



## LADY BARN HOUSE SCHOOL

### JOB DESCRIPTION

<b>POST:</b>	Assistant Bursar/Office Manager
<b>LINE MANAGER:</b>	Bursar
<b>LINE MANAGEMENT RESPONSIBILITY:</b>	School administration team (x3)
<b>TERMS:</b>	37.5 Hours per week - Monday to Friday 8.00am to 4.30pm (with some additional hours required at busy times and potential for some flexibility during holiday periods)
<b>HOLIDAY ENTITLEMENT:</b>	33 days annual leave + 8 bank holidays
<b>SALARY RANGE:</b>	£28,514 - £30,129
<b>PENSION:</b>	Auto-enrolment in pension scheme unless opted out

#### Principal Duties

Working with the Head and Bursar to establish, maintain and develop the administrative and financial procedures and systems of the school. To be responsible for the smooth running of the school office and finance provision and to assist the Bursar with the effective management and monitoring of budgets and financial control processes.

#### Finance

- Maintain sound financial procedures with reference to ensuring best value and compliance with audit and financial guidelines.
- Oversee the school ordering / invoicing process including payments for all goods and services to the school, adhering to financial procedures and ensuring compliance with audit and other financial guidelines.
- Record and bank all school income on to the finance system.
- Preparation, production, distribution and collection of fees
- Inform the Bursar of unpaid and overdue fee accounts and to prepare first and second reminder letters for signature.
- Manage the operation of all bank accounts, ensuring that reconciliations are carried out monthly and all control accounts balance and have been coded correctly.
- Ensure that reports of expenditure are issued to Budget Holders on a half termly basis.

- Monitor budgets and make recommendations to the Bursars about variations to budgets throughout the year.
- Assist with the preparation of reports for budget performance such as termly management accounts as required by Bursar.
- Assist the Bursar with the management of Bursaries, Debtors, maintaining spreadsheets ailing accurate records
- Ensure that month and year end procedures are carried out providing such reports and statistical returns as are necessary such as records for pre payments and accruals.
- Record all acquisitions and disposals of fixed assets in the fixed asset register.
- Preparing financial accounts and audit documents as requested by Bursar, liaising with auditors as appropriate, maintaining financial documents to underpin financial accounts.

### **Fees Administration**

Working alongside the Bursar, to take responsibility for the maintenance of the fees to include the following tasks:

- Calculation and preparation of all fees and other charges relating to pupil bills.
- Arrange timetables for and collation of extra charges to be added to termly bills.
- Production of termly fee invoices and dealing with all queries arising.
- Preparation and submission of termly, monthly and interim direct debit collections.
- Receipt and allocation of fee monies and updating records that relate to the fees ledger.
- Issuing reminders for any late payments and dealing with telephone and written queries from parents regarding the payment of their account or the content of their child's bill.
- Reconciliation and closing of the Fees Ledger to the control account within the Nominal ledger, journals relating to the Fees Ledger.
- Co-ordinate Childcare Voucher schemes.
- Reconciliation to nominal ledger.
- FEEE grant claim
- Assist the Bursar with the preparation and completion of statistical returns.
- Deputise for the Bursar as required.

### **Payroll**

- Calculate, prepare all monthly and annual payroll processes, reconciliations, payments and returns in liaison with the Bursar.
- Investigate any variance in the payroll, checking the accuracy of salaries and inputting information into the Financial system.
- Ensure that payroll totals are correctly posted into the General Ledger.
- Ensure all pensions, AVC, PAYE are paid on time and recorded on financial system.
- Deal with administration relating to pension schemes.
- Routine auto-enrolment procedures, ensuring on a monthly basis that we remain compliant.

## **Office Management**

- To organise and supervise the administrative systems within the school, including coordination and delegation of relevant activities in accordance with school administration job descriptions.
- To carry out the biennial cycle of Professional Development Reviews for the School Administrative Team.
- To ensure sufficient cover of admin staff for school reception, holiday periods and sickness absence.
- Plan work schedules and ensure all office staff are aware of impending work commitments, etc and liaise with the Head, Bursar and SLT relating to work to be undertaken by the office.
- To build effective working relationships, both within the school, and with other agencies, in order to develop effective services.
- To support and maintain the use of information technology systems and software.
- To oversee the preparation and presentation of information.
- To oversee the scheduling, organisation and co-ordination of activities, resources and events, e.g. schools trips; meeting venues, etc.
- Identifying training needs and bringing them to the attention of the Bursar for discussion.
- To monitor the induction training of any new member of the administration team.

## **All School staff are expected to:**

- Support the aims and ethos of Lady Barn House School
- Work towards and support the school vision and the current objectives outlined in the School Development Plan.
- To actively engage in the school's Annual Appraisal process.
- To establish and maintain good relationships with staff, students, parents, agencies and suppliers.
- To participate in relevant staff development and training as required.
- Support your colleagues and their work.
- Work within the school's Health and Safety policy to ensure a safe working environment for staff, students and other stakeholders.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and develop positive relationships with staff, parents, colleagues and students.
- Adhere to policies as set out in the staff handbook.
- To undertake any other reasonable duties as appropriate and commensurate with the post which may be required by the Head.

## **In return, we offer**

- A superb, caring, school environment in which to work.
- Dedicated and supportive staff, parents and directors.
- Generous remuneration as the Lady Barn salary scale is in excess of NCTL pay scales.
- Substantial fee remission for children of staff and free wrap around care.
- Standard employer contributions within the Auto Enrolment Pension Scheme.
- Free lunch during term time in school dining room

## Person Specification – Assistant Bursar / Office Manager

	Essential	Desirable	Assessed
<b>Qualifications</b>			
GCSE or equivalent in 5 subjects, including English and maths	✓		A
GCE Advanced Level or equivalent, and / or demonstrable success in the workplace	✓		A
Accountancy Qualification relevant to the post (e.g. CIMA, ACCA, ACA)		✓	A
Certificate or Diploma in School Business Management		✓	A
Other relevant Business or Finance qualifications		✓	A
<b>Knowledge, Understanding and Experience</b>			
Preparing financial records for auditing purposes.	✓		A,I,E
IT literate and proven experience of databases, finance packages, Microsoft Office suite and internet.	✓		A,I,E
Working with a variety of different professionals to ensure best interests of employers' core purpose	✓		A,I,E
Responding positively to and effecting change in the workplace.	✓		I,E
Working in an educational or charity/not for-profit environment.		✓	A,I,E
Preparing and managing payroll.		✓	A,I,E
Line-managing a team (either finance or general administration).		✓	A,I,E
Prior use of SIMS or similar management system.		✓	A,I
Good understanding of administrative processes for leading and managing others.		✓	A,I
Awareness of Company and Charity law.		✓	A,I
<b>Leadership Qualities</b>			
Determination and resilience.	✓		A,I,E
Being proactive rather than reactive.	✓		A,I,E
Ability to use initiative: solutions focused.	✓		A,I
Excellent interpersonal skills and high emotional intelligence.	✓		A,I
Evidence of introducing new working methodologies leading to measurable outcomes and improvements.	✓		A,I
Ability to analyse relevant data, act strategically and effect change.		✓	A,I
Ability to delegate and empower others effectively.		✓	I
<b>Skills</b>			
Ability to quality assure work so that it is consistent and of a high standard.	✓		A,I
High level ICT skills.	✓		A,I,E
Pragmatic approach to problem solving.	✓		A,I,E
Ability to build personal relationships.	✓		I
Analytical Skills: able to provide and analyse reports.		✓	A,I
Understanding of General Data Protection Regulations (GDPR).		✓	A,I

Personal attributes and qualities			
Able to support the wider aims and ethos of the school	✓		I
Genuine enthusiasm for working within an educational environment the ability to work well within a wider staff team.	✓		I
Committed to safeguarding and the well-being of every child.	✓		I,R
Possess excellent communication skills with an eye for detail.	✓		A,I,R
Proactive in your approach – a real self-starter with a ‘can do’ attitude.	✓		I,R
Deals sensitively and thoughtfully with other people, e.g. children, parents, colleagues.	✓		I
Demonstrates excellence and high quality in professional work.	✓		I,R
Committed to your own continuous professional development.	✓		A,I,E
Able to maintain effective and professional relationships with colleagues at all levels.	✓		I,R
Resilient; able to cope with periods of pressure with good humour and a sense of proportion.	✓		I
Willingness to participate in out-of-hours school activities as required.	✓		I

- A = Application, I = Interview, E = Experience, T = Task, R = Reference

### The Post

The position of Assistant Bursar/Office Manager is a new position at the school, whose key aspects include supporting the school bursar as her assistant and managing the front office admin team.

This is an exciting, challenging and varied role which will allow the post holder to bring the various administrative and financial aspects of the school's operation together and so contribute to the overall school aim of developing and expanding the education it offers its pupils now and well into the future.

It is hoped that the successful candidate will begin work as soon as possible thereafter and certainly by January 2019.

### Conditions of Service

The post offered is that of Assistant Bursar/Office Manager to start in post as soon as possible. The post will be permanent and full time, including 33 days paid holiday per annum (plus 8 bank holidays). Up to 5 days' holiday may be taken in term time, subject to prior agreement with the school.

Lady Barn House School has its own generous pay scale. Children of staff attending the school receive a discount on fees. The school makes the normal contributions to a pension scheme for admin staff. Colleagues who do not wish to contribute to this are able to opt out.

### Procedure for Application

Applications should be made by means of a letter addressed to the Head, in which you explain why your experience, knowledge and personal qualities make you the ideal candidate for this role.

Applications can either be posted to Lady Barn House School, Schools Hill, Cheadle, SK8 1JE or sent via email to [secretary@ladybarnhouse.org](mailto:secretary@ladybarnhouse.org). These must be received by Monday 24 September at 10am. Interviews will be held shortly thereafter.

Visits to the school prior to application are welcome. Please contact Mrs Gardner [secretary@ladybarnhouse.org](mailto:secretary@ladybarnhouse.org).