensure that the installation and maintenance of equipment for the detection, warning, protection and escape from fire is carried out to the required specifications. Ensure the necessary fire risk assessments are carried out. Ensure appropriate training for all staff .
- Ensure the maintenance and efficiency of the installations and plant for electric and gas supply, heating, domestic hot water, water softening, etc. Ensure the letting of energy supply contracts at competitive rates.
- Ensure that catering areas meet the requirements for hygiene and food safety.
- Ensure the maintenance of the lighting and ventilation in all school buildings.
- Arrange the purchase/hire of such equipment/goods/machinery etc as the School may from time to time require and arrange for the servicing and maintenance of the same.
- Draw up outline specifications for new buildings, obtaining tenders, planning permission, and ensuring liaison with school architects and builders.
- Ensure that provision is made for the upkeep of playing fields, gardens, all weather surfaces, running tracks and tennis courts to the required standard
- Ensure that land drainage is maintained.
- Manage the commercial and other properties owned by the School taking professional advice as appropriate.
- Ensure that boundaries, roads and rights of way are maintained.
- Ensure that the Chair of Governors is kept up to date with any upcoming and ongoing maintenance and building work.