

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Bursar - Primary School</b>	<b>JOB REF NO</b>	<b>AAAD5088</b>
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### BASIC JOB PURPOSE

To support and advise the Head teacher and governors in the interpretation, planning, decision making and monitoring of Local Management of the school, including the finance function. Working in partnership with the MAT's Estates and Finance / HR teams.

<b>NO</b>	<b>MAIN RESPONSIBILITIES</b>
<b>1.</b>	Manage the financial operations of the school; ensuring that necessary financial data is available to the Head Teacher and Governors, including preparation and formulation of a school budget, preparing statements and financial records for annual audit, monthly management accounts, etc.
<b>2.</b>	Lead, motivate, develop and train clerical staff and / or other non-teaching, (caretaker and middays) staff to ensure their effective deployment for the benefit of the school.
<b>3.</b>	Oversee the maintenance of pupil records, including registration, admission and transfer procedures and associated statistical analysis for Headteacher, LA and DFE returns to meet management and statutory requirements
<b>4.</b>	Co-ordinate and book all supply staff and record all recruitment checks.
<b>5.</b>	Liaise with suppliers concerning the ordering of goods and supply of services to the school. Monitor the service provided to ensure the optimum use of resources and best value
<b>6.</b>	Monitor, coordinate and implement arrangements for the care, maintenance and improvement of buildings, equipment and grounds in consultation with School's Health and Safety Representative to ensure the Health and Safety of school community is safeguarded. Working with the Estates team to ensure this is achieved. Maintain the Fixed Asset Register.
<b>7.</b>	Identify funding opportunities, (sponsorships, external grants, match funding), and administer in order to generate income for the school.
<b>8.</b>	Provide a secretarial support to the Headteacher/ Governors as required. Attend School Governor meetings as and when required.
<b>10.</b>	Support with school recruitment, placing adverts, carrying out recruitment checks, such as sending for references and DBS checks
<b>11.</b>	Cover the Front office and carry out lunch duties as required
<b>12.</b>	Manage the IT systems, SIMs including preparing the Schools Census, pupils and workforce.
Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

All staff are expected to maintain high standards of student/customer care in the context of the School's core values, to uphold Equality Diversity and the Health and Safety Policy standards and to participate in training activities necessary to their post.  
All staff are expected to maintain a personal and professional image at all times and to follow the staff dress code as required by the business needs.

**Please sign below.**

Signed ..... Dated .....

Name (Please print) .....

**Review arrangements**

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

**AOe/July 2022**