**Hamstel Infant School and Nursery**

**Member of Staff** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job description** Bursar

**Responsible to** Headteacher and Governing Body

**This is a Regulated/Controlled Post and successful applicants will need to be able to register with the Independent Safeguarding Authority.**

**Purpose of job**

To strategically ensure the effective use of all resources in support of the school’s learning objectives.

To promote the highest standards of business ethos within the administrative function of the school.

To work as part of the Senior Leadership Team to assist the Headteacher in her duty to ensure that the school meets it educational aims.

To maintain an ethos in which individuals feel valued and where personal endeavour and responsibility are fostered.

To maintain high morale and to set an example of high quality performance in standards, leadership and management.

**Main Scope of Job**

To be responsible and accountable for the schools Financial Resource Management, including preparation and monitoring of the school’s budget and strategic financial planning to ensure the school’s long term financial sustainability.

To be responsible for the school’s Human Resource Management under the direction of the Trust’s HR Manager.

To be responsible for areas of the school’s Administration Management including Safeguarding.

To be overall responsible and accountable for the school’s I.T. Management Information Systems.

To assist with the management of the school facilities and property including the management the Nursery.

To advise the Governors and staff on financial, personnel and administrative matters pertaining to the school.

**Financial Resource Management**

Contribute and influence strategic decision making within the school’s Senior Leadership Team; to plan, achieve the stated aims, objectives and ethos of the school in accordance with the school development and improvement plan.

To evaluate information, consult with the Senior Leadership Team and Governors to prepare a realistic and balanced budget for school activity.

To submit the proposed budget to the Headteacher and Governors for approval and assist the overall negotiating process to agree the final budget.

To actively monitor the budget and control performance to achieve value for money.

Identify and advise the Headteacher and governors of the causes of significant budgetary variance and take prompt corrective action.

Propose revisions to the budget if necessary, in response to significant or unforeseen developments.

Provide on-going budgetary information to the relevant people.

Attend appropriate Governing Body meetings and report on the school’s financial position.

Maintain a strategic and financial plan that will indicate the trends and requirements of the school development and improvement plan and will forecast future year budgets.

Maximise income through lettings and other activity.

Manage the finances for school’s nursery, after school club, catering, hall and breakfast club, including forward planning to ensure their financial sustainability.

To provide trading accounts for nursery, after school club and catering.

To ensure all financial information is recorded in FMS6 in accordance with the current Academies Financial Handbook.

To manage all financial aspects of Year End closure.

Be overall responsible for security of school’s cheques, cash in hand, and passwords including acting as key holder for the school’s safe.

Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.

Ensure all financial administration and procedures are carried out in accordance with the appropriate regulations, policies and procedures.

Present timely and fully costed proposals, recommendations or bids.

Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules and monitor the effectiveness for such agreements.

To manage ordering and invoice processing and issue payments by cheque for goods and services ensuring best practice and separation of duties to protect both resources and staff.

To negotiate prices and/or terms with suppliers to reduce costs and receive better value.

Complete weekly and monthly bank reconciliations, reporting discrepancies to the Headteacher and liaising with the bank to rectify.

To undertake monthly reconciliation of payroll ensuring that all variances are investigated and corrected as appropriate.

To manage the school’s cash flow ensuring funds are always available when payments are required.

To manage the school’s electronic payment system.

To manage invoicing for services to all outside agencies, including chasing for payment and aged debtors.

To manage the banking of all cash and cheques received ensuring that appropriate procedures are followed to protect both monies and staff.

Be responsible for filing, security and retrieval of financial data, including daily back up of computerized records.

Be responsible for statistical information to complete such returns as may be required by DfE, LA and Governing Body.

To manage VAT and ensure the reimbursement of VAT from HMRC via the Multi Academy Trust.

To oversee the administration of petty cash, including monthly reconciliations.

Benchmark systems and information to assess trends, ensure best value and make appropriate recommendations.

To undertake training to Senior Leadership Team, Governors and staff as appropriate of any aspects relating to finance.

Seek and make use of specialist financial expertise.

**Human Resource Management**

Have oversight of the payroll service for all school staff ensuring that appropriate documentation is produced on a timely basis including Pay 1, Pay 2 and Pay 3 forms for Borough Treasurers.

Manage and produce monthly returns to the payroll service including absence, overtime and expenses claims.

Update SIMs Personnel system for payroll starters, leavers and other amendments and maintain appropriate confidential files on school personnel as required.

Ensure all personnel information for publication and returns for the DfE, LA and other agencies and stakeholders are accurate and meets statutory guidelines, including the Workforce Census.

Manage the recruitment process of all new staff including advertising vacancies, recruitment packs, interviews and all pre-employment checks.

Produce offer letters and contracts of employment for all staff.

Check accuracy of LA Payroll interrogates and ensure any errors identified are corrected in a timely manner.

Liaise with the Human Resources provider and the Trust’s HR Manager on staffing matters; Job Evaluation, terms and conditions, management of the pension schemes, maternity, sickness etc. to ensure the school procedures comply with legal and regulatory requirements.

Advise the Headteacher, Governing Body and staff on pay and contractual matters.

Evaluate the school’s strategic objectives and obtain information for workforce planning.

Act in an advisory capacity for short listing and interviews as deemed appropriate by the Headteacher.

**Administration Management and I.T. Management Information Systems**

To be responsible and accountable for Safeguarding, managing the school’s Single Central Record.

Responsible and accountable for processing all DBS, Section 128 and Barred List checks.

Review appropriate school policies and procedures and make recommendations to ensure best practise.

Ensure the management and maintenance of school administration and clerical systems are in place to support the efficient and smooth running of the school.

To manage the admissions to the school nursery in conjunction with the senior nursery staff.

Undertake regular reviews to improve administrative and clerical systems ensuring systems are streamlined to maximise efficiency, avoiding duplication and ensure agreed changes are implemented.

Manage regular pupil counts as required by DfE and LA ensuring accuracy including the termly Pupil Census.

To be responsible the management of the validity of the eligibility codes for the 30 hour funded nursery places.

To perform monthly headcounts on the Early Years Portal for the nursery children.

Thorough understanding of all aspects of SIMs (registers, pupil data, dinner money, attendance, etc)

To oversee administrative tasks relating to licences and insurance held by the school.

Manage the school’s inventory and equipment ensuring secure storage of information so that it is readily available following a critical incident.

Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.

Management of schools administrative network, ensuring antivirus software updates and integration of pupil / staff data is current.

Maintain the schools management information, administrative and financial IT systems, organising the installation of upgrades and ensuring the security of data and equipment.

To attend all appropriate training courses and workshops and report back any relevant information to the Headteacher and Governors.

Provide detailed analysis and evaluation data, reports and information as required.

Deal with correspondence and documentation as directed by the Headteacher.

Assist with the organisation of school visits.

Advise that a register of Governing Body and staff pecuniary interests (declaration of interest) is maintained, reviewed annually and lodged within the school.

Manage Service Level Agreements with the LA and other agencies.

To update the DfE Edubase with changes to the Governing Body within strict timeframes.

To maintain school key holders register.

Undertake specific duties as laid down in the emergency evacuation procedures.

**School Facilities and Property Management**

Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.

Oversee the buildings works programme in conjunction with the Headteacher and Site Manager.

Ensure a cyclical maintenance programme is adhered to by the site staff, LA and outside agencies.

Monitor, assess and review contractual obligations for outsourced school services.

Manage school lettings, liaising with the site staff and the hirer in support of the school’s extended school and local use requirements.

**General**

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

The duties may be varied to meet changed circumstances in a manner compatible with the post held. Any such developments will only take place after consultation with all those involved.

The post holder is expected to show a responsible attitude toward Health and Safety and have due regard for their personal safety and that of others.

The post holder will support, uphold and contribute to the development of the schools equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

Participate within the Performance Management structure of the school as directed.

The school is fully committed to providing opportunities for your continuous professional development in the form of training, mentoring, shadowing, role enrichment, coaching, peer development, etc.

You are expected to actively engage in and be committed to your continuous professional development in relation to the identified needs of the school and your current and future roles and responsibilities throughout your professional career.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post holder Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Headteacher Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_