



## Christ Church Bentinck CE Primary School

*We are all unique in the eyes of God and together we enjoy, aspire and achieve by showing respect, resilience, reconciliation and responsibility*

The Parish School of St. Paul's Church, Marylebone  
39, Cosway Street, London NW1 5NS

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Headteacher: Mrs Tyrrell

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### JOB DESCRIPTION 2024-2025

#### BURSAR

**JOB TITLE:** Bursar

**RESPONSIBLE TO:** Head Teacher

**LIAISON WITH:** Teachers, support Staff, pupils, parents and external agencies

**SALARY:** Band 3 Step 5

**HOURS:** 08:30 - 16:00 including half hour break, Monday- Friday Term time only plus 5 days

08:30 – 17:00 including half hour break, 3 days /week Term time plus 3 days

#### **Ethos:**

Promote and support the ethos of the school by achieving the aims and outcomes of the school expressed in the school's vision statement.

#### **Main purpose**

The Bursar is responsible for managing the strategy and operation of the finance and business functions of our school. This includes financial management, health and safety protocols, human resources, compliance matters, and administrative tasks.

#### **Duties and responsibilities**

##### **Leadership and strategy**

- Under the direction of the headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing
- To be an associate member of the Governing body and attend the full Governors' budget setting meetings and Finance, Premises and Personnel committee meetings
- Ensure attention to details and materials produced by the school are of the highest standards
- Liaise with officers at the local authority and the Diocese in the management of structural, mechanical and electrical maintenance of the school and with planning and development in major developments and insurance.

##### **Financial management and fundraising**

- In partnership with the headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the budget to the governing board in a timely manner and discuss its content.



- Monitor the budget all year round, advising the headteacher where revisions or changes are needed using financial management information including benchmarking tools and resource management to assess trends and expenditure
- Forecast future years' budgets (3 – 5 years), based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions via a school business plan
- Comply with financial reporting requirements and submit statutory returns including VAT claims, quarterly reports and budget setting
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan - Find and apply for grants
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Negotiate, manage and monitor contracts, tenders and service level agreements for the provision of curriculum and professional support services including manage the school's lettings offer if appropriate
- Manage and supervise external contracts: gas, electricity, cleaning, preventative maintenance, security and fire alarms and monitor the performance standards of the contract.

#### **Human resources**

- Manage the school's payroll provision with the payroll provider
- Check staff salaries and send reporting packs to payroll
- Manage the payroll porter ITrent
- Advise on HR issues within school and liaise with the external HR provider
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- Provide up to date information to staff on pension issues, liaising with teachers and LGPS and the LA creating

#### **Health and safety**

- With the headteacher and premises team, supervise the maintenance of the school site
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- Work with the premises staff to maintain the school site with the preparation of the maintenance schedule and efficient operation of the facilities including emergency lighting and hot water etc.

#### **Compliance**

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all school Finance policies and ensure they are updated in accordance with the policy review schedule
- Manage the finance compliance procedures of segregating duties.

#### **Administration**

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the headteacher and governing body
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

The Bursar will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.



## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>➤ A degree or other relevant qualification - ideally in accountancy, finance management or a related discipline/experience</li> <li>➤ Open to development and training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Successful leadership and management experience of finance in a school following DFE and LA guidelines, or in a relevant field outside education</li> <li>➤ Involvement in business self-evaluation and improvement planning-for example Head Teacher's Report and School Improvement plans</li> <li>➤ Producing a range of financial reports and undertaking a range of administrative duties</li> <li>➤ Working with a range of stakeholders including children or young people</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Expert knowledge of financial management- use of Finance systems e.g.(FMS), budgeting and MIS tools</li> <li>➤ Excellent attention to detail</li> <li>➤ Computing competence – desirable: Arbor MIS and Access Finance</li> <li>➤ Previous use of effective communication and interpersonal skills</li> <li>➤ Ability to communicate the finance policy compliance</li> <li>➤ Ability to develop and maintain efficient and effective record keeping systems</li> <li>➤ Ability to build effective working relationships with staff and other stakeholders</li> <li>➤ Understanding of data protection and confidentiality</li> <li>➤ Ability to analyze and interpret complex information and make recommendations</li> <li>➤ Ability to think creatively and problem solve</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>➤ Ability to work under pressure and prioritise effectively</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to safeguarding and equality</li> <li>➤ Embraces change well</li> <li>➤ Deals with difficult situations effectively</li> </ul>

Christ Church Bentinck CE Primary School is committed to creating a diverse workforce. We shall consider all qualified applicants for employment without regard to sex, race religion, belief, sexual orientation, age, disability, marriage or any other discriminatory act.

