



## **Job Description**

**Post:** School Bursar (Grade 3)

**Location:** Fletewood School, Plymouth

**Reporting to:** Headteacher

**Grade:** 3

**Contract:** Part-time (minimum 15 hours per week), term time plus additional weeks (to be agreed)

## **Job Purpose**

The School Bursar plays a key role in the efficient financial and administrative management of the school. Working closely with the Headteacher and Governors, the postholder will oversee the school's accounts, ensure sound financial control, manage day-to-day administration, and contribute to the smooth operation of the school in line with its ethos and safeguarding responsibilities.

## **Key Responsibilities**

### **Financial Management**

- Oversee day-to-day financial operations, including cash management, invoicing, banking, and reconciliations.
- Manage accounts payable and receivable, ensuring timely payment of suppliers and collection of fees.
- Prepare and monitor the annual budget in collaboration with the Headteacher.
- Produce regular financial reports for the Headteacher and Governors.
- Ensure compliance with relevant regulations including VAT and HMRC requirements.
- Liaise with external auditors, accountants, and funding bodies as required.

### **Administration & HR Support**

- Maintain accurate financial and administrative records, including staff contracts, payroll records, and timesheets.
- Support recruitment administration and maintain staff personnel files.

- Manage the school's MIS for registers, contact details, and pupil records.
- Draft correspondence on behalf of the Headteacher.

### **Facilities & Compliance**

- Oversee utility contracts and ensure value for money in procurement of goods and services.
- Support health and safety compliance, including risk assessments and record keeping.
- Ensure appropriate insurance, licences, and contracts are in place.
- Maintain confidentiality in handling sensitive information.

### **Communication & Marketing**

- Act as the first point of contact for financial queries from parents and suppliers.
- Correspond with parents regarding fees and school communications.
- Assist with marketing, including liaising with prospective parents and conducting tours of the school.

### **General**

- Support organisation of school trips, including financial arrangements.
- Undertake training and CPD relevant to the role.
- Contribute to the school's safeguarding and child protection responsibilities.
- Undertake any other duties appropriate to the grade to support the effective running of the school.

## Person Specification

### Method of Assessment (MOA)

|                     |               |             |                    |                |
|---------------------|---------------|-------------|--------------------|----------------|
| AF Application Form | C Certificate | I Interview | T Test or Exercise | P Presentation |
|---------------------|---------------|-------------|--------------------|----------------|

| Criteria  | Essential   | MOA                          |
|---|---|------------------------------|
| <b>Education/Qualifications</b><br>NB: Full regard must be paid to overseas qualifications. | Minimum Level 3 qualification in finance/administration or equivalent experience.   | AF/C                         |
| <b>Experience</b>   | <p>Proven experience in financial administration, including budgeting, bookkeeping, and account reconciliation.</p> <p>Experience using financial and administrative IT systems (e.g., MIS, spreadsheets, accounting software).</p> <p>Experience of working in a school or education setting (desirable).</p>  | AF/I                         |
| <b>Knowledge &amp; Skills</b>   | <p>Sound understanding of budget management and financial procedures.</p> <p>Knowledge of VAT, payroll, and employment legislation (desirable).</p> <p>Strong IT skills, including MS Office and financial management systems.</p> <p>Excellent organisational and record-keeping skills. Ability to analyse and interpret financial data and produce accurate reports.</p>   | AF/I<br><br>T                |
| <b>Personal Attributes</b>  | <p>High level of initiative, accuracy, and attention to detail.</p> <p>Ability to work independently and as part of a team. Strong communication and interpersonal skills with staff, parents, and external partners.</p> <p>Ability to manage competing priorities and work under pressure.</p> <p>Professional, discreet, and committed to confidentiality.</p> <p>Committed to safeguarding and promoting the welfare of children and young people.</p> <p>Positive, approachable, and resilient with a flexible attitude.</p> | AF/I<br><br><br><br><br>AF/I |