



CLIPSTON ENDOWED (VC) PRIMARY SCHOOL

JOB DESCRIPTION – BURSAR / OFFICE MANAGER

CORE FUNCTIONS

Strategic Role

Responsible to the Head Teacher (HT) as line manager and the Governors.

To be a full member of the Senior Leadership Team (SLT).

To support the Governing Body and to attend FGB meetings by invitation of the HT

- I. To manage the majority of the disciplines of Finance, Human Resource Management and Administration
- II. To be responsible for the management of any third party service contracts.

FINANCE – Improving School Resource Management

- 1.1 To prepare with the HT, for approval by Governors the annual estimates of income and expenditure. To obtain agreement of budgets and to monitor accounts against budgets. To prepare regular management accounts for budget holders and to report on the financial state of the school to the Governors, alerting the HT about any concerns in a timely manner.
- 1.2 To use financial management information, (eg: benchmarking tools) to identify areas of relative spend, assess trends and directly advise the Head and Governors accordingly.
- 1.3 To manage the school accounting function, ensuring its efficient operation according to agreed procedures and to maintain those procedures by conducting at least an annual review.
- 1.4 To monitor all accounting procedures and resolve any problems, including:
 - (i) The ordering, processing and payment for all goods and services provided to the school.
 - (ii) The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month.
 - (iii) Managing an assets register.
 - (iv) Preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.
- 1.5 To prepare the final accounts and to liaise with the auditors. To provide detailed management accounts for the Governors and HT according to an agreed schedule, reporting immediately any exceptional problems.

- 1.6 To manage a comprehensive payroll service for all school staff, with operation of the various pension schemes and other deductions in which the school participates, working in conjunction with school's chosen service provider.
- 1.7 To prepare all financial returns for the DfE, LA, and other central and local government agencies within statutory deadlines, including assisting Governors with the Schools' Financial Values and Standards returns.
- 1.8 To manage the school's VAT liabilities, including statutory returns.
- 1.9 To negotiate (in conjunction with the HT), manage and monitor contracts, tenders, and agreements for the provision of support services. To purchase, either directly or indirectly, the school's energy supplies.
- 1.10 To manage the financial arrangements for school facilities including: i) pupil transport; ii) school uniform; iii) bookings for school premises; iv) provision of facilities for out of school hours.
- 1.11 To seek professional advice on insurance and advise the Governors on the appropriate insurances for the school. Implement the approved insurances, and handle any claims that arise.
- 1.12 To support the Governors in selecting appropriate Service Level Agreements for the school.

HUMAN RESOURCE MANAGEMENT

- 2.1 To manage general personnel matters, including the safer recruitment of new staff – medical checks, safeguarding checks, and to issue contracts of employment. To maintain confidential staff records and to ensure that staff records held in the school by others are kept confidential.
- 2.2 Direct line management responsibility where appropriate- administrative, clerical, financial and premises staff.
- 2.3 To manage, in conjunction with the HT, the recruitment of all staff.
- 2.4 To be responsible for the professional development, appraisal and training of support staff for whom there is direct line management responsibility.
- 2.5 To manage all staff contracts.

ESTATE MANAGEMENT

- 3.1 To keep records of and to initiate regular fire practices. In co-operation with the appointed contractor, manage the installation and maintenance of equipment for protection against and escape from fire.

- 3.2 To know about the main health and safety issues specific to the school and how they relate to students staff, visitors and contractors.
- 3.3 To be aware of the importance of Business Continuity planning in the event of multiple failure of normal school systems.
- 3.4 To manage the letting of the school premises to outside organisations and school staff.
- 3.5 Manage day to day repairs and maintenance and service contracts, referring to HT where necessary.

WHOLE SCHOOL ADMINISTRATION

- 4.1 To manage the administrative function including the administrative IT facilities, school reception, reprographics, records and telephones.
- 4.2 To liaise with contractors managing the IT network to ensure the smooth running of the infrastructure and day to day IT requirements.
- 4.3 Act as System Manager for the administrative computer network, in liaison with the school’s IT support provider.
- 4.4 To oversee the preparation and production of all school records and publications.
- 4.5 To maintain pupil records including when appropriate the Assessment Process and Dfe alerts.
- 4.6 To act as correspondent for the DfE and to be responsible for the records and returns required.
- 4.7 To keep records of the necessary licences and permissions and ensuring their relevance and timeliness.

Signed Date
Employee

Signed Date
Head Teacher