JOB DESCRIPTION

SCHOOL: Generic	
GRADE: G7	**JEM Reference No:01-112** **Enhanced DBS Required? Yes**
JOB TITLE: Bursar 1 - (Supervise 1-5 staff)	
REPORTS TO: Headteacher (or other designated person)	

1.	**PURPOSE OF JOB:** To be responsible for all matters within the management of the school, which are supportive to, but do not involve the teaching function.
2.	**MAIN RESPONSIBILITIES, TASKS & DUTIES**
i	To be responsible for the strategic planning aspects, including all financial implications, ensuring the school makes the best possible use of resources available.
ii	To be responsible for effective 'Risk Management' for example, regarding health and safety of any third party service contracts.
iii	To advise the head and governors on the financial policy and development of the long term financial strategy. Prepare annual estimates of income and expenditure, to obtain agreement to the budget and to monitor accounts against budgets. To report on the financial state of the school to governors. To monitor the annual budget and present regular management reports to the Headteacher and the Governing Body.
iv	To keep and maintain all school accounts and to prepare income and expenditure accounts and balance sheets. Prepare financial returns for the DfES, LEA and other central and local government agencies within statutory deadlines.
v	To secure bid based competitive funds by the use of bidding systems and contacts.
vi	To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
vii	To be responsible for general personnel matters for example ensuring new staff are cleared for employment, and to seek\provide advice on salaries and terms and conditions of employment.
viii	To supervise the schools insurance in all forms, obtain quotations and pay invoices in a timely manner.
ix	To be responsible for the maintenance of the school site and buildings. Maintain an inventory and arrange for the maintenance, repair or replacement of the equipment including furniture and fittings.

3.	**MANAGEMENT OF PEOPLE** To be responsible for the recruitment, professional development, appraisal and training of all support staff. Representing support staff at Management Team meetings **SUPERVISION OF PEOPLE**
4.	**CREATIVITY AND INNOVATION** The postholder will work within policies and procedures governing the school, creativity and innovation is required, for example identifying cost effective methods, make best possible use of resources.
5.	**CONTACTS AND RELATIONSHIPS** Daily contact with Headteacher, Governors and Employees at the school. Regular contact with LEA, other central and external agencies.
6.	**DECISIONS**
	a) **Discretion** Work will be carried out within a range of broad objectives and without referring matters to others.
	b) **Consequences** Decisions may have a significant material impact on the school and its financial resources.
7.	**RESOURCES** Office equipment, for example PC. May be required to handle cash.
8.	**WORK ENVIRONMENT**
	a) **Work Demands** Post holder will be subject to regular interruptions and changing priorities, there should be no significant disruption to the overall completion of the task.
	b) **Physical Demands** Physical demands related to office work, there may be prolonged periods of sitting, and working at a computer.
	c) **Working Conditions** General office well lit and ventilated environment.

	d) **Work Context** Regular contact with Headteacher, employees of the school and other outside bodies, on matters which are generally none contentious. The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.
9.	**KNOWLEDGE AND SKILLS** Essential – Minimum 3 years relevant experience. Computer Literate. Keyboard Skills. To effectively prepare and mange the school budget. Desirable - Bursar qualification, 3 'A' Levels or equivalent, ECDL or equivalent. Previous experience of staff supervision.
10.	**GENERAL**
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.	
Other Duties - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.	
Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.	
Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.	
Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.	

	Name:	Signature:	Date:
Job Description written by: [Manager]	.....	.....	.....
Job Description agreed by: [Postholder]	.....	.....	.....
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