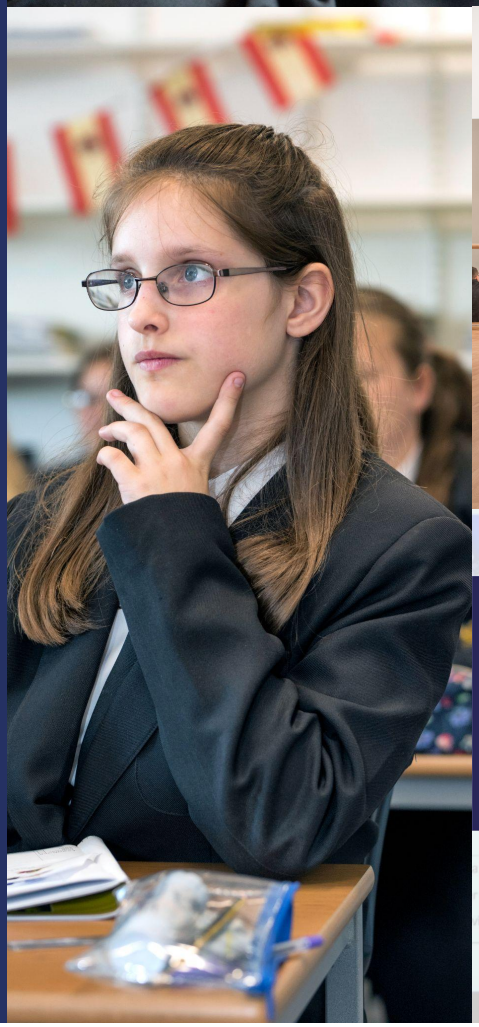
Hartsdown Academy



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Bursar

Bursar

Appointment and Remuneration

Job Title:
Bursar

Closing Date:
26th July 2024

Reporting to:
Headteacher

Interviews:
TBC

Employment Status:
Full time / Permanent

Start Date:
It is expected the successful candidate will take up the post as soon as possible.

Job Location:
Hartsdown Academy, Margate

Remuneration

There will be a competitive remuneration package for the right person to be determined by Hartsdown. Salary progression will be subject to annual performance review, qualifications and relevant experience.

The opportunity to train and develop to extend skills to other areas of Business Development and Operational Management will be provided.

Terms and Conditions

It is the intention of Hartsdown to develop good working conditions and terms in order to recruit and retain the best staff. These terms are not fully developed yet but will be discussed with the successful candidate as part of the assessment and offer process. However, as a guide the following core terms and conditions are indicated.

Hours of Work

The core hours of work will be 37 hours a week, Monday to Friday. However, flexibility in working hours will be required with the expectation of unsociable hours from time to time.

This flexibility will be part of the contractual arrangements and will be recognised within the salary range.

Benefits

- Pension: Local Government Pension Scheme
- An exciting environment where you can really make a difference
- Being part of a small local trust that is totally committed to its staff and children
- Significant opportunities for CPD and development within the school and trust
- Leadership training and pathways exist within the trust

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Job Description

As a school it is our vocation, moral obligation and delight to provide the best possible education for each student.

All staff will:

- play a full part in the life of the school community, support its vision, ethos and policies and encourage staff and students to follow this example
- fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated safeguarding lead)
- model Hartsdown values to parents and students
- be positive, dynamic and challenging in all aspects of work
- foster the school's inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- share direct accountability for the establishment of Hartsdown as an outstanding school
- take responsibility for their own learning and development
- develop the skills and talents of other members of the community
- ensure their own well-being and that of others by establishing an appropriate balance between life and work
- play an active part in the life of the school and its community
- develop social cohesion and positive links with the whole of our local community
- adhere to the school community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management
- agree annual performance targets, with a view to own continuous improvement
- undertake any other duties that may reasonably be required by the Headteacher

Safeguarding Duties & Responsibilities

The successful candidate will need to satisfy the conditions appertaining to a satisfactory Disclosure and Barring Service (DBS) check before taking up their appointment. They will be required to complete a medical questionnaire and produce evidence of all qualifications cited on the application form. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Purpose

The School Bursar will support and report to the Headteacher on a day-to-day basis and to the Coastal Academies Trust (CAT) Chief Finance Officer (CFO) as required.

- To organise, manage and supervise the administrative and financial systems within the school.
- To contribute to the planning, development, monitoring and reporting of support services.
- To direct the financial planning and management within the authority levels provided by the Board of Directors
- To line manage the school's Finance Officers
- To line manage the Site Manager (depending on candidate)
- To act as Data Protection Lead for the school
- To complete any additional work as may be required by the CFO as part of the MAT.
- To attend various meetings on behalf of the School

Bursar

This job description is not exhaustive and may be amended at any time following discussion between the Headteacher and the member of staff, and will be reviewed annually as part of the Performance Management process. All duties set out will need to adhere to the minimum requirements of the CAT's CFO.

Specific Responsibilities

Duties and responsibilities together with competencies and skills required of the post-holder are set out within each of the following key responsibility areas.

- Financial Planning
- Financial Monitoring
- Business Planning
- Payroll Preparation / checking
- Buying/Ordering
- Asset Control
- Insurance Arrangements
- Estate management

Financial Planning

- The Bursar will in conjunction with the Headteacher:
- Prepare the three year financial plan.
- Prepare the annual budgets as part of the three year financial plan.
- Prepare the financial reports, estimates and completion of financial returns as required by the Headteacher and CFO.
- Plan the cash flow and implement creditor and debtor policies and procedures.
- Ensure the effective operation of financial control and ensure value for money in all expenditures.
- Develop appropriate financial regulations and guidelines and work with budget holders to ensure compliance in line with the requirements of CAT.
- Devise appropriate accounting procedures to control, monitor and disburse the budget, including routine financial arrangements.
- Keep updated the computer based financial and management accounting systems

Financial Monitoring

The Bursar will:

- Prepare monthly management accounts for the Headteacher and CFO.
- Monitor cash flow and ensure the school overall secures maximum benefit from financial management.
- Attend all relevant Governors meetings and ensure they are given all the necessary information, both at the meeting and in advance papers, to discharge their duties effectively.

Business Planning

The Bursar will in conjunction with the Headteacher:

- Liaise with funding agencies to identify and secure additional funding
- Identify potential funding opportunities, agencies, government initiatives etc. and ensure income generation from both diverse and obvious sources.
- Work with the leadership team to maximize income generation, financial growth and profile services.

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Payroll

The Bursar will:

- Ensure that all data in respect of appointments, terminations, overtimes claims etc. are forwarded to the payroll department in a timely manner so that staff are paid the correct salaries.
- Check the draft payroll reports and ensure that any errors or omissions are notified to the payroll department in a timely manner.
- Produce a monthly payroll Journal and input onto the system.
- Check all final payroll figures in line with budget monitoring.
- Ensure that payroll reports are certified by the Headteacher on a monthly basis.

Buying / Ordering

The Bursar will:

- Prepare and implement policies – in line with the policies of Hartsdown Academy and CAT - concerning the buying and ordering of all supplies and services. Ensuring all procurement complies with Government procurement process and achieves value for money.
- Monitor the operation of policies concerning buying and ordering and prepare such reports as may be required.

Asset Control

The Bursar will:

- Ensure accurate records are kept of all school assets.
- Produce and implement appropriate policies and procedures for the procurement, depreciation and disposal of school assets.
- Prepare as part of the three year plan a detailed capital purchase programme.

Contract Management

The Bursar will:

- Review all contracts prior to the end of the contract and ensure all issues are raised with the Headteacher in good time to ensure change can take place.
- Liaise with the Headteacher/CFO in any areas of concern.

Insurance Arrangements

The Bursar will:

- Ensure that all relevant cover is in place in the CAT-wide insurance or risk arrangements and ensure that there is adequate cover, as necessary, for any Hartsdown-specific items not covered by the CAT-wide arrangements.
- Liaise with brokers/Insurance companies regarding claims, dealing with all correspondence and communications.
- Ensure that adequate procedures are in place for all systems to ensure appropriate cover.

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Person Specification

Essential	
Experience of supporting the senior management team/leadership team of an organisation	
Experience of leading the budgetary management and control within an organisation	
Knowledge and experience of financial management systems	
Understanding of school management issues, including the role of the governing body	
Commercial and business acumen	
To have achieved at least the Association of Accounting Technicians qualification	
Desirable	
Experience of working in a similar role in a free school or academy	
An understanding of the Academies/Free Schools agenda	
Experience at a management level in an administrative environment	
Experience of working effectively in co-operation with a wide range of internal and external partners including both statutory and non-statutory organisations and groups	
Experience of managing and motivating staff	
An awareness and understanding of key issues in relation to procurement, contracts, risk assessment and traded services to schools	
Evidence of relevant Continuing Professional Development	
Experience of working with young people within the community or a school setting	
Understanding of Estate/Facilities Management	
Familiarity with school management system, e.g. SIMS	
Understanding of Business Development strategies	
Personal Qualities	
Highly developed planning and organisational skills	Respect for young people and their needs
Excellent written and verbal communication skills	Commitment to Equal Opportunities
Highly developed interpersonal skills	High levels of motivation and commitment
Ability to use initiative and prioritise work	Analytical and flexible thinking
Accurate and well organised approach to work	Concern for individual and team needs and the ability to cater for both
Ability to interpret legislation and regulations	Effective communication with a variety of audiences
Ability to meet and manage competing deadlines	Awareness of the importance of confidentiality
Commitment to high professional and personal standards	

COASTAL
ACADEMIES TRUST

Hartsdown Academy, alongside Dane Court Grammar School, King Ethelbert School, The Royal Harbour Academy and Cliftonville Primary School, is a proud member of the Coastal Academies Trust, a local trust that is proud to serve the citizens of Thanet through the education of their children.

All schools within the Coastal Academies Trust work in close collaboration with each other to ensure that every child in Thanet receives an excellent education that is the foundation of an amazing future and to dedicate ourselves to the service of our local community of Thanet.

Hartsdown Academy

Scholarship Teamwork Resilience Integrity Vision Excellence

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