**School Bursar - Job Description**

**Finance & Accountancy**

* Advising on general financial policy within the school
* Preparing annual estimates of income and expenditure to include the preparation of departmental budgets within the school, the latter in consultation with the Head or senior academic staff
* Monitoring income and expenditure in relation to budget and presenting regular management reports to the Governing Body
* Keeping the accounts of the school and preparing Statements of Financial Activity (SOFA) and Balance sheets in accordance with the charities Statement of Recommended Practice (SORP) with annual reporting to the charities commission
* Maintaining cash flow projections for the current and future years
* Advising on investments in consultation with the school’s brokers or investment managers
* Preparing pupils’ bills and collecting all fees and extras
* Operation of an advances (composition) fees scheme
* Managing late fee payment fines and bad debt collections
* Liaising with the payroll bureaux to communicate changes and ensuring the correct payment of all salaries, including PAYE, Superannuation and NI Contributions.
* Compliance with regulations for benefits in kind
* Administering pension schemes for teaching and non-teaching staff and death benefits scheme for non-teaching staff.
* Scrutinising and passing for payment all invoices received in the school
* Ensuring the correct allocation of all income
* Keeping analyses of costs and other statistical records
* Preparing forecasts for the future financial performance of the school
* Preparing financial appraisals of particular projects
* Advising on the financial implications of the charitable status of the school
* Dealing with the school’s income tax and rating assessments
* Preparing returns to the local authority in relation to the early years free entitlement
* Advising on scholarship and bursary funds. Undertaking assessments of parents’ income and assets prior to making bursary awards
* Involvement in the marketing and development of the school.

**General Management & Administration**

* Ensuring compliance with all relevant aspects of employment law including employment protection, equal pay, minimum wage, Working Time Directive or discrimination on the grounds of sex, race or disability. To act as the Head’s adviser on employment matters including disciplinary procedures. Ensure that the school has appropriate disciplinary and grievance procedures
* Ensuring that all relevant staff have contracts of employment and keeping the school’s standard contracts up to date as new legislation takes effect
* The employment, terms and conditions of service, and welfare of all staff
* Management of all finance, admin, premises and catering staff
* Oversee pupil admissions
* Formulating, monitoring and implementing the school’s policy to comply with the requirements of Health and Safety legislation. This could include acting as the Health and Safety Assistant within the school and as Chair of the Health and Safety Committee. Carry out risk assessments where appropriate and monitor all departments to ensure that they are carrying out risk assessments. Take professional advice as required
* Ensuring that 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. Professional advice should invariably be sought.
* Purchasing, either directly or through a purchasing group, all goods and services for the school
* Acting as correspondent with the Department Children Schools and Families (DCSF) and being responsible for the records and returns required
* Advising on and taking the appropriate security measures within the school, both physical and for staff and pupils
* Maintaining contact with the statutory authorities and other organisations
* Catering, which may be contracted out or in-house
* Cleaning, which may also be contracted out or in-house
* Sports equipment and facilities
* Minibuses and transport. Compliance with the regulations for the operation of minibuses; driver training and assessments; servicing and Vehicle Inspectorate Tests

**School Buildings**

* Overseeing the maintenance of school buildings. Preparation of maintenance schedules and keeping of records
* The installation and maintenance of equipment for the detection, warning, protection and escape from fire. To ensure the necessary fire risk assessments are carried out
* The maintenance and efficiency of the installations and plant for electric and gas supply, heating, domestic hot water, water softening etc. Letting of energy supply contracts at competitive rates, either directly or through a purchasing group. Promotion of energy conservation
* Ensure that catering areas meet the requirements for hygiene and food safety
* The maintenance of the lighting and ventilation in all school buildings
* Drawing up outline specifications for new buildings, obtaining tenders, planning permission, liaison with school architects and builders

**School Grounds**

* Upkeep of playing fields, gardens, all weather surfaces, running tracks and tennis courts
* Land drainage
* Maintenance of boundaries, roads, rights of way

**Governors & Trustees**

* To act as the Clerk to the school governors and trustees
* To arrange agenda and meetings in consultation with the Head and respective Chairs
* To attend all meetings – usually twice a term for governors and annually for trustees
* To arrange for the recording, collation and distribution of minutes of meetings

This document outlines the current duties of the post of School Bursar. It is not a comprehensive list and the Governors may vary the duties from time to time in a manner, which does not change the general character of the job or the level of responsibility.

**Conditions of Service**

* To attend school throughout the school term and in holiday periods as necessary with the entitlement of five weeks annual leave (to be taken during school holidays) plus public holidays
* To attend school for official (usually evening) meetings of the Boards of Governors and Trustees
* To attend meetings of the school leadership team and management team (as arranged)
* To attend a weekly review meeting with the Head
* As a member of the school’s Senior Leadership Team the Bursar will be remunerated on the basis of the Teachers’ Leadership Scale (London Fringe) in a range from point L10 to L14 (currently £51,041- £56,169)