



Job Description

Job Description	Assistant Bursar
Responsible to:	The Bursar and Proprietors
Hours and Salary:	Negotiable

Job Context and Working Arrangements:

The post holder will be based in School House and will work closely with the Bursar/Proprietors in all matters. It is also expected that the Assistant Bursar will liaise with the Headteacher and Representative for the Proprietors as required.

Purpose of Job:

The Assistant Bursar is responsible for supporting the Bursar in ensuring the effective execution of the Financial and HR activities of the School. The assistant Bursar will be required to undertake duties as listed below, however the list is not meant to be exhaustive and it is expected that the role will be undertaken in a spirit of co-operation and a willingness to be flexible in order to meet the needs of the School.

Main Responsibilities:

Financial and Accountancy

The post holder will:

- ensure that all accounting systems and practices are in place to maintain transparent and accurate accounts;
- maintain records of expenditure for both Tuition and SEN budgets and keep the Proprietors informed by a monthly statement;
- ensure that value for money is obtained in the purchase of goods and services;
- co-ordinate the annual budget and present management reports to the Bursar and Proprietors, attending meetings as requested;
- provide information relating to variances in budgets and highlighting areas of concern should they arise;
- maintain analysis of costs and other statistical records;
- ensure that all revenue is appropriately documented and that supplier purchases and invoices are effectively controlled;
- produce data for Local Education Authorities in respect of annual fee increases;
- obtain IPAs from Local Authorities to confirm the amount of funding for fees and Top Up Additional Supplements for individual pupils;
- liaise with the SEN Department to ensure that funded pupils are being paid for the correct amount of hours as these may be subject to change;
- prepare and collect School fees which will include: liaison with the Admissions Officer to ensure that Parents' records for invoicing are correct; liaison with the SEN Department in respect of funded pupils; following up on late payments and debtors;
- oversee petty cash management;
- administer claims for extra payments including overtime and travel;



- refund deposits for Senior pupils;
- hold a list of pupils who have given notice;
- prepare examination fees for parents;
- order free school meal vouchers for eligible pupils.

The post holder will also have responsibility for Pay Roll which will involve:

- responsibility for the accurate completion and validity of pay roll;
- keeping a record of any changes to staff hours or responsibilities which affect pay;
- preparing data in respect of salaries and additional costs for the Proprietors;
- responding to pay enquiries from staff, referring to the Bursar when necessary;
- producing annually a breakdown of salaries for individual staff members;
- informing staff if their salary will change due to promotion or changed hours /responsibilities;
- producing annually up to date information for staff on conditions of service and contributing to the Staff handbook;
- distributing salary slips; P45s and P60s.

Human Resources

The post holder will also deal with matters pertaining to HR. This will involve:

- keeping the Bursar and Proprietors informed of all matters relating to HR;
- operating Safer Recruitment practices in School and undertaking regular Safer Recruitment training;
- responsibility for updating the Disclosure and Barring Service spreadsheet for staff and ensuring that DBS records are stored securely in strict accordance with the DBS Code of Practice;
- ensuring that all DBS applications are sent off in a timely manner and that certificates are received in advance of employment commencing;
- assisting with the monitoring and checking the Single Central Register ensuring compliance with ISI regulations;
- producing new contracts for appointed staff and ensuring that contracts for current staff are up to date;
- liaising with the Headteacher on personnel issues;
- advising on matters relating to disciplinary issues and ensuring that the School operates at all times in line with Employment Law;
- maintaining staff personnel files and creating ones for new staff;
- maintaining staff absence records;
- preparing advertisements and job details for staff vacancies as required and uploading information onto the School's website;
- ensuring confidentiality of information including safeguarding of information about current, past and prospective employs; ensuring the privacy and confidentiality of personnel information subject to any legal rights of employees in respect of information relating to them;
- operating at all times within GDPR guidelines;
- keeping up to date with developments in employment legislation and HR best practice.



Administration

The Assistant Bursar has responsibility for:

- obtaining necessary licences and permissions ensuring their relevance and timeliness;
- reviewing existing licences to ensure value for money and purpose;
- receiving insurance certificates and maintaining a master log of information for scrutiny by Local Education Authorities and ISI;
- contributing to both the DfE and ISA census;
- preparing letters on behalf of the Proprietors;
- maintaining records on Bursarial matters for ISI.

Line Management

The Assistant Bursar will liaise with the Bursar in the line management of the cleaning staff. This will include:

- overseeing cleaning arrangements by in-house cleaners or contract staff if necessary;
- organising the cleaning staff to ensure that services provided meet the School's needs;
- monitoring the quality of cleaning and ensuring that further DfE / Government advice such as enhanced deep cleaning is adhered to.

Safeguarding and Child Protection

The post holder will have responsibility for promoting and safeguarding the welfare of children in line with the School's Safeguarding Policy and protocols. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety of welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead or to the Headteacher.

The successful candidate will be required to provide an enhanced DBS check. In seeking references on short-listed candidates, the school will approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.