

## **BISHOP VESEY'S GRAMMAR SCHOOL**

**Job Title:** Bursar

**Grade:**

**Hours:** 37 hours per week

**Reports to:** Head Teacher

**Responsible for:** All Support Staff

**Close Working**

**Relationships:** Other Senior Leadership Team Members, governors.

**Membership of Committees:** Senior Leadership Team  
Vesey Foundation/Enrichment Fund

**In attendance :** Finance and Estates Committee  
Land and Buildings Committee  
Pay Committee  
Health & Safety Committee

**To plan, direct and control all aspects of the financial and business administration of the School, including building projects and site maintenance.**

**Main Duties and Responsibilities:**

**a. School Finance**

Prepare an annual budget for the School to be submitted to the Governing Body, monitor its progress and report accordingly.

The Bursar will be responsible specifically for;

- Maintain and control appropriate financial systems in accordance with the agreed policies and timetable; ensuring accurate financial records are maintained, and reporting on a regular basis to the Headteacher and governors.
- Ensuring that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both the LA and the School are observed.
- Developing the School Budget and relevant parts of the School Improvement Plan.

- Preparing appraisals for particular projects and the development of long term initiatives for the school in conjunction with relevant personnel.
- Monitoring spending and financial reserves against budget and make recommendations on corrective action when appropriate.
- Co-ordinating audit procedures.
- Managing the tendering for all service contracts, to include monitoring insurance policies and ensuring that the School achieves best value from all suppliers.
- Promoting the School's premises and facilities with the objective of maximising letting income, within agreed policies.
- Supporting staff with responsibility for delegated budgets with procedures which enable them to monitor these budgets.
- Monitoring the performance of contractors.
- Advising the Finance and Estates (Governors )Committee.
- FMSIS – ensure the standard is upheld, updated and passed by Local Authority.
- **Responsible for Vesey Foundation**, listing Standing Orders and cheques/cash, send to banks all details of standing orders, bank cheques & cash. Update accounts for meetings. Set up and implement Gift Aid for Foundation.

## B. Premises

Will be responsible for all buildings projects and the overall management and maintenance of the school buildings, facilities, grounds, also the fabrics and furnishings of the School, with specific responsibilities for:

- Project Management of all building projects within the School.
- The School's maintenance programme
- Compiling and implementing a Premises Development Plan including energy conservation.
- Advising the School's Health and Safety committee.
- Ensuring the appropriate placing of all service contracts including cleaning and catering.
- Site Security.
- Monitoring and overseeing contractors, caretakers, and cleaning staff.
- Refurbishment around school ie. Re-upholstering chairs/benches, provision/installing of water fountains.
- **Management of Lettings**, produce calendar of lettings for sports hall, sports field and astro turf, being the main point of contact. Ensure invoices are sent out and produce invoices for astro turf.

### **C. Administration and Personnel**

The Bursar will be responsible for all aspects of administration of the School, which do not relate to the teaching, supervision and pastoral care of students. Specific responsibilities include;

- Managing all administrative personnel, including building services personnel.
- Managing the efficient and effective running of the general office as one of the School's main points of public contact, as well as the centre of daily administration.
- Ensuring inventories of equipment and stock are maintained.
- Undertake performance management system reviews of all administrative personnel, in some cases in conjunction with the appropriate supervisor.
- Advising the Headteacher on personnel issues, including compliance with legislation and current good practice.
- Advising the Pay Committee.
- Representing the School on the National Bursars Association and also the Birmingham Bursars Group.
- Responsible for Staff Lanyards, ordering new ones as and when required, monitor that all staff are wearing lanyards.
- **Governors Reward Scheme** Collate timesheets of hours worked from individuals, maintain mailing list throughout the year. At the end of the Academic year organise for relevant staff to be paid. Ensure payroll process return.

### **D. Hospitality, Catering & Major Events**

- Total responsibility for organising the annual Celebration Dinner
- Responsibility for organising and attending Presentation Evenings.
- Organise catering requirements for Teacher Training Days.