



## JOB DESCRIPTION

<b>POST:</b>	<b>BURSAR (COO)</b>
<b>REPORTS TO:</b>	<b>HEADTEACHER</b>
<b>RESPONSIBLE FOR:</b>	<b>Finance Manager; Network Manager; Human Resources Manager; Marketing Manager; Reprographics Manager; Office Manager; Transport Manager</b>
<b>POST DETAILS:</b>	<b>All year round, full-time/part-time permanent 37.5 hours per week Monday – Friday or 30 hours a week over 4 days</b>

Talbot Heath School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### **Purpose:**

The school Bursar (COO – Chief Operating Officer) is responsible for managing the strategy and operation of the business functions of our school, including financial management, ICT management, human resources, marketing, compliance and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

### **Main duties and responsibilities:**

#### **Leadership and strategy**

- Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- Under the direction of the headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Oversee a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing
- As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate
- Attend full governing body meetings as well as finance and resources committee meetings.

## **Financial management and fundraising**

- In partnership with the headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of school funds
- Submit the budget to the governing board
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- Oversee school fee management
- Oversee and advise Governing Body on debtors
- Manage the Rothesay Events trading arm of the school
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Manage the school's lettings offer
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance staff where appropriate
- Manage contracts including day-to-day operational issues, KPIs and contract renewal

## **Human resources**

- Oversee the management of the school's payroll provision
- Oversee the management of professional HR services provided by the HR Manager

## **Health and safety**

- With the headteacher and Facilities Manager, supervise the maintenance of the school site

## **Compliance**

- Manage the annual financial audit process
- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track relevant school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register

## **Administration**

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the headteacher and governing body
- Be the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues

## **Essential qualities and skills**

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<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• A degree or other relevant qualification - ideally in accountancy, business management or a related discipline</li> <li>• A school bursar qualification and / or accountancy qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school, or in a relevant field outside education</li> <li>• Involvement in self-evaluation and improvement planning</li> <li>• Line management experience</li> <li>• Contributing to staff development</li> <li>• Working with children or young people</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Expert knowledge of financial management</li> <li>• Excellent attention to detail</li> <li>• Previous use of accountancy software, information management systems</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> <li>• Understanding of data protection and confidentiality</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Embraces change well</li> <li>• Deals with difficult situations effectively</li> </ul>

## **General**

- To promote and support Talbot Heath’s culture of “Honour before Honours” and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with Talbot Heath School’s Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Talbot Heath policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Facilities Manager immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To be courteous to colleagues and provide a welcoming environment to visitors.

## **Additional Information**

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head or nominated representative (in consultation with the post holder) to reflect the changing needs of the Talbot Heath School.

*Talbot Heath School is unable to employ anyone who does not have the legal right to live and work in the UK. This evidence must be produced at the interview stage of the process.*

*Talbot Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and has an Equal Opportunity Policy. The successful applicant will require an Enhanced DBS check.*

*The position will involve regular contact with children and therefore is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exemptions Order 1975, 2013 and 2020. It is an offence to apply for this role if barred from engaging in regulated activity relevant to children.*

*Talbot Heath School is a registered charity (number 283708) existing to provide high quality education for children.*