



BURSAR

Job Description

PARKSIDE SCHOOL

Job Description: Bursar/Clerk to the Governors

Position in School: The Bursar is responsible to the Head for the financial and resources management of the School and works with the Head and Board of Governors to develop the overall strategic direction of the School.

As Clerk to the Governors, the Bursar will have a direct line of communication to the Chair of Governors for all matters governance and compliance and to the Chair of Finance and Risk for all committee matters.

Job Purpose: The Bursar will lead on all financial aspects of the School's affairs, including business planning, accounting and audit, budgetary oversight and controls, and reporting internally and externally. The Bursar will provide key advice on strategy, finance and governance.

The Bursar will also manage and help develop the internal resources of the School, including human resources, IT and premises to ensure these effectively support the School's activities.

Key Tasks/ Duties and Responsibilities

Finance and Accountancy

- . Leading on the School's finance function and advising on general financial policy within the School
- . Developing and maintaining strong financial controls and providing appropriate systems for financial planning and reporting
- . Planning and co-ordinating the preparation and report of budgets within the School, in consultation with the Head and SLT
- . Working with the Financial Controller to ensure the preparation of termly management accounts, and termly reports to Finance and Risk Committee and Board meetings
- . Monitoring income and expenditure in relation to budget and presenting regular reports to the Head and Finance and Risk Committee
- . Working with the Financial Controller to ensure the preparation and timely delivery of annual audit, reports and accounts in accordance with Statements of Financial Activity (SOFA) and balance sheets in accordance with Statement of Recommended Practice (SORP)
- . Maintaining cash flow projections for the current and future years

- . Preparing forecasts for the future financial performance of the School, usually over a period of five years
- . Working with the Head and SLT in the marketing and development of the School
- . Assuming key role in strategic decisions shaping the School's wider development and plans for the longer term
- . Supervising the payment of all salaries and wages, including PAYE, Pension and National Insurance Contributions, and compliance with regulations for employee benefits
- . Overseeing pension schemes for teaching and non- teaching staff
- . Supervising the preparation of the School's fees invoices and the collection of all fees, incidentals and extras
- . Managing credit control procedures and liaising with solicitors as necessary
- . Scrutinising and passing for payment all invoices received in the School
- . Keeping analyses of costs and other statistical data
- . Reviewing financial risks and ensuring these are properly recorded in the School's risk register
- . Effectively managing the School's taxation position, particularly in relation to VAT, Corporation Tax and charitable giving
- . Advising on taxation matters generally, including covenant from trading company to the School and ensuring compliance with regulations for VAT
- . Advising on the financial implications of the charitable status of the School
- . Dealing with the School's rating assessments
- . Working with external professional advisers to ensure compliance with accounting, audit, taxation, insurance, legal and other similar requirements
- . Managing and maintaining relationship with the School's bankers
- . Managing the School's capital expenditure programme and proper recording of capital and revenue expenditure
- . Preparing financial appraisals of capital projects and other initiatives
- . Advising on scholarship and bursary awards and undertaking assessments of parents' income and assets prior to making bursary awards

Management

- . Ensuring the School has adequate insurance cover to include employer's liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover. Professional advice invariably required
- . Through the Assistant Head (Regulatory & HR), maintaining and updating all the School's policies and procedures and ensuring these are submitted for timely review and approval by the Head and Board

- . Assisting with the preparation and updating of the School's Handbooks including those for Staff, Parents and Pupils
- . Collating management information on performance against plans and KPIs. Working with the Head and SLT to ensure key performance targets and budgets are monitored, reported and achieved
- . Working with the Assistant Head (Regulatory & HR), to ensure the effective maintaining and updating of the School's risk register to include changes arising from regular reviews by SLT and Finance and Risk Committee and submitting for annual approval by Board
- . Working with the Head & SLT to ensure the School's Disaster Recovery Plan is regularly reviewed for its effectiveness. Ensuring emergency closure protocols are in place
- . Working with the Head & SLT to ensure the Crisis Management Team is fully trained and aware of its responsibilities
- . Working with the Assistant Head, (Regulatory & HR), to ensure management of, and compliance with, all policies and procedures relating to data protection including GDPR
- . Ensuring an effective and thorough system is in place for purchases of all goods and services for the School. Managing suppliers' contracts and competitive tenders as appropriate
- . Acting as correspondent with the Department for Education (DfE) and being responsible for the records and returns required. Completing annual census for DfE
- . Organising the Bursar Inspection aspects of the regulations including health and safety, premises and safer recruitment
- . Completing annual census for ISC
- . Completing Benchmarking census with Financial Controller
- . Maintaining contact with the statutory authorities and other relevant organisations
- . Obtaining and renewing statutory licences, agreements and copyrights etc. that relate to the School
- . Dealing with annual Health and Safety Inspection. Ensuring compliance with accident reporting rules
- . Dealing with annual Fire Risk Assessment
- . Arranging for staff accommodation and dealing with the letting of property to school employees and third parties. Ensuring that appropriate leases and licences to occupy are signed by the tenants
- . Managing the letting of school premises to outside organisations and individuals
- . Advising on and taking the appropriate physical security measures within the School for protection of staff and pupils
- . Supporting the Deputy Head in managing and ensuring the proper operation of the catering contract
- . Supporting the Deputy Head in managing and ensuring the proper operation of the cleaning contract

- . Working with the Head and Sports Department to ensure good management and operation of the swimming pool and its plant, ensuring that proper safety procedures are enforced, particularly for out-of-school hours and during the holidays
- . Ensuring proper management and custody of sports equipment and facilities
- . Working with the Assistant Head (Regulatory & HR), in managing the operation of the School's minibuses and transport, ensuring compliance with regulations for operation of vehicles, driver training and assessments, servicing and vehicle inspectorate tests
- . Organising and managing School events eg. Annual Fireworks (internal) and Carol Service (external)
- . Acting as line manager for the Commercial Officer and Internal Events Officer (PSE) and receiving regular reports and updates
- . Managing the arrangements with Chelsea FC including contract for licence to occupy, boundaries and access
- . Liaising with St. Mary's Church for events and maintenance issues

Governance

- . Acting as Clerk to the Governors and secretary to various committees and the Board.
- . Agreeing and preparing agenda and procedures for meetings of Board and other committees
- . Attending meetings and taking minutes as required. Circulating minutes once approved
- . Advising and updating the Board on charity governance and compliance matters, legislative changes and other relevant information
- . Advising the Board regarding compliance with current regulations as determined by the Department for Education (DfE). This includes preparation for all inspections
- . Acting as Company Secretary and ensuring all statutory returns are completed and filed on time with Companies House and the Charity Commission
- . Dealing with the AGM of the Company including notice, minutes and the recording of appointment dates
- . Administering the procedure for the appointment of new Governors following guidance from the Nominations Committee and carrying out the induction process according to the School's policy
- . Maintaining a training register for all Governors including training in respect of Safeguarding and Prevent
- . Providing administrative support to Governors including the convening of meetings, circulating agenda and papers for meetings and other documents such as Committee lists and contacts
- . Supporting Governors' Appeal Panels for hearings in respect of disciplinary matters, grievances and parental complaints

Human Resources

- . Ensuring compliance with all relevant aspects of employment law including employment protection, equal pay, minimum wage and discrimination on the grounds of sex, race or disability
- . Advising the Head on employment matters including disciplinary procedures and ensuring the School has appropriate disciplinary and grievance procedures
- . Working with the Assistant Head, (Regulatory & HR), to ensure all staff have contracts of employment and keeping all contracts up to date as new legislation takes effect
- . Managing the employment, terms and conditions of service, supervision and welfare of all non-teaching staff. Undertaking appraisals. Interviewing prospective non-teaching staff
- . Formulating, monitoring and implementing the School's policy to comply with the requirements of health and safety legislation. Working closely with the Health and Safety Committee and Safeguarding Group on relevant issues
- . Maintaining the Single Central Register and updating this for new staff once appropriate joining procedures have been completed (including DBS)
- . Organising with DSL the Safeguarding and Prevent training for new staff
- . With the Assistant Head (Regulatory & HR), advising the SLT on H&S and general regulatory matters as required.

IT

- . Working with the IT Manager (currently member of SLT) and technicians to ensure that the School's IT systems meet the School's educational and administrative needs in a high quality, reliable, secure, user friendly, cost effective and lawful manner
- . Commissioning and managing the services of external IT consultancy as appropriate

Estate Management

- . Working with the Assistant Head, (Regulatory & HR), to ensure the efficient and compliant management of the School's entire estate, including all physical aspects of the School and its environs, employing as may be directed by the Board skilled personnel to execute the works
- . Compiling and agreeing the annual budget for the works with the Finance and Risk Committee and running the estate to that budget, producing termly management accounts
- . Leading weekly Estates Team meetings and taking minutes
- . Ensuring up to date records of the estate are kept, including drawings.
- . Ensuring compliance with all and any statutes and/or guidelines as may at any time apply to the School and producing, on an annual basis, a report for the Board to demonstrate such compliance. Such a report will include, amongst others matters, (but not exclusively):
 - a). The Health and Safety at Work etc. Act 1974
 - b). The Construction (Design and Management) regulations 2007

- c). The Control of Substances hazardous to Health Regulations 2002
 - d). The Regulatory Reform (Fire Safety) Order 2005
 - e). The Town and Country Planning Acts
 - f). The Building Acts
 - g). Any other such governing texts
- . Working with the Assistant Head (Regulatory & HR), to ensure suitable procuring, as and when necessary, such outside agencies/ consultants/ contractors to ensure compliance by way of, where possible, competitive tender unless it is in the best interests of the School to negotiate for overriding reasons of quality or longer-term relationships
 - . Ensuring that the School's infrastructure is fit for purpose and adequate, including energy, communication and drainage. Possible inadequacies should be identified in advance and the Board informed as to desirable upgrades so budgets can be made
 - . Working with the Assistant Head (Regulatory & HR) to ensure the maintaining of a panel and/or roster of personnel to attend and rectify the estate failures as an emergency on a 24-hour service basis
 - . All of the above shall be carried out with best practice to advantage energy saving and/or green technology