



**SCHOOL:** Parklands Nursery School and Parklands Playgroup, Northampton, a member of Foundations for Children Nursery Schools Federation, comprising four Nursery Schools.

**TITLE:** Bursar

**ROLE:** To provide strong financial and administrative support to the Strategic School Business Manager, Executive Headteacher and Governors in all elements of the operation of the school and playgroup.

**REPORTS TO:** Strategic School Business Manager, Executive Headteacher.

**GRADE:** Grade F £19,698-£20,092 per annum, pro rata

**HOURS:** 35 hours per week over 5 days Term time only plus Inset days (5 days) 8.30-3.45pm daily.

### **Job Purpose**

1. To ensure the most effective use of resources in support of the school's learning objectives and maintain and monitor the Schools delegated budget.
2. Responsibility for the day to day management of all Financial Resources, Human Resources and Administration systems for the school.
3. To represent the school in dealing with children, families and staff including the co-ordination of offers and admissions.
4. To provide information as required including annual budget statements, CFR return, Financial Summary reports to the Strategic School Business Manager for reporting to the Governing Board

### **Finances**

1. Responsibility for the operation of the school finance function including invoicing, payments, purchase orders and monthly transfers using SIMS FMS.
2. Dealing with all year end paperwork and closure of Finance system including all associated CFR reports
3. Using the agreed budget to actively monitor and control performance to achieve value for money.
4. Identify and inform the SSBM and Governors of the causes of any significant variance and take prompt corrective action.
5. Identify additional finance required to fund the schools proposed activities.
6. Monitor the effectiveness and implementation of agreements and advise of any changes that might be appropriate.

7. Select and manage the ordering of supplies and equipment for the school including the payment of subsequent invoices and ensuring settlement of accounts.
8. Ensuring proper collection, reconciliation and banking of any monies received by the school.
9. Advise the SSBM and Governors if fraudulent activities are suspected or uncovered.

### **Human Resources and administration**

1. Manage all front house, administration duties and admission processes for the School.
2. Manage the reporting to payroll service and HR function for all staff.
3. Completion and submission of monthly timesheets for staff and supply staff.
4. To be responsible for the completion of all paperwork and other documentation following appointment of staff and maintain the Personnel database using SIMS.
5. To liaise with the Deputy Headteacher on personnel issues.
6. To monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on school and staff.
7. Responsibility for the recording of staff absences and completion on the School Workforce Census to the DfE.
8. To provide advice and information for the Headteacher and Governing Body on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other HR matters.
9. To assist with maintenance of the Single Central Record for safeguarding.
10. To manage all processes in line with GDPR regulations.

### **Estate Management**

1. To oversee the letting of the school premises to outside organisations and the monthly invoicing for hire of premises.
2. To co-ordinate purchase, repair and maintenance of all furniture and fittings.
3. To manage and develop service contracts.

### **Child Protection**



1. To be aware of and understand the duties and responsibilities arising from the Children's Act 2004 in relation to child protection and safeguarding children and young people, and the impact they have on the role of a School Bursar

2. To ensure that the Deputy Headteacher is made aware and kept fully informed of any concerns which the School Bursar may have in relation to safeguarding and/or child protection

### **General**

1. To comply with and assist with the development of financial policies and procedures (SFVS).

2. Be aware of, and support difference and ensure equal opportunities for all.

3. Contribute to the overall ethos/work aims of the school.

4. Establish constructive relationships and communicate with other agencies/professionals.

5. Attend and participate in regular meetings as required

6. Participate in training and other CPD activities as required.

Any other responsibilities the Executive Headteacher deems suitable to support and develop the provisions of the school.