

School Bursar Information Pack





Dear Colleague,

I am delighted you are considering joining us at REACH School. We are an Alternative Provision in Kings Heath, Birmingham taking students from across the South Area Network and beyond. We are committed to providing a curriculum that is nurturing yet challenging, balanced yet individualised whilst being high quality, engaging and broad to ensure we meet the needs of our students. All students are challenged to exceed their own expectations in an environment that puts their individual needs at the centre of everything.

Ofsted recognised that we continue to do a good job in 2022 and help to make significant difference to the life chances of our students. We are very proud of the achievements our students make academically and in many other spheres. We are currently in an exciting development stage of the school and would like to increase our school numbers in the next year.

The job description and person specification give you an indication of the scale and ambition we have for this post. If you have the passion, commitment and resilience to make a significant difference in this role I would be delighted to receive your application.

Your application must be received by **9am on Tuesday 11th June 2024**. Please write a letter to accompany your application form that outlines your experience and achievements that equip you for this role and how you will make an impact in our school. Your letter must be no longer than two sides of A4 with a minimum font size of 11. Interviews will take place on **Week beginning Monday 17th June 2024**.

Yours faithfully

John Gibson
Headteacher



Post Title: School Bursar
Salary/Grade: Grade 4 £32,076 - £39,186 FTE, actual salary £29,577 - £36,133
Contract Type: Full time plus 2 weeks
Contract Term: Permanent
Contract Start Date: September 2024 or before if possible

Our support staff are vital to ensuring that our pupils achieve their full potential and become confident, resilient and compassionate individuals who can make a positive contribution to society. We expect all staff to be involved with our students and have an active role in supporting across the school site. It is therefore essential that you are passionate about making a real difference in the lives of our unique pupils and be confident in your abilities to support with both students and staff.

This is a varied and exciting role, candidates must be enthusiastic, organised, approachable and hard working. 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. Excellent communication skills and a professional approach are required as the postholder will be a key contact for both internal and external stakeholders.

The Bursar role has responsibility for Finance, Human Resources, Administration, GDPR, Catering Facilities and Health and Safety, and the postholder must be able to work collaboratively with a wide range of stakeholders to achieve the best outcomes for the school community.

You will play a crucial strategic role driving the school's ambition and vision. Reporting directly to the Headteacher, you will be expected to be capable of working independently and on your own initiative.

Our perfect candidate will:

- Have the ability to strategically lead and manage the financial, HR and estate functions of the school
- Proven strong and effective leadership and management skills
- Be able to motivate, challenge and inspire students to achieve their best
- Be able to establish and develop outstanding relationships with students and staff

Together we form a friendly and dedicated community. We pride ourselves on being a welcoming team that provide an inclusive and supportive environment for our students and staff alike. All staff take an active role in supporting our students whilst onsite and developing relationships and support networks.

REACH School is based on Kings Heath High Street in Birmingham, with a private car park. We have a gym onsite that staff are welcome to use outside of school hours.

Our application pack can be found on our website <https://www.reachschool.co.uk/>. Completed applications with an accompanying letter explaining how you meet the requirements of the role must be received before the closing date of 9am on Tuesday 11th June 2024, with interviews taking place on Week beginning Monday 17th June 2024.

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Core Purpose: The provision of full support to the Headteacher to ensure the effective leadership, management and administration of the school with specific responsibility for facilities, Health and Safety, the MIS and ICT infrastructure, Risk Management, Office Management, Financial Management and the management of non-class-based school support staff.

Duties and Responsibilities:

1. Job Purpose

- 1.1 To operate maintain and develop the administrative and financial procedures and systems of the school as part of the Senior Leadership Team and in partnership with Governors, ensuring that all legal and safety requirements with regard to people and property are fully met
- 1.2 To be responsible for the school site and its buildings, their maintenance, development and efficient use
- 1.3 To function as line manager for groups of staff as specified by the school
- 1.4 To be the non-teaching member of the Senior Leadership Team and as such to contribute to the successful and efficient operation of the school
- 1.5 Performance Manager Team Leader for groups of staff as specified by the school

2. Key Responsibilities

- 2.1 To be an effective team player

Financial Duties

- 2.2 Oversee and manager the day to day running of the Schools Information Management System, including up-dates as necessary
- 2.3 To work with the Headteacher and Governors in the preparation of budget forecasts for consideration
- 2.4 Advise other SLT members and Governors on financial implications for the School Development Plan
- 2.5 Plan, prepare and deliver reports to the Governors as identified by Internal Audit
- 2.6 Meet with other officials including Auditors to ensure the finance system is effective and efficient

- 2.7 Prepare and submit bids for further funding from outside agencies under the direction of the Headteacher

Personnel and Human Resources

- 2.8 Day to day management of the Personnel records in school
- 2.9 Give advice to staff and Governors about personnel issues
- 2.10 Assist with the preparation and placing of staffing advertisements
- 2.11 Handling all correspondence relating to personnel issues including references, new appointments & general issues
- 2.12 Line Manager to Administration, Caretaking, Cleaning and Catering

Site and Premises

- 2.13 Day to day management of the site and premises to ensure smooth operation of all systems – heat, water, gas, electric
- 2.14 Liaise with contractors regarding issues relating to the school premises, including refurbishment and repair
- 2.15 Assist Governors in the development of a site improvement plan to ensure that funding allocations are used efficiently and effectively at all times
- 2.16 To act as the school Project manager for improvements to the school premises

ICT

- 2.17 Act as System manager for the Administration Network
- 2.18 Liaise with the ICT technicians to ensure an efficient service is available at all times

Health and Safety

- 2.19 Maintain adequate systems for Health and Safety, reporting to the Headteacher and appropriate Governors as and when required
- 2.20 Carry out Risk Assessments for fire, health and safety and first aid

General

- 2.21 Oversee and monitor the banking of all monies received in school, both official and unofficial
- 2.22 To keep abreast of current educational developments and undertake relevant CPD when appropriate
- 2.23 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

REACH School, 9 High Street, Kings Heath, Birmingham B14 7BB

www.reachschool.co.uk 0121 675 8989 info@reachschool.co.uk Headteacher: John Gibson

- 2.24 To ensure all tasks are carried out with due regard to Health and Safety
- 2.25 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.26 To adhere to the ethos of the school
 - 2.26.1 To promote the agreed vision and aims of the school
 - 2.26.2 To set an example of personal integrity and professionalism
 - 2.26.3 Attendance at appropriate staff meetings and parents evenings
- 2.27 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience	Considerable experience of budget monitoring and account reconciliation	AF/I
	Experience of producing a variety of financial reports including detailed management accounts	AF/I
	Experience of undertaking a range of administrative and technical duties, including data input and retrieval	AF/I
	Experience of financial workings of a school	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
	A sound knowledge of budget management and accounting techniques	AF/I
	A sound knowledge of a range of computer applications including financial management systems	AF/I
	Knowledge of facilities and premises management	AF/I
	Knowledge of relevant Health & Safety legislation	AF/I
	Some knowledge of employment law	AF/
	Ability to work independently demonstrating initiative and pro-activity	AF/I

	Ability to contribute to school business planning	AF/I
	Ability to act as Systems Manager for the school	AF/I
	Ability to contribute to policy development e.g. for school lettings	AF/I
	Ability to develop and maintain efficient record keeping systems	AF/I
	Ability to analyse and interpret complex information and make recommendations	AF/I
	Ability to problem solve	AF/I
	Ability to line manage other employees including responsibility for deployment allocation of work, induction, appraisal, development etc	AF/I
	Ability to negotiate 'best value' with suppliers	AF/I
	Ability to communicate with a range of audiences including colleagues, governors, suppliers and members of the community	AF/I
	Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	AF/I
	Ability to show sensitivity and objectivity in dealing with confidential issues	
Training	Willingness to participate in further training and development opportunities offered by the school,	AF/I
Other	Ability to demonstrate commitment to Equal Opportunities	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.



Reviewed by:

Date:

NB: *If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel's assessment.*

REACH School is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

"Students are well cared for at REACH School. Staff are acutely aware that many students do not have a positive view of education when they join. Nevertheless, staff work hard to build strong relationships with them."
OFSTED 2022

Pastoral Care

Many of our students start REACH having been disengaged from learning with the vast majority having Social, Emotional or Mental Health issues, so supporting our students in recognising and managing these areas is a priority. At REACH School we understand the importance of supporting our students' mental health and physical wellbeing through curricular and extra-curricular activities such as the gym, Life Skills, Pathways and our Active Citizenship, where students investigate their emotions and develop coping strategies. We work with our students through targeted literacy and emotional literacy interventions to not only improve our students' ability, but to help them develop their own social/emotional resilience so that they are better equipped for future pathways.

What we can offer you

We are a small but strong team who have excellent staff/student relationships. We value our staff both as individuals and as professionals and are committed to their personal and professional development. We pride ourselves on being friendly and welcoming to everyone who visits and works with us.

We have a private car park and a fully equipped gym that staff are able to use outside of school hours. We take our work life balance seriously and ensure that workload does not exceed manageable levels. We have a staff workload discussion group that meet once a term to review this.

At REACH we actively promote career professional development through bespoke training to an option of additional certificated and qualifications dependent on need or interest.

Curriculum

At REACH school, we understand the importance of a broad, spiralled and ambitious curriculum to prepare our students for their further pathways, and for their future as global citizens.

"Leaders have put in place an ambitious curriculum. Pupils work towards GCSE qualifications in core subjects, as well as studying a further two options. Alongside this, pupils can also achieve qualifications in functional skills. The curriculum is well structured and sequenced. Careful thought has been given to the order in which topics are studied, as well as the wider content pupils should learn" OFSTED 2022

Our curriculum needs to be flexible, inclusive and offer continuity, coherence and progression, motivating and challenging all of our students, whatever their ability, and promoting achievement for all.

Reaching all Educating to Achieve through Challenge and High Expectations

***[Staff] create a purposeful learning environment.
Staff want pupils to be successful, and have high expectations of what they can achieve
by the end of Year 11.
OFSTED 2022***

Life Skills

Life Skills at REACH School is an aspect of how deliver PSHE through the curriculum. Through work in lesson time and a wide range of activities across and beyond the curriculum, students gain practical knowledge and skills to help them live healthily and deal with the spiritual, moral, social and cultural issues they face as they approach adulthood.

Subject overview- all students have the opportunity to study:

- GCSE English, English Literature, GCSE Mathematics, GCSE Double Science
- Life Skills
- Two or more optional GCSEs
- Functional Skills in Maths
- AQA Unit Awards

Enriched curriculum

- **CEIAG** is integral, ensuring all students have access to support and opportunities to enable them to make informed decisions about their future.
- **In Year 10, Work Related Learning** uses the context of work to develop knowledge, skills and understanding that are needed in a work environment. Students attend their work placement on a weekly basis for 5 hours where they gain employability and vocational skills, alongside level 1 or 2 vocational qualifications.
- **In Year 11, Pathways** provides the opportunity for students to reflect on their own skills and attributes, and to focus on developing and applying employability skills in their future careers. All Year 11s have a one to one careers interview with Birmingham Careers Service and have a bespoke careers action plan created to widen Post 16 aspirations and support students on their journey.
- **Active Citizenship** helps all student to develop a positive and resilient identity through experiential learning. The curriculum will give students the opportunities to develop character virtues through both classroom teaching and outdoor opportunities.

***Many pupils enjoy the school's 'active citizenship' days. These have a focus on developing pupils' character through lessons and off-site activities. Pupils experience a range of trips, including for indoor caving, mountain biking and walks in the Malvern Hills.
OFSTED 2022***

- **RSHE** is a integral part of the curriculum at REACH and teaches our students the importance of positive and healthy relationships, family life and respect for themselves and others. Our RSHE curriculum empowers our students to develop and form their own positive values, attitudes, personal and social skills, and increase their knowledge and understanding of how to make informed decisions and life choices.

If you would like to visit the school before making an application please contact Amanda Figg on 0121 675 8989.