



## **Avon House Preparatory School - Job Description Bursar**

***Name:***

***Responsible to:*** The Directors, the Governing Body and the Head Teacher of Avon House Preparatory School

***Individual Responsibilities:*** The conduct of financial affairs and business management of Avon House Preparatory School (the school), Health & Safety Lead, School Fire Marshal, Data Protection Officer, member of SLT (Senior Leadership Team) and SMT (Senior Management Team)

### **Professional Conduct**

You must have proper and professional regard for the ethos, policies and practices of our school and maintain high standards in your own attendance and punctuality.

You must have an understanding of, and always act within, the statutory frameworks which set out your professional duties and responsibilities.

At Avon House we expect all members of staff to uphold public trust in the teaching profession and maintain high standards of ethics and behaviour, within and outside school, by: treating pupils with dignity; building relationships rooted in mutual respect; at all times observing proper boundaries appropriate to a teacher's (or school manager's) professional position; having regard for the need to safeguard pupils' well-being in accordance with statutory provisions; showing tolerance of and respect for the rights of others; not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs; ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law. Adults working with children need to model rights respecting behaviour and use rights respecting language that enables positive benefits to all pupils.

### **Safeguarding Responsibilities**

- To promote and safeguard the welfare of children and young persons with regard to safeguarding procedures.
- To support in the provision of high quality care and education for the children in the school; to fulfil legal and statutory requirements.
- To implement all school policies and procedures, and report to the appropriate teacher any incidents of disruptive or unacceptable behaviour of pupils that may not be known to the main teaching staff.
- To comply with all school policies - particularly those on Safeguarding, Health and Safety, Acceptable Use, Confidentiality and Data Protection.

### **Professional Responsibilities**

#### **Finance and Accountancy**

- To advise on general financial policy within the school
- April 2023



- To prepare annual estimates of income and expenditure to include the preparation of departmental budgets within the school, the latter in consultation with the Head Teacher and senior staff and to hold budget holders to account
- To monitor income and expenditure in relation to budgets and presenting regular management reports to the governing body
- To maintain effective day to day running of the finance office
- To manage the bank accounts, including regular checks and reconciliation
- To keep the accounts of the school, preparing monthly profit and loss statements and cash flow reports
- To prepare pupils' bills and collecting all fees and extras
- To administer the ParentPay online payment system
- To deal with queries from staff on payroll related matters
- To scrutinise and pass for payment all invoices received in the school
- To keep analyses of costs and other statistical records
- To prepare forecasts for the future financial performance of the school
- To purchase all goods and services for the school
- To source competitive rates for utility supplies
- To administer the letting of school premises to outside organisations

#### **Health and Safety Lead (including Fire)**

- To have day-to-day responsibility for the health and safety of staff, pupils, volunteers, contractors and visitors
- To ensure staff and visitors are aware of the on-site procedures and the protocols to follow.
- To ensure that policies are compliant with DfE (Department for Education), ISI (Independent Schools Inspectorate) and national guidelines.
- To have oversight with regard to maintenance that is required
- To ensure that all maintenance is carried out efficiently and recorded as appropriate
- To meet regularly with the caretaker regarding site issues
- To provide support to staff members as required
- To ensure that review dates for policies and procedures are met
- To manage the school's 'lockdown' procedures and ensure that regular drills are carried out
- To manage the installation and maintenance of fire equipment, alarm systems, electric and gas supply, heating, telephone system etc.
- To ensure compliance with all relevant aspects of employment law in conjunction with the school's Human Resources advisers
- To ensure 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 and to seek professional advice on cover
- To liaise with catering, cleaning and other suppliers

#### **Fire Marshal**

- To set fire drills
- To oversee school evacuation during fire drills
- To review fire policy and procedures
- To ensure fire evacuation procedures are reviewed following building works



### **Data Protection Officer (DPO)**

- To be the lead contact for all data protection queries with regard to potential complaints and breaches, ensuring that requests for information are properly handled
- To ensure the school is compliant with all regulations
- To undertake training relevant to the role of DPO
- To keep all staff members fully apprised of legislation and requirements at staff meetings and through email updates
- To arrange GDPR(General Data Protection Regulation) training for all staff members
- To keep a register for the disposal of secure material
- To produce policies and procedures relevant to data protection
- To liaise with the Head Teacher and Chair of Governors in the event of a data protection breach.

### **ICT (Information and Communication Technology) responsibilities**

- To manage and oversee all ICT within the School
- To liaise with the external ICT team.

### **Leadership Responsibilities**

As a member of the school SLT and SMT it is your responsibility to make sure you always lead by example. Senior staff are expected to support the overall development of school including covering senior duty requirements before and after school. There may also be occasions when working additional hours will be required, particularly before the start and at the end of each term.

- To be an active member of the school SLT and SMT
- To be an initial point of contact for parent/staff queries and complaints, referring on to the Deputy Head or Head Teacher as appropriate
- To welcome the children each morning on the front gate with other members of SLT.
- To contribute to devising appropriate strategies to develop the school and support successful implementation which is recorded on the School Development Plan
- To liaise, as appropriate, with other members of the school staff eg Senior Leadership Teams, Heads of Department and support staff

### **General Responsibilities**

- To attend weekly staff briefings and department meetings when requested.
- To attend and contribute to staff meetings, Open Days and other such School functions as required in line with school protocols.
- To cover the School Site Manager in the event of absence.
- To cover the school Office in the event of absence.
- To assist with the clearance of ice/ snow in extreme weather from the playground, paths etc.
- To manage the administration of holiday clubs.
- To comply with school supervision rotas as appropriate
- To set a good example in terms of speech, attendance and punctuality
- To never be underdressed by a pupil (please check staff dress code)
- To develop relationships with parents
- To undertake such training as may be reasonably required by the school
- To participate in the school's appraisal process as deemed appropriate for professional development.



- To fulfil professional responsibilities by making a positive contribution to the wider life and ethos of the school

**Signed:** .....

**Date:** .....