



GATEWAYS SCHOOL

Bursar

Job Description

The Bursar is responsible for the non-academic management of the school and reports to both the Head and the Governors. The Bursar is part of the senior leadership of the school.

Key areas of responsibility are:

- Finance and Accountancy
- Estate management and maintenance
- General Management and Administration
- Strategic Planning

Where these responsibilities are supported by members of staff, the Bursar will be responsible for the staff management, e.g objective setting and appraisals, hiring decisions etc, unless otherwise noted below.

Finance and Accountancy

- Advising on general financial policy within the school.
- Preparing annual estimates of income and expenditure to include the preparation of departmental budgets within the school, the latter in consultation with the head or senior academic staff.
- Monitoring income and expenditure in relation to budget and presenting regular management reports to the governing body.
- Keeping the accounts of the school and preparing Statements of Financial Activity (SOFA) and balance sheets in accordance with the charities Statement of Recommended Practice (SORP).
- Maintaining cash flow projections for the current and future years.
- Advising on investments in consultation with the school's brokers or investment managers.
- Preparing pupils' bills and collecting all fees and extras.
- Payment of all salaries and wages, including PAYE, Superannuation and National Insurance Contributions and compliance with regulations for benefits in kind.
- Administering pension schemes for teaching and non-teaching staff.
- Scrutinising and passing for payment all invoices received in the school.
- Organising special appeals for capital projects or endowment funds.

- Keeping analyses of costs and other statistical records.
- Preparing forecasts for the future financial performance of the school; usually over a period of five years.
- Preparing financial appraisals of particular projects.
- Advising on taxation matters generally, including covenants from subsidiary companies to the parent charity and, where appropriate, ensure compliance with regulations for VAT.
- Advising on the financial implications of the charitable status of the school.
- Dealing with the school's income tax and rating assessments.
- Operation of an Advanced (Composition) Fees Scheme.
- Advising on scholarship and bursary funds and undertaking assessments of parents' income and assets prior to making bursary awards.
- Relationships with Banks, auditors and other financial stakeholders
- Involvement in the marketing and development of the school.

A key early task will be to move the billing system onto the ISAMs system (iFinance) used for most other school management tasks.

Supported by two finance assistants and a part time credit controller.

General Management and Administration

- Acting as the Company Secretary for our limited company.
- Overseeing the work of the Clerk to the Governors and supporting the efficient operation of the Governors' meetings.
- Ensuring compliance with all relevant aspects of employment law including employment protection, equal pay, minimum wage, Working Time Directive or discrimination on the grounds of sex, race or disability.
- Acting as the head's adviser on employment matters including disciplinary procedures and ensuring that the school has appropriate disciplinary and grievance procedures.
- Ensuring that all relevant staff have contracts of employment and keeping the school's standard 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.
- Overseeing the formulation, monitoring and implementation of the school's policy to comply with the requirements of health and safety legislation. Monitor risk assessments where appropriate and monitor all departments to ensure that they are carrying out risk assessments. Take professional advice as required.
- Ensuring that the school has adequate insurance cover at all times to include employer's liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover. Professional advice should invariably be sought.

- Purchasing, either directly or through a purchasing group, all goods and services for the school.
- Oversee periodic reviews of key suppliers into the school e.g. utilities, telecoms, cleaning, catering
- Management of the letting of property to school employees and third parties; ensuring that the appropriate leases and licenses to occupy are signed by the tenants.
- Acting as correspondent with the Department for Education (DfE) and being responsible for the records and returns required.
- Advising on and taking the appropriate physical security measures within the school for protection of both staff and pupils.
- Maintaining contact with the statutory authorities and other organisations.
- Catering which may be contracted out.
- Cleaning which may also be contracted out.
- Overseeing the management of the school shop and uniform shop.
- Management of sports equipment and facilities.
- Minibuses and transport - compliance with the regulations for the operation of minibuses; driver training and assessments; servicing and vehicle inspectorate tests.

Supported by the Head's PA and the Operations Manager.

Estate management and maintenance

Overseeing the activities of the Operations Manager and maintenance staff. In particular balancing the need to maintain and upgrade school buildings and facilities with the budget available.

- Maintenance of school buildings including the preparation of maintenance schedules and keeping of records.
- Managing the installation and maintenance of equipment for the detection, warning, protection and escape from fire ensuring the necessary fire risk assessments are carried out.
- Maintenance and efficiency of the installations and plant for electric and gas supply, heating, domestic hot water, water softening etc. Letting of energy supply contracts at competitive rates, either directly or through a purchasing group. Promotion of energy conservation.
- Ensure that the digital infrastructure is fit for purpose in line with the school strategy.
- Ensure that catering areas meet the requirements for hygiene and food safety.
- Managing the maintenance of the lighting and ventilation in all school buildings.
- Drawing up outline specifications for new buildings, obtaining tenders, planning permission, liaison with school architects and builders. Upkeep of playing fields, gardens, all weather surfaces, running tracks and tennis courts.

- Land drainage.
- Maintenance of boundaries, roads and rights of way.

Supported by Operations Manager and maintenance staff.

Strategic Planning

The Bursar is expected to play a full part in strategic planning with particular reference to the areas of responsibility listed above. The Bursar is responsible for ensuring financial forecasts properly reflect the income and cost implications of the strategic plans, and to be active in using those plans for any fund raising required as a result.

The post-holder is responsible for promoting and safeguarding the welfare of children with whom he/she comes into contact. He/She must ensure compliance with the School's Child Protection Policy at all times and this appointment is subject to Disclosure and Barring Service checks. Gateways School is committed to equal opportunities and equal pay for all employees.