



Job Description

Job Title: Assistant Bursar

Reports to: The Bursar

The Role

The Assistant Bursar reports to the Bursar and is responsible for a number of financial, health and safety and administrative matters. These include:

Finance

- Purchase Ledger ensuring all invoices are correctly authorised and posted on PASS; management of supplier details; maintaining invoice files; handling queries from Heads of Department; preparing analyses of nominal code expenditure for the management accounts.
- Monthly reconciliation of credit card payments; analysing and posting of costs to PASS.

Health and Safety

- Responsible for all day to day Health and Safety matters; developing and promoting a positive Health and Safety culture at the School.
- To ensure H&S policies are adhered to through regular inspections and other monitoring methods; to perform regular checks on the in-house testing done by the Site Team.
- To maintain all H&S records to ensure we are up to date at all times with statutory and other inspections.
- To ensure all the cleaning staff are aware of the relevant H&S protocols and perform ad hoc checks.
- To ensure that appropriate risk assessments are carried out across the School and to advise staff with risk assessment responsibilities. Maintain a central register of risk assessments and ensure these are regularly reviewed as required.
- To co-ordinate and manage specialist H&S training as required; to maintain H&S training records and ensure that training is renewed as appropriate.
- To provide H&S advice and guidance to staff and other users of the School, for example, contractors, visitors, parents and pupils as required.
- To attend Health & Safety Committee meetings and report on H&S issues.
- Liaise with the H&S Consultant; prepare termly H&S reports for the Governors.
- To carry out all H&S administration associated with the role.

Administration

- Liaise with third parties wishing to hire our premises; ensure the correct checks and lettings paperwork have been completed; send invoices.
- Ensure the Contractors Checklist has been completed by all new contractors and insurance details are current at all times.
- Complete annual Census returns; analyse pupil and staff data (ISC and SLASc).
- Record all charitable donations and prepare the termly report for Governors.
- Staff absence reporting and recording.
- Archiving of employee and other files.
- Ad hoc projects and other tasks to support the Bursar.