

Bursar's Assistant

40 hours per week (Monday – Friday, 09:00-17:00)

6 weeks holiday plus 8 bank holiday days

£ Competitive salary

Job Purpose

Provides effective administration support to the Bursar's Office in non-academic areas, ensuring the efficient day to day management of Premises, Finance and Admin functions. As a member of the school's support staff, provides routine general office administrative assistance as required.

Main Duties & Responsibilities

Purchasing and Purchase Ledger

- Check school materials and order as required
- Place authorised orders from staff, receive and check orders
- Maintain spreadsheet of all orders, delivery dates and invoice receipts
- Investigate and resolve supplier delivery and invoice queries
- Ensure proper authorisation of invoices
- Code invoices ready for input to the Engage Accounts purchase ledger

Early Education Funding from local council

- Organise applications from new parents for 15hrs and 30hrs Early Years Funding
- Apply online to Council for funding using their portal

Loan Notes

- Request monies from prospective parents and update the school MIS system
- Prepare for approval of new loan notes at termly Governors' Meeting
- Deal with loan notes when families leave the school

Parking Permits and Travel

- Apply to local Council for staff parking permits
- Maintain school travel plan and submit to local Council

Parent School Committee Liaison

- Liaise with the Chairs of the School Committee for requirements for fund raising events eg food and drinks, room setup
- Organise Temporary Event Notices and Licensing from local Council as required

ICT

- Help provide support for simple hardware and software issues when external ICT support not available

Buildings and Facilities

- Help provide cover when Facilities Assistant support not available
- Assist with Health & Safety monitoring as required

Policies & Procedures

- Help with update of Staff Handbook, Parents' Guide, Data Protection, Health & Safety, School Development Plan etc. as required
- Help with update of parent contracts, application forms (including online applications)
- Help maintain policy control list
- Help review other parts of website such as 'Staff', 'About Us' and help keep up to date

HR

- Help advertise roles, draft emails and documents, collect references and help with DBSs for new staff appointments and control process as required
- Help maintain online SCR (Single Central Register) database as required
- Help ensure new starters and leavers checklists are completed
- Liaise with new starters to collect all personal information needed and assist with induction
- Help maintain staff records on various third-party systems (MIS, absence management, access control, online training etc)
- Help with documentation checks for clubs (incl public liability insurance, safer recruitment)

School Trips & Workshops, Games & Swimming Coaches and Pitches

- Help co-ordinate class day trips liaising with coach company, teachers and parents if required
- Help co-ordinate Games and swimming liaising with coach company, teachers and sports facilities
- Help maintain summary records as required by Bursars' Office for school outings, coach and minibus bookings and workshops in spreadsheet format as required

General Duties

- Filing of correspondence and backup paperwork as required by the Bursar's Office
- Support the School Office as required
- Deal with incoming enquiries promptly, ensuring that messages are recorded and passed to the appropriate personnel in a timely manner
- Ensures all enquiries to reception by person are dealt with in a professional, courteous and appropriate manner
- Assist with routine periodic administration tasks
- Contribute positively to effective working relationships within the school community
- The post holder may be requested to undertake further associated activities and responsibilities, of a similar nature to those mentioned above

Person Specification

Key Skills and Prerequisites

- Team player who is adaptable and can prioritise, take the initiative and be pro-active
- Confident and able to get on well with all staff, governors and parents
- Need to be very diligent, accurate and have good attention to detail
- To be proficient in a range of IT applications, including MS Office 365, MS Teams, Excel and Word. Experience with iPads and a good understanding of wider networks and servers is an advantage.
- Experience of an integrated MIS and online databases
- To be well organised and have good time management skills
- Understanding of, and commitment to, Safeguarding of children and young people
- Must demonstrate tact, confidentiality and discretion at all times
- Ability to work independently and in a team
- Ability to work under pressure and to deadlines
- Excellent interpersonal and communication skills
- Excellent telephone manner and approach to dealing with enquiries
- Self-motivated and committed

Desirable

- Experience of having worked in a school on a similar role
- Possession of a full driving licence