

## BURSAR

### JOB DESCRIPTION

#### Roles and Responsibilities

##### **Consultation, Relationships and Management**

As a member of the Senior Management Team (SMT), the Bursar will report on his / her day to day activities on a regular (at least weekly) basis to the Principal while being principally responsible to the Trustees who, in consultation with the Principal, will also act as the Bursar's appraisers.

The Bursar's role is to advise, support and assist the Principal by managing the administrative and business affairs of the College.

The Bursar (where this is appropriate or where requested to do so) shall consult with the Principal, the Trustees and the Governors on any matter affecting his/her duties. The Bursar will oversee the following areas:

- The Bursary/Finance Department, consisting of Bursar, Assistant Bursar and Finance Assistant (overseeing salaries, payments and receipts, budgets, projections, fee billing and debtors etc.);
- The Estate Team, consisting of the Estate Manager and his assistants (plans, repairs, routine maintenance, upgrades and new builds etc.);
- Catering Arrangements (employment of catering staff, catering contracts, catering facilities, provision of food stuffs and equipment etc.);
- HR (employment contracts, employment and disciplinary/grievance/capability including advice to the Principal etc.);
- Health & Safety.

The post requires exemplary leadership skills, demonstrating considerable patience and tact, together with the gravitas and ability to operate at a senior level. Above all, the Bursar and his/her Department are to provide a friendly and efficient service to assist the College to carry out its primary function of educating children.

##### **Professional Duties**

The Bursar's professional duties shall be carried out in accordance with and subject to:

- Any statute governing the conduct of or applying to the College's business or affairs;
- Any orders and regulations having effect under those statutes;



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- The articles of government of the College, to the extent to which their content is prescribed by statute;
- Any articles of association of the College;
- The provisions of any trust deed applying to the College;
- The articles of government of the College where they are not prescribed by statute;
- The provisions of any charter by which the College is incorporated;
- Any rules, regulations or policies, directions or restrictions laid down by the Governors and/or Trustees;
- The terms of the Bursar's Employment.

The professional duties of the Bursar shall include but not be limited to the following sections:

## **Finance and Accountancy**

In consultation with the Trustees and the Principal:

- Prepare financial reports as required for the Trustees, Board of Governors and its Finance Sub-Committee;
- Liaison with appropriate outside agencies;
- Prepare financial policies and procedures for accounts staff;
- Advise on general financial policy within the College;
- Prepare annual estimates of income and expenditure to include the preparation of departmental budgets within the College, the latter in consultation with the Principal and Senior Management Team;
- Monitor income and expenditure in relation to budget and present regular management reports to the Trustees, the Finance Sub-Committee and the Board of Governors;
- Undertake bookkeeping of expenses;
- Undertake monthly bank reconciliations;
- Keep the accounts of the College and balance sheets in accordance with required practice;
- Oversee the account of the Blanchelande Development Fund (BDF) and attend BDF meetings;
- Ensure accounts are prepared for audit at the year end;
- Maintain cash flow projections for the current and future years (usually 5);
- Advise on investments as necessary;
- Oversee the payment of all invoices;
- Keep analysis of costs and other statistical records;
- Manage all bank accounts;



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- Advise on any bursary funds;
- Undertake assessments of parents' income and assets prior to making bursary awards;
- Ensure all pupils' bills are prepared accurately and sent on time;
- Provide advice on any annual fee rise;
- Manage fee debtors, with due reference to the Principal;
- Ensure all salaries and wages, ETI, Superannuation and SI contributions are paid on time.
- Provide such information as may from time to time be required by the College's Bankers.

## **Organisation and General Administration**

In consultation with the Principal the Bursar will:

- Act as clerk to the Trustees and secretary to the Finance Sub Committee (where applicable);
- Ensure compliance with all relevant aspects of employment law and College Policy;
- Act as the Principal's adviser on employment matters including disciplinary procedures;
- Ensure that the College has appropriate capability, disciplinary and grievance procedures;
- Ensure that all relevant staff have contracts of employment in accordance with current legislation;
- Appraise non-teaching staff, as assigned by the Principal;
- Take professional advice as required;
- Ensure that the College has adequate insurance cover at all times to include employer's liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover;
- Purchase all goods and services for the College;
- Advise on appropriate security measures within the College, for staff and pupils;
- Maintain the Single Central Register of Appointments and act as the main contact for all DBS applications and GVB applications;
- Maintain contact with the statutory authorities and other organisations, such as the Education Department;
- Play a role in the 3 Colleges meetings and meetings with States Education on the grant negotiation process;

## College Buildings and Grounds

- The Bursar, in consultation with the Principal and the SMT, will provide direction for building and estates development based upon the strategic plans of the Trustees and Governors;
- Draw up outline specifications for new buildings, obtain tenders, planning permission, liaison with College architects and builders etc, ensuring excellent project management;
- The efficient and effective management of maintenance, including a schedule with annual priorities and action plans, in conjunction with the College's maintenance team and outside contractors;
- Management of the cleaning of the College buildings, overseeing the cleaners and outside contractors;
- The supervision of catering and housekeeping facilities in liaison with the senior Catering person and to ensure that catering areas meet the requirements for hygiene and food safety;
- The efficient and effective security of the College buildings and estate;
- The installation and maintenance of equipment for the detection, warning, protection and escape from fire;
- To ensure that the necessary fire risk assessments are carried out and maintained;
- The maintenance and efficiency of the installations and plant;
- Deal with the letting of College property and ensure that the appropriate leases and licenses to occupy are signed by the tenants and that rents are reviewed and received appropriately;
- The control of energy suppliers and fuel stocks;
- The supervision of the lighting and ventilation of the College buildings;
- In conjunction with the Head of Physical Education & Games, to agree annual grounds' priorities, ensuring the long-term upkeep of all sports facilities;
- The maintenance of boundaries, public footpaths, driveway, other roads and rights of way;
- Supervising the minibuses and transport arrangements and the servicing and purchase of fleet vehicles;
- Letting of premises to employees and outside organisations;
- To attend the Trustees meetings, working closely with the Chair, and to report to the Board of Governors as required
- To highlight to the Board long term maintenance issues.

## **Professional Development**

- The Bursar will participate in arrangements for his annual appraisal with the Trustees. From time to time the Bursar should be appraised by an independent person conducting a 360° appraisal;
- The Bursar shall undergo training identified in the appraisal, and other relevant training/courses recommended by the Principal and / or the Trustees;
- The Bursar shall preferably be a member of ISBA and attend the annual ISBA Bursars' Conference. He/she shall provide feedback to the Principal & Governors (where appropriate).

## **Safeguarding Children**

- The Bursar's responsibility for promoting and safeguarding the welfare of children and young person, will be to adhere to and ensure compliance with the College's Child Protection Policy at all times;
- The Bursar shall raise any concerns with the College's Designated Safeguarding Lead or other relevant person specified in the Safeguarding Policy;
- The Bursar shall ensure that the register of Police checks is kept and that it is always up to date.

## **In respect of BGC Property Management Limited**

BGC Property Management Limited is the Company which administers the Estate and in whose name all the leases are written.

- Secretary to the Company and liaison with the Brothers, who are the owners of the property;
- Work collaboratively with the Principal's PA to ensure accurate and timely circulation of minutes from Trustees' meetings
- Ensure the proper completion of all book keeping and accounts;
- Efficient management of property lets as indicated above.



## Key Contractual Terms

### **Bursar**

This Job Description relates to a senior Bursar.

### **Hours**

The Bursar is employed full time, based on 40 hours per week, The Bursar should be prepared to work flexibly, depending on the needs of the College. The Bursar will be entitled to 25 days of holiday each year, ensuring presence at school at key times of the year.

### **Hours of Duty**

Normally Monday – Friday, 0830 – 1630. In addition to these hours at present the weekly Senior Leadership Team meeting, of which the Bursar is a member, runs between approximately 4.00 pm – 6.00 pm. In addition, the Bursar attends major College events, such as Open Day, Prize Giving, Carol Service, etc.

### **FLEXIBILITY**

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Principal or Trustees. The particular duties / responsibilities listed here may be reviewed from time to time at the request of the Principal, Trustees or post holder as circumstances make necessary.

### ***For completion upon offer of post:***

I hereby confirm acceptance of the above job description:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_