



Job Description: Bursar

Reports to:	The Trustees
Start date:	As soon as possible
Salary:	£38,000 - £40,000 depending on experience
Contracted hours:	40 hours per week, 52 weeks p.a with 20 days leave plus bank holidays

The Role

The Bursar forms part of the Senior Leadership Group of the school and holds overall responsibility for the oversight and management of the school non-pedagogical operations.

This is a joint leadership position shared with the College of Teachers Chairs, whereby the Bursar is directly responsible to the trustees, in co-operation with the Chairs of College, for management of the school.

Supervision

- manages and provides guidance to:
 - o the administration function including admissions, HR and staff training, procurement of school supplies and school outings, reception, communications, IT and admissions;
 - o facilities and premises management including school and grounds maintenance, security, lettings, cleaning, catering, procurement of building supplies and management of consultants and contractors; and
 - o finance including collating and filing of finance contracts and related paperwork for all families, collection and invoicing of school fees and other dues, processing and organising approval for payment of all invoices for goods and services provided to the school, day-to-day bookkeeping and management of individual budget categories
 - o The school trustees for clerking duties to the trustees.
- organises and oversees regular reports to the Bursar from each administrative function and to the trustees as appropriate
- responsible for dealing with or oversight of all enquiries relating to financial and operational matters from parents, members of staff and suppliers to ensure timely an appropriate response

Accounts

- oversees the preparation of the final annual accounts for the school (SP1) and its sister property restoration company (SP2) and liaises with the company secretary and appointed auditors
- prepares, for approval by the trustees, the annual budget for SP1 and SP2
- collates and prepares a monthly cashflow statement showing current performance to budget and prior year together with liquidity analysis; and provides a regular update to the trustees on the financial standing of the school including detailed monthly accounts with explanations of deviation from budget
- manages and co-ordinates the business planning process for SP1 and SP2 including financial projections, recommendations and implementation
- responsible for on-going review of the school's financial policies, to ensure compliance with relevant legislation

Banking

- primary responsibility for day to day banking transactions and ensuring regular bank reconciliations are undertaken
- payment of staff petty cash requests after approval by Administration manager



- collates, processes (with external accountants) and pays monthly staff payroll in compliance with PAYE regulations

Other

Pupils:

- processes applications for community assisted places at the school and prepares documentation for the finance group to take necessary decisions. Communication of decisions to applicants
- credit control - ensures the timely and accurate preparation of documents regarding pupils' fees (contract/statement/invoice), agrees payment plans and arranges/ authorises debt recovery
- manages the EY and EHCP grant process in communication with Local Authority

Suppliers:

- responsible for the general management of the school's financial network, for the implementation of appropriate management information and accounting systems
- monitors contracts for the school, tenders and agreements for the provision of supplies and support services in conjunction with the administration and facilities teams
- investigates and approves ways of improving financial and operational efficiency, including the introduction, where appropriate, of improvements to the software and technology within budgetary constraints

Other:

- communicates regularly with the College of Teachers to ensure smooth overall management of the school
- attends meetings with trustees as requested and presents relevant financial and operational reports
- arranges weekly update meetings with the Administration manager and Facilities manager
- monitors changes in relevant financial and schools legislation to ensure timely compliance

Person Specification

Qualification Criteria

- Right to work in the UK
- Professional accounting/ financial management qualification (degree level)
- Working knowledge of SIMS and SAGE preferable
- Steiner background/ qualification preferable

Experience

- Experience of working in a fast-pace financial or school environment
- Ability to demonstrate a sound awareness of accounting practices
- Experience of working with building management and administration
- Experience of working in a school preferable but not essential
- Experience of managing and leading a team
- Good knowledge of Steiner Education and Waldorf principles
- Strong IT skills particularly MS Word and Excel
- High level of competency in literacy, numeracy and analytical skills

Personal Characteristics

- Strong interpersonal and team skills
- Ability to prioritise workload and manage or oversee several tasks on a daily basis.
- Good time management skills
- Strong leadership skills with ability to motivate staff and engender an industrious attitude.
- Ability to demonstrate flexibility, self-motivation and professionalism



- Excellent communicator. Strong oral and written communication skills with ability to communicate effectively and with empathy; including the ability to deal effectively with families in the school.
- Ability to work with integrity, resilience, self-motivation and initiative.
- Able to work positively under pressure and meet deadlines.
- Ability to demonstrate sound judgment and decision-making ability.

Other

- Will need to be able to commit to occasional work outside of school hours
- Willingness to attend training courses and seminars which may occasionally be at a weekend
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- This post is subject to an enhanced DBS check.

This job description is subject to change as the need may arise.

St Pauls Steiner School is committed to safeguarding and promoting the welfare of children and young people in our school. In order to meet this responsibility, we follow a rigorous selection process details of which can be provided on request. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.