



Job Description: Bursar

Financial Management (Supported by Bursar's Assistant)

- Produce regular, timely and accurate financial information for reporting to and advising the Head, Finance Committee and Board
- Ensure financial procedures and controls are robust
- Provide comprehensive annual budgets and regular reports to key staff and Governors, including delivery of departmental budgets to academic and facilities staff
- Prepare medium and long term forecasts of financial performance, including cash flow forecasts, to support the School's strategic planning process
- Monitor and ensure effective debt collection
- Management of the annual audit process and preparation of the Trustees' report
- Maintain asset register
- Manage and advise on fee remissions including bursaries and staff discounts
- Advise on School fee levels and salaries
- Administer fees, salaries, payroll, pensions schemes and insurance
- Maximise effective use of the School's bank deposits
- Manage procurement of goods and services; regularly reviewing contracts and licences
- Maintain analyses of KPIs and review against benchmarking statistics, reporting findings and recommendations to the Head and Governing Body
- Maintain collaborative relationships with key advisers – banking, accounting, taxation law, insurers and the ISBA

Clerk to the Governing Body (Supported by the Minute Secretary)

- Draft and agree agendas for Committee and Board meetings
- Ensure timely despatch of pre-meeting information and post-meeting minutes
- Maintain the register of notifiable interest
- Maintain the Governors Handbook including Committees' terms of reference
- Provide induction for new members of the Board
- The Bursar is Company Secretary and therefore carries out statutory duties to Companies House and the Charity Commission
- Ensure adequate liability insurance is held



Whole School Business Management Strategy (Supported by the Governors, the Headmistress and Senior Management Team)

- Seek ways to increase pupil numbers
- Seek ways to increase income
- Lead on marketing supported by the Marketing Assistant

Risk Management and Compliance Lead the School in (Supported by Bursar's Assistant, The Premises Manager and the School Nurse)

- Health and Safety including site security and effective staff training (should chair the Health and Safety Committee)
- Devising and implementing an effective accessibility plan that provide adjustments and improved access for all pupils, staff and visitors
- The preparation and effective implementation of policy relating to Health and Safety, First Aid, effective Risk Assessment and Fire Safety
- Safer recruitment of staff, employment legislation and maintenance of the Single Central Register
- Negotiate employment contracts including remuneration, liaise with staff and legal advisers on compliance with employment law, disciplinary and grievance matters
- Data Protection compliance including GDPR (the Bursar is the School's Data Protection Officer) and effective implementation of policies
- Support and advise the School in;
 - Critical incident and business continuity planning
 - Charity legislation and Company law
 - ISI inspection (ensure the school is inspection ready)
 - Strategic and operational risk management
- Ensure, through the School Nurse;
- A safe delivery of first aid and medical treatment
- A robust system for the identification and management of allergies and other health conditions
- Effective accident reporting

Estate and Facilities Management (Supported by the Premises Manager)

- Protect and manage the School's estate in legal terms and in accordance with its listed status, maintaining access rights and dealing with boundary matters



- Ensure, through the Facilities Manager:
 - The estate, grounds and buildings are maintained in excellent order through the management of regular maintenance programmes, including the overview of cleaning processes
 - The delivery of external contract work is managed effectively and within budgets
 - Cost effective use of School transport and safe maintenance of vehicles
- Promote the commercial potential of the School site for external events to increase alternative income streams ensuring appropriate hire contracts are entered into and licences obtained
- Ensure all assets are adequately insured
- Ensure, through the IT staff;
 - An effective rolling programme of replacement and improvement of facilities
 - The provision of and effective IT infrastructure which meets the evolving needs of the School
 - Oversee catering with close cost control, ensuring staff recruitment and food hygiene practices are compliant